



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

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 9th, 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

APPROVE CITY COUNCIL AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

The Parks committee is looking for a resident who would be willing to power wash or use an air compressor to clean the center of the hockey rink before painting. If you have either a power washer or air compressor and would be willing to help, please contact the City.

CITY COUNCIL UPDATES

* Denotes items that have supporting documentation provided

PRESENTATIONS AND REPORTS-

1. County Attorney Kevin Magnuson-Introduction and presentation on crime trends.
2. WCSO Monthly Newsletter p.3 *
3. Update on changes made to website

CITY BUSINESS-ACTION ITEMS

1. Discussion and possible approval of Resolution xx-2025, hiring Mary Rinckenberger. p.7*
2. Discussion of RFP for city planner progress.
3. Discussion of citizen portal and efforts to fix the bugs.
4. Discussion of repassing the 2026 preliminary budget to reflect the \$70,000 state grant money for the Lake Links project. p.9*

CONSENT AGENDA

1. Approval of August 12, 2025 Regular Council Meeting minutes. p. 12*
2. Approval of September 4, 2025 Special Council Meeting minutes. p.15*
3. Approval of August 2025 Claims Report, Balance Sheet and Year to Date Revenue–Expense Report. p.19*
4. Approval of payment #3 in the amount of \$66,694.24 to Hentges for work on the lift station replacement-carried over from the 9/4/25 meeting.
5. Authorize city staff and council members to post open appointment to White Bear Lake Conservation District.

ADJOURN



BIRCHWOOD

MONTHLY NEWSLETTER | SEPTEMBER 2025



ALL ABOUT E-BIKES

As the popularity of e-bicycles has exploded, so have calls to the Sheriff's Office about them, ranging from nuisance issues such as teens riding them in parks to serious incidents involving accidents and injuries. Early fall still provides plenty of time for riding – maybe even to school – so it's helpful to know some basics about e-bike capabilities, statistics, and safety issues.

Depending on their class, e-bikes can reach speeds of 28mph and are legal on sidewalks, trails, streets, and private property, with permission. They are not permitted in public parks. Safety rules require e-bike riders under 18 to wear a helmet. E-bikes cannot have passengers and must use a headlight and rear reflector if riding at night. (See attached chart.) These speedy riders can take pedestrians as well as drivers by surprise, often resulting in complaints and near misses, all the way to full-on crashes.

On a national level, e-bike accidents surged from around 3,500 in 2017 to 34,200 in 2023, according to the latest numbers from **Consumer Shield**. Roughly 38% of e-bike crashes nationally involve motor vehicles. Most e-bike accidents are single-vehicle accidents where the rider loses control and hits a stationary object, like a parked car, or runs off the road. Many riders take time to adjust to e-bikes, and they risk crashing while they learn how to use them. Motor vehicle drivers, on the other hand, often don't hear these quiet bikes, or they misjudge their speed or distance. Inattention and distracted driving are also a common cause of crashes with e-bikes.

With e-bike ridership still growing, it's important to be aware of the laws and local ordinances that apply wherever you ride. Always use caution, follow traffic rules, and wear the proper safety gear. Let's all do our part to ride responsibly and safely – so everyone can make the most of these final weeks of good weather before winter rolls in.

NUMBER OF INCIDENTS

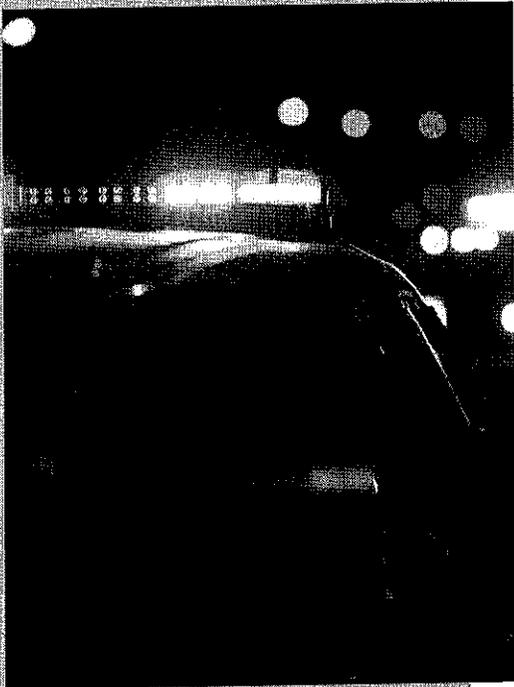
13

TRAFFIC STOPS

2

CITATIONS

2



WC25045159 SUSPICIOUS PERSON

1XX WILDWOOD AVENUE

At 7:10pm on Aug. 21, a deputy spoke with a caller reporting a young man wearing a black polo shirt and khaki pants walking around the neighborhood, taking photos of garages and homes. The young man didn't appear to have any pamphlets, a clipboard or any business identification that might indicate he was a solicitor. The deputy checked the area but didn't see anyone matching that description. At 8:01pm, another caller spoke with the deputy, saying that multiple neighbors had seen a similar person but wearing a blue shirt and khaki pants. This person claimed to be in the neighborhood to wash windows. However, the caller said the person had already left the area. The caller offered to provide the security video if requested. (WC25045163)

MESSAGE FROM THE SHERIFF

We would be remiss if we didn't give a shout-out to all the citizens who gathered and celebrated National Night to Unite on Aug. 5. Our deputies and staff look forward to this annual event for the connections it solidifies and builds between law enforcement and the people we serve. Washington County deputies and command staff attended around 90 gatherings this year, both in communities where we patrol every day as well as with other law enforcement agencies in their cities. We thought you'd enjoy seeing some of the great photos we got from all over. Thank you for helping to make it such a special summer evening. Check out our [Facebook page](#) for more photos!



In service,

Dan Starry
Sheriff Dan Starry



Sgt. O'Hara drew quite a crowd in Dellwood, where pedestrian and bicycle safety was a theme.

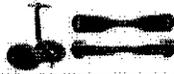


Kids in Mahtomedi got to check out a WCSO squad first-hand.

BIRCHWOOD LIAISON: SGT. MIKE PEARSON | MICHAEL.PEARSON@WASHINGTONCOUNTYMN.GOV | 651-430-7893

KNOW THE DIFFERENCE & RIDE SAFE

Reference: MN Statute 169.221-169.225

CATEGORY	Electric Personal Assistive Mobility Device	Motorized Foot Scooter	E-Bike (Classes 1-3)	Motorized Bicycle	Moped
PHOTO					
PEDAL-ASSIST MOTOR	No	No	Yes	Maybe	No
MOTOR/ENGINE SIZE		100-750 watts	<750 watts	<1500 watts or <49cc	>1500 watts or >49cc
MAX SPEED	15	20	20 or 28 (Class 3)	30	>30
LICENSE REQUIRED	No	No	No	Yes	Yes
REGISTRATION REQUIRED	No	No	No	Yes	Yes
MINIMUM AGE	12	12	15	15	15
HELMET REQUIRED	<18	<18	<18	<18	<18
WHERE CAN I RIDE	Sidewalks Trails Streets (Limited) Private property	Trails Streets Private property	Sidewalk Trails Streets Private property	Streets Off-highway Private property	Streets Off-highway Private property
* Riding on private property requires permission from the property owner					
PASSENGER	No	No	No	If equipped with seat & footrests	If equipped with seat & footrests
NIGHTTIME	Reflectors	Headlight & taillight	Headlight & rear reflector	Headlight & taillight	Headlight & taillight
STATUTE	169.212	169.225	169.222	169.223	169.974

Ride Safe Tips:

- Know the laws and ordinances
- Wear a helmet
- Ride at a reasonable speed and be aware of your surroundings
- Ride in the same direction as traffic on the right side
- Warn pedestrians and pass cautiously on the left
- Signal turns and yield at intersections
- Use lights and extra caution after dusk

Total for City BIRCHWOOD VILLAGE: 13

Incident Date	Case#	Address	Event Description
8/2/2025 1:19:30 PM	WC25041548	XXX Wildwood Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
8/5/2025 10:13:53 PM	WC25042241	XXX Jay St, BIRCHWOOD VILLAGE	FIRE
8/11/2025 12:10:44 PM	WC25043240	Unknown, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
8/15/2025 1:13:31 PM	WC25044082	XXX Wildwood Ave, BIRCHWOOD VILLAGE	FRAUD/SCAM
8/16/2025 7:05:12 PM	WC25044309	XXX Lake Ave, BIRCHWOOD VILLAGE	NOISE COMPLAINT/DISTURBANCE
8/18/2025 5:34:53 PM	WC25044593	XX Oakridge Dr, BIRCHWOOD VILLAGE	MEDICAL
8/21/2025 9:11:53 AM	WC25045061	XXX Birchwood Ave, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
8/21/2025 7:10:21 PM	WC25045159	XXX Wildwood Ave, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
8/21/2025 8:01:55 PM	WC25045163	XXX Wildwood Ave, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
8/21/2025 11:39:01 PM	WC25045192	XXX Birchwood Ave, BIRCHWOOD VILLAGE	911 ABANDONED/HANGUP/OPEN LINE
8/22/2025 10:28:59 AM	WC25045294	XXX Wildwood Ave, BIRCHWOOD VILLAGE	DRIVING COMPLAINT
8/22/2025 10:44:10 AM	WC25045296	XXX - 298 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
8/25/2025 8:31:30 AM	WC25045845	XXX Birchwood Ave, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT

MARY RINKENBERGER

maryrjc@msn.com 651-968-7184 Forest Lake, MN, 55025

Professional Summary

Highly organized and detail-oriented Accounting Clerk and Purchasing Coordinator with 15+ years of experience in financial records management, budgeting, purchasing, and administrative support within government and real estate property management settings. Experienced in auditing records and transactions to ensure accuracy and identify cost savings.

Work Experience

Deputy Clerk

2000 – 2016

West Lakeland Township, West Lakeland Township, MN

- Maintained comprehensive financial records for the Clerk's books using CTAS verifying accuracy and transparency. Passed the Board of Audit every year with 0 errors.
- Assisted in the preparation and updating of the annual budget and reports using CTAS for approval by the town board.
- Maintained escrow accounts and MS4 records.
- Prepared, posted, and published legal notices as required by statute, providing public access to essential government information.
- Responded to township phone calls and supplied information to residents and the public.
- Assisted with local elections as an election judge.

Accounts Payable Clerk and Purchasing Coordinator

10 years

Sherman Associates, Riverside Plaza, Minneapolis, MN

- Processed and coded accounts payable invoices for 14 apartment buildings, totaling 1,778 units.
- Reconciled vendor statements ensuring accuracy and timely disbursements.
- Created annual budgets for two strip malls and ten apartment complexes.
- Summarized monthly financial reports for the property manager of 14 apartment complexes.
- Developed and maintained an inventory and purchasing system for 379 maintenance parts, 59 custom forms, 32 cleaning supplies, and 90 office supplies.
- Coordinated purchasing activities, negotiated with vendors to secure lower pricing, and ensured timely delivery of materials and supplies for multiple properties.

Skills

- Microsoft Office Proficient CTAS (Small City and Town Accounting System) Proficient

Education

College of St. Benedict, St. Joseph, MN

Completed

Bachelor of Arts degree in Elementary Education K-6, Social Studies Concentration

Other Work Experience

Nanny/House Manager Private Family Hugo, MN	February 2019–June 2025
Home Health Aide/Companionship/Homemaking Comfort Keepers Hudson, WI	October 2017–October 2018
Educational Assistant St. Croix Preparatory Academy Stillwater, MN	September 2014–June 2017

Volunteer

Programming and Events Assistant Gammelgarden Museum of Scandia Scandia, MN	May 2023–Current
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TOTAL LEVY

\$ 618,134.00 **\$ 712,794.04** **15.3%**

100: GENERAL FUND RECEIPTS

General Property Taxes	507,476	567,249	343,583	618,134	55.6%	692,794	12.1%
Licenses & Permits	2,153	1,646	30	500	6.0%	500	
Building Permits	85,905	60,716	11,720	90,000	13.0%	65,000	
Kayak/Canoe Permits	1,710	2,055	1,920	1,700	112.9%	1,900	
Zoning Permits	300	50	669	300	223.0%	300	
Animal Licenses	110	200	1,725	100	1725.0%	100	
Federal Grants & Aid	-	3,192	93,175	3,192	2919.0%	3,192	
State Grants & Aid	37,809	26,973	-	603,000	0.0%	-	
Small City Aid	-	964	5,790	-	0.0%	-	
Charges for Services	-	1,997	850	-	0.0%	7,500	Planner Billing to Residents
City/Town Hall Rent	520	500	220	400	55.0%	250	
Court Fines	934	813	1,813	950	190.9%	1,000	
Miscellaneous	3,316	342	2,031	-	0.0%	-	
Interest Earning	48,393	57,131	25,606	48,000	53.3%	46,500	
Contributions of Donations from Private Sources	20	160	220	250	88.0%	250	
Refund-Reimbursement-Dividend	17,757	7,370	7,064	9,500	74.4%	8,000	
Escrows Deposits	30,000	21,000	6,000	35,000	17.1%	35,000	
Transfers from Other Funds	2,500	-	-	-	0.0%	-	
TOTAL GENERAL FUND RECEIPTS	738,903	752,358	502,414	1,411,026	35.6%	867,286	

100: GENERAL FUND DISBURSEMENTS

Ordinances & Proceedings	5,470.23	3,743.69	731.04	2,000.00	36.6%	2,000.00	
Mayor	1,612.30	2,339.62	380.00	9,180.00	4.1%	9,180.00	
Clerk - Treasurer	123,650.75	138,847.57	68,728.82	165,300.00	41.6%	171,085.50	3.5% Increase (County Match)
Elections	1,185.00	11,982.70	-	1,500.00	0.0%	12,000.00	
Assessing	5,645.89	6,543.73	6,108.54	6,700.00	91.2%	6,950.00	3% Increase
Legal Services	22,738.00	23,510.80	19,500.00	34,000.00	57.4%	35,100.00	3% Increase
Grants	1,957.95	2,053.89	2,125.77	2,100.00	101.2%	2,100.00	
Planning & Zoning	-	11,437.00	11,200.00	22,500.00	49.8%	23,175.00	3% Increase
Office Operations Supplies	2,772.25	3,407.54	5,668.31	3,250.00	91.5%	3,400.00	3.5% Increase (County Match)
Insurance - Employee	-	-	2,973.00	1,200.00	92.3%	1,300.00	3%
Animal Control	1,148.12	1,132.10	1,107.30	2,100.00	0.0%	2,100.00	
Software Expense	4,000.00	3,047.01	-	1,450.00	0.0%	1,500.00	
General Fund Engineering Expense	31,886.00	28,684.00	13,926.00	14,500.00	96.0%	28,340.00	
General Government Buildings & Plant	12,916.04	15,244.94	4,348.71	14,800.00	29.4%	15,000.00	
City Insurance	14,035.00	15,726.00	12,715.00	17,300.00	73.5%	17,500.00	
Cable Equipment & Service	11,749.96	2,775.64	2,335.70	1,750.00	133.5%	4,300.00	
Phone/IT	-	1,335.00	2,732.61	-	0.0%	-	
Police	36,216.53	124,345.60	48,674.78	97,645.00	49.8%	99,100.54	Per Contact
Fire	39,327.08	61,022.60	44,987.25	65,087.00	69.1%	64,285.00	Per Contact
Building Inspections Administration	53,309.18	43,208.03	20,495.32	62,200.00	33.0%	45,500.00	
Other Protection	68.38	-	68.38	-	0.0%	70.00	
Streets & Road Maintenance	12,100.00	363.93	4,487.96	100,000.00	4.5%	100,000.00	
Street Sweeping	3,500.00	4,000.00	-	4,000.00	0.0%	4,000.00	
Tree Care	-	-	-	5,000.00	0.0%	5,000.00	
Ice & Snow Removal	76,170.79	30,192.44	47,413.15	34,000.00	139.5%	50,000.00	
Tree Removal	23,000.00	4,386.65	-	15,000.00	0.0%	15,000.00	
Street Lighting	16,472.20	15,780.46	6,984.96	17,000.00	41.1%	17,000.00	
Recycle	17,480.00	21,712.00	9,936.00	20,400.00	48.7%	20,400.00	
Maintenance Staff	31,418.22	38,737.72	18,338.72	40,250.00	45.6%	62,000.00	Jim / Ron - Hire more help.
Lawn Care - Maintenance	-	49.99	-	8,000.00	0.0%	8,250.00	3% Increase
Water Resources	1,100.18	740.05	1,148.28	1,150.00	99.9%	1,150.00	
Miscellaneous	4,258.30	9,299.35	135.00	-	0.0%	-	
Unallocated Expenditures	-	12,281.09	-	500.00	0.0%	500.00	
Escrow Refunds	18,000.00	27,000.00	24,141.67	30,000.00	80.5%	30,000.00	
Transfer to Enterprise Fund	-	40,867.84	-	12,614.00	0.0%	-	Moved to Capital Project Fund Levy
Utility Reimbursement	-	-	-	600,000.00	0.0%	-	
Newsletter	-	-	883.00	-	0.0%	-	

TOTAL GENERAL FUND DISBURSEMENTS

Actual 2023	Actual 2024	Actual 2025 - YTD Thru July	Budget 2025	Percent of Budget	2026 Proposed Budget
\$ 573,188.35	\$ 705,798.98	\$ 382,273.27	\$ 1,411,026.00	27.1%	\$ 862,286.04

	2023	2024	2025 - YTD Thru July	2025	Budget	Proposed Budget
210: SPECIAL REVENUE PROJECTS REVENUE						
Dock/Lift Permit Fee	\$ 15,750.00	\$ 14,000.00	\$ 14,000.00	\$ -	0.0%	\$ 14,500.00
210: TOTAL SPECIAL REVENUE FUND RECEIPTS	\$ 15,750.00	\$ 14,000.00	\$ 14,000.00	\$ -	0.0%	\$ 14,500.00
210: SPECIAL REVENUE PROJECTS DISBURSEMENTS						
Recreation	\$ 8,347.64	\$ 3,800.00	\$ 3,200.00	\$ -	0.0%	\$ 4,000.00
210: TOTAL SPECIAL REVENUE FUND DISBURSEMENTS	\$ 8,347.64	\$ 3,800.00	\$ 3,200.00	\$ -	0.0%	\$ 4,000.00
406: CAPITAL PROJECT RECEIPTS						
	\$ -	\$ 30,000.00	\$ -	\$ -	0.0%	\$ 20,000.00
406: TOTAL CAPITAL PROJECT FUND RECEIPTS	\$ -	\$ 30,000.00	\$ -	\$ -	0.0%	\$ 20,000.00
406: CAPITAL PROJECT FUND DISBURSEMENTS						
Capital Project Engineering Expense	\$ 35,969.82	\$ 115,212.92	\$ 7,304.00	\$ -	0.0%	
406: TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ 35,969.82	\$ 115,212.92	\$ 7,304.00	\$ -	0.0%	
601: WATER FUND RECEIPTS						
Water Consumption	\$ 96,530.68	\$ 77,368.57	\$ 50,101.05	\$ -	0.0%	
Water Utility User Fee	\$ 46,808.51	\$ 51,421.69	\$ 42,513.29	\$ -	0.0%	
Water Main-Break Surcharge	\$ 10,000.31	\$ 23,251.44	\$ 33.90	\$ -	0.0%	
Special Water Charges	\$ 1,025.73	\$ 1,697.85	\$ 1,223.17	\$ -	0.0%	
State Surcharge	\$ 3,367.77	\$ 3,317.85	\$ 2,182.79	\$ -	0.0%	
Certified Bills Collection	\$ 44.49	\$ -	\$ -	\$ -	0.0%	
Administrative Fee Move/Out	\$ 478.98	\$ 1,324.89	\$ 7.60	\$ -	0.0%	
Lift Station Replacement	\$ -	\$ -	\$ 12,954.64	\$ -	0.0%	
Penalties & Forfeited Discounts	\$ 893.86	\$ 1,208.31	\$ 513.68	\$ -	0.0%	
Sewer Consumption	\$ -	\$ -	\$ (62.78)	\$ -	0.0%	
Sewer Minimum Charge	\$ -	\$ -	\$ (46.46)	\$ -	0.0%	
Transfer from Governmental Fund	\$ -	\$ 6,287.74	\$ -	\$ -	0.0%	
601: TOTAL WATER FUND RECEIPTS	\$ 159,150.33	\$ 165,878.34	\$ 109,420.88	\$ -	0.0%	\$ -
601: WATER FUND DISBURSEMENTS						
Financial Administration	\$ 12,084.81	\$ 16,176.00	\$ 8,650.23	\$ -	0.0%	
Utility Reimbursement	\$ -	\$ -	\$ 95.36	\$ -	0.0%	
Water Utility	\$ 88,836.11	\$ 104,808.37	\$ 39,078.08	\$ -	0.0%	
Water/Sewer Emergency	\$ 38,085.71	\$ 32,463.78	\$ 13,563.90	\$ -	0.0%	
Newsletter	\$ 915.15	\$ 741.86	\$ 369.46	\$ -	0.0%	
601: TOTAL WATER FUND DISBURSEMENTS	\$ 139,921.78	\$ 154,190.01	\$ 61,757.03	\$ -	0.0%	\$ -
605: SEWER FUND RECEIPTS						
Sewer Consumption	\$ 62,626.66	\$ 59,476.40	\$ 40,669.14	\$ -	0.0%	
Sewer Minimum Charge	\$ 54,538.90	\$ 53,879.26	\$ 35,917.15	\$ -	0.0%	
Penalties & Forfeited Discounts	\$ 602.32	\$ 1,002.85	\$ 418.51	\$ -	0.0%	
Refund/Reimbursement/Dividend	\$ -	\$ 18,932.70	\$ -	\$ -	0.0%	
Transfer from Governmental Fund	\$ -	\$ 4,580.10	\$ -	\$ -	0.0%	
605: TOTAL SEWER FUND RECEIPTS	\$ 117,767.88	\$ 137,871.31	\$ 77,004.80	\$ -	0.0%	\$ -
605: SEWER FUND DISBURSEMENTS						
Office Operations Supplies	\$ 896.25	\$ 296.14	\$ 140.52	\$ -	0.0%	
Storm Drainage	\$ -	\$ 1,400.00	\$ 400.00	\$ -	0.0%	
Water Utility	\$ -	\$ 1,251.21	\$ 177.17	\$ -	0.0%	
Utility Locates	\$ 396.95	\$ 625.10	\$ 221.45	\$ -	0.0%	
Sewer Utility	\$ 73,581.61	\$ 131,958.36	\$ 55,452.77	\$ -	0.0%	\$ 62,029.95
Sewer Engineering Expense	\$ 50,715.75	\$ 47,756.00	\$ 20,872.50	\$ -	0.0%	
605: TOTAL SEWER FUND DISBURSEMENTS	\$ 125,590.56	\$ 183,286.81	\$ 77,264.41	\$ -	0.0%	\$ 62,029.95

Need information in this category

Need information in this category

CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA

MINUTES OF THE CITY COUNCIL MEETING
AUGUST 12, 2025, 6:45 P.M.

MEMBERS:

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

STAFF:

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

1. **CALL TO ORDER**

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

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **APPROVAL OF THE AGENDA (0:01:28)**

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

4. **OPEN PUBLIC FORUM (0:01:38)**

Mayor Arsenault opened the public forum. Justin McCarthy spoke, requesting the Council remove Susie Mahoney from the White Bear Lake Conservation District Board. (WBLCDB) (0:06:57) Julie McKenzie spoke regarding removing Ms. Mahoney from the WBLCDB. (0:10:06) Kathy Madore spoke about adding a stop sign at Wildwood and Lake. Mayor Arsenault closed the public forum.

5. **PRESENTATIONS (0:12:41)**

Shari Hankins gave an update on the WBLCD which included budget, invasive species and the sheriff's report. Ryan Hankins raised concerns about how the potential moving of Harrod's dock would affect Kay Beach. (0:19:40) Alan Kantrud, City Attorney, confirmed that Harrod's did not receive 10 feet of property from the City and, in fact, the City survey matches the Harrod's survey. Mahoney's and Harrod's have been ordered by the WBLCDB to position their docks in the middle of their lot in perpetuity. Matt Duffy, attorney for Harrod's, spoke about land surveys done on the Harrod's property. Council agreed that there was a conflict of interest allowing Ms. Mahoney to continue on the WBLCDB.

Action: Scott Hildebrand, City Administrator, was asked to write a letter to Susie Mahoney asking for her to resign from the WBLCDB.

(0:44:03) 2026 Parks Committee Budget Proposal- Al Mitchell presented a quarterly report and detailed budget for 2026.

(0:49:14) Jessica Granic spoke for Lake Links Association Task Force. December 30, 2026 is the deadline to submit receipts and have work completed by then. Resolution needed for them to move forward. A summary of the project was given.

Action Item: City will manage the Lake Links project and turn in receipts for grant reimbursement.

6. **CONSENT AGENDA(1:08:38)**

Council Member Sperl made the motion to accept the consent agenda as amended. Seconded by Councilmember Weier. All in favor. Motion passed.

7. **STAFF REPORTS (1:09:40)**

City Administrator Hildebrand discussed keeping records on what John Manship is working on and documenting that going forward. Hildebrand discussed procedures regarding planning.

Action: Scott will provide a maintenance report for August.

7.1 **City Engineer Johnson (1:12:03)**

Johnson informed council about the LRIP grant that comes out every 3 years for road replacement. Application is due in December.

Action Item: Hankins will apply for grant.

Bolten-Menk received money from the MN health department for the Lead Service Inventory.

Johnson proposed using the funding for identifying the material of the remaining unknown service lines in the City. They will also shoot utility lines and record curb stops with the funds.

John Manship will fill out the forms for reporting the materials to the Department of Health.

(1:40:04) Update on Tighe Schmitz. Johnson will provide a cost estimate for the September council meeting for his work on Tighe Schmitz. 2025 road maintenance project will get underway soon. Lift Station is in the testing process. The road will be opened in 3-4 weeks.

Weier motioned and Hankins seconded. All in favor. Motion passed approving the second payment to Hentges for the lift station. As-Built survey was explained to council. Requires builder to report on whether project was built as proposed or if not, to report changes. Priebe Lake Joint Powers-Weier suggested Birchwood ask Mahtomedi for joint powers for Birchwood to maintain Halls Marsh. Mahtomedi owns part of the Marsh. Hankins is concerned about information about Halls Marsh coming to council. Hankins requested an update prior to making any decisions about the Marsh. Johnson talked about culverts and their maintenance. The recommendation is to clean out the culvert and to

Action Items: Arsenault will look for crosswalk map and provide to Johnson. Hankins will work on code change for As-Built survey. Attorney Kantrud will send information to council about Hall's Marsh. Eisele requested that Hildebrand report back on what Birchwood requires of a water superintendent.

8. **CITY BUSINESS – ACTION ITEMS (2:11:48)**

1. Update on Water Main Replacement Task Force- Max Kirschbaum has written a draft report. Council is waiting on a final draft.

2. Sewer catch basin and sump cleanout- Sperl motioned. Hankins seconded. Motion passed approving \$3000 to clean out remaining 10 basins and sumps.

3. Toilet rebate- WBL has a grant and a Birchwood resident asked if administrator could explore sharing with Birchwood.

4. Planning process discussion- Hankins expressed concern about process. Weier asked whether software has a calendar feature. Hankins questioned whether the planner is responsible for making sure deadlines are met. Kantrud suggested to automatically take the extension when a variance comes in. Eisele asked what the Council's role actually is in the process.

5. Update regarding storm damage/debris removal- White Bear Township has a site for brush disposal. Residents are responsible for removing their own tree debris.

6. Tree Inspector Proposal- Washington Conservation District-Hankins, Sperl All in favor. Motioned passed.

7. Tree Removal Quote- Steve Dean was asked to clear Cedar/Hall of low hanging branches. He will continue work after Xcel comes through.

9. Special Meeting for budget scheduled for September 4th. The general meeting for September 9th will stay on the calendar. Cris Stoltzman will record the meeting on the 4th. A special meeting is also scheduled for August 18th at 5:30 to pass Lake Links resolution. City Administrator provided spreadsheets for budget. Hildebrand suggested focusing on vision and future planning. General Fund budget won't be changing much. Hankins suggested itemizing equipment city owns. Weier questioned why our permit income is so low.

Action Items: Deputy Clerk Belinger will contract with Miller Excavating to clean out sumps for not more than \$3000. Administrator Hildebrand will contact WBL City Administrator to inquire about toilet grant. Sperle asked Administrator to set up a meeting with staff to walk through a variance.

9. **CORRECTION OF MEETING MINUTES-**

Hankins requested that the minutes from the July 14, 2025 special council meeting be amended to reflect a 4-0 vote on the 2025 road contract. Hankins motioned. Eisele seconded. All in favor. Motioned passed accepting minutes as amended.

Announcements

City newsletter items due by August 22, 2025.

Adjourn (03:05:15) Motion made by Sperle. Seconded by Hankins. All in favor. Motion passes.

DISCLAIMER

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

Mayor Jennifer Arsenault

Deputy Clerk

Date

Date

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

City of Birchwood Village

Claims History

9/4/2025

Date Range : 8/1/2025 To 8/31/2025

Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
08/01/2025	Techie Dudes	Monthly Service Charges-Cloud Storage, Backup, MS Email	7635*	eft techie	Yes	\$406.78	100-41955-314	\$406.78
08/01/2025	Xcel 2307-8	Street Lighting Charges	7600*	eft-03	Yes	\$1,407.58	100-43160-380	\$1,407.58
08/05/2025	LBS Portables, LLC	July Portable Potty	7626*	33599	Yes	\$137.00	100-45207-314	\$137.00
08/14/2025	IRS - US Treasury	Federal Taxes - Q3 2025 - July Payment	7627*	EFT081425A	Yes	\$2,492.24	100-41401-100	\$1,343.02
08/14/2025	Minnesota UI Fund	Unemployment Insurance Fund	7629	EFT081425C	Yes	\$7,948.00	100-41401-100	\$314.10
08/14/2025	MN Department of Revenue	MN State Tax efilling - 2025 Q1- July 2025 pymt	7628*	EFT081425B	Yes	\$579.00	100-41401-115	\$409.96
08/14/2025	SM Herntges	2nd Payment on Lift Station Contract	7630*	33600	Yes	\$233,676.32	406-49465-314	\$169.04
08/15/2025	Xcel 2335-4	Electricity 6/19-7/18	7636*	eft 01	Yes	\$11.21	601-49415-380	\$11.21
08/15/2025	Xcel 4094-1	Gas Service 6/20-7/18	7638*	eft 03	Yes	\$26.46	605-49415-380	\$26.46
08/15/2025	Xcel 9369-0	200 Wildwood Lift Station 407 Lake Lift Station 6/19-7/18	7637*	eft 02	Yes	\$21.41	605-49465-380	\$21.41
08/18/2025	PERA	Retirement Funds PR 7/27-8/9, tb, sh, jr	7631*	eft08182025	Yes	\$831.15	100-41401-121	\$504.00
08/22/2025	A T & T Mobility	Wireless for water tower- 8/2-9/1	7633*	eft at&t	Yes	\$55.15	601-49415-382	\$327.15
08/26/2025	Quantum Fiber	Internet Service Fee	7634*	eft of	Yes	\$50.00	100-41955-314	\$50.00
08/28/2025	PERA	Retirement Funds PR8/10-8/23, tb, sh, mo, jr	7632*	eft pera	Yes	\$705.43	100-41401-121	\$534.43
08/29/2025	Xcel 2307-8	Street Lighting Charges	7639*	eft 04	Yes	\$1,407.42	100-43160-380	\$171.00
08/31/2025	Arsenault, Jennifer	Misc Hall Supplies-Paint, Stain,	7640*	33609	Yes	\$229.09	100-41940-220	\$729.09
08/31/2025	Arsenault, Jennifer	Birchwood Uniforms for Staff and paper, mouse, batteries	7654*	33622	Yes	\$331.65	100-41911-200	\$331.65
08/31/2025	Bellinger, Therese	Postage Reimbursement	7652*	33621	Yes	\$218.25	100-41911-200	\$218.25

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Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
08/31/2025	Bellinger, Therese	Microsoft-4 license renewal, adobe, and monthly MS fee for Jan thru July	7675*	33644	Yes	\$450.59	100-41921-200	\$720.01
08/31/2025	Bolton & Menk, Inc.	City Council Meeting	7666*	33665	Yes	\$300.00	100-41921-200	\$230.58
08/31/2025	Bolton & Menk, Inc.	City Council Meeting, GIS Parcel Questions Consult, GIS Parcel Request, Halls Marsh	7667*	33636	Yes	\$1,620.00	100-41925-300	\$300.00
08/31/2025	Bolton & Menk, Inc.	Right Away Permit Review	7668*	33637	Yes	\$165.00	100-41925-300	\$990.00
08/31/2025	Bolton & Menk, Inc.	Permit Review for 697 Hall-Billed Applicant	7669*	33638	Yes	\$495.00	100-41925-300	\$165.00
08/31/2025	Bolton & Menk, Inc.	Permit Review for 411 Row-Billed Applicant	7670*	33639	Yes	\$82.50	100-41925-300	\$495.00
08/31/2025	Bolton & Menk, Inc.	Street Site Design, Prepare IRA for Courtney Maul	7671*	33640	Yes	\$557.00	406-41935-300	\$82.50
08/31/2025	Bolton & Menk, Inc.	Contract Wrap up and Reach Out to BR on Quote Question	7672*	33641	Yes	\$82.50	406-41935-300	\$62.00
08/31/2025	Bolton & Menk, Inc.	Lift Station Construction Observ and Admin	7673*	33642	Yes	\$584.00	605-49485-300	\$82.50
08/31/2025	Bolton & Menk, Inc.	Lift Station Construction Observ and Admin-Several Specialists on Site	7674*	33643	Yes	\$27,467.00	605-49485-300	\$380.00
08/31/2025	City of St. Anthony Village	3rd Q. 2024 Utility Billing	7651*	33620	Yes	\$2,032.00	605-49485-300	\$204.00
08/31/2025	D5G	Water Meters--Replenish Stock	7641*	33610	Yes	\$4,293.12	601-41501-314	\$19,645.00
08/31/2025	Gopher State One Call	Aug 17 Tickets	7664*	33633	Yes	\$992.25	601-49415-382	\$2,032.00
08/31/2025	H.A. Kantrud, P.A.	Attorney Fees for AUG	7642*	33611	Yes	\$72.95	605-49455-314	\$790.00
08/31/2025	John Wikstrom	Aug City Planner Fees-	7643*	33612	Yes	\$2,500.00	100-41601-300	\$4,293.12
						\$1,600.00	100-41925-300	\$992.25
						\$1,600.00		\$22.95
						\$1,600.00		\$2,500.00
						\$1,600.00		\$1,600.00

Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
08/31/2025	URS Portables, LLC	Aug Portable Potty	7644*	33613	Yes	\$174.00	100-45207-314	\$174.00
08/31/2025	Manship Plumbing & Heating Inc	Aug Retain, 2 Locates, Replace Meter 110 WW, Water Testing	7645*	33614	Yes	\$1,400.00	601-49415-314	\$800.00
							601-49415-314	\$240.00
							601-49415-314	\$120.00
08/31/2025	MENARD'S - OAKDALE	Misc supplies for hall and city	7647*	33616	Yes	\$35.97	100-41940-220	\$240.00
08/31/2025	MENARD'S - OAKDALE	Misc supplies for hall and city	7648*	33617	Yes	\$108.16	100-41940-220	\$35.97
08/31/2025	MENARD'S - OAKDALE	Misc supplies for hall and city	7649*	33618	Yes	\$26.09	100-41940-220	\$108.16
08/31/2025	Merrick Inc.	Fall Newsletter	7676*	33645	Yes	\$185.71	601-49435-350	\$26.09
08/31/2025	Metropolitan Council - Env. Service	Sept Waste Water Services	7663*	33631	Yes	\$5,131.86	605-49465-217	\$185.71
08/31/2025	Minnesota Department of Health	Community Water Supply Service Connection Fee for 7/1-9/30	7646*	33615	Yes	\$903.00	601-49415-437	\$5,131.86
08/31/2025	Press Publications	Ref 839633, Summary of Ord Amend 8/7	7650*	33619	Yes	\$121.00	100-41130-351	\$903.00
08/31/2025	Steve Dean	Water Main Break Material Dump-9/3, 2 Elm Trees, 1 Limb at Kay	7653*	33632	Yes	\$1,300.00	601-49425-314	\$121.00
08/31/2025	Stoltzman, Cris	Videography - Council Mtg-8/12 and Website Updates, 11.5 hours	7657*	33625	Yes	\$316.94	100-43104-314	\$400.00
08/31/2025	Tennis Sanitation, LLC	Recycling for Serv Jul thru Aug 2025	7665*	33634	Yes	\$3,312.00	100-43300-314	\$903.00
08/31/2025	Top Green Co	Lawn Services for Aug 6 & 21 and Aug 13 & 27	7662*	33630	Yes	\$1,600.00	100-45207-400	\$316.94
08/31/2025	Toshiba America Business Solutions	Aug Monthly Usage Allowance	7656*	33624	Yes	\$10.62	100-41911-314	\$3,312.00
08/31/2025	TSE, Inc. Work Account	Janitorial Services - 8/7 & 8/21	7655*	33623	Yes	\$60.08	100-41940-314	\$1,600.00
08/31/2025	USS Minnesota One MT LLC	Solar Energy - July Charges--	7658*	33626	Yes	\$1,340.69	605-49465-380	\$10.62
							100-41940-380	\$60.08
							605-49465-380	\$762.35
								\$157.73
								\$420.61

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<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>
08/31/2025	Washington County - Property & Tax	2024 Election Equipment Rental--Did not get bill	7661*	33629	Yes	\$1,470.00	100-41550-314	\$1,470.00
08/31/2025	White Bear Lawn and Snow, LLC	Patch E Cty Line Rd, Patch and Fill 165 Wildwood Water Main	7659*	33627	Yes	\$2,000.00	601-49425-400	\$2,000.00
08/31/2025	White Bear Township	Sink Hole Maintenance, 7/14, 7/28,	7660*	33628	Yes	\$3,960.17	605-49465-314	\$3,960.17
Total For Selected Claims						\$310,202.34		

**City of Birchwood Village
September 9th, 2025 City Council Meeting**

CLAIMS LIST APPROVAL SHEET

9/9/2025

Claims Total \$ **310,202.34**

Number of Checks	52
Check Voids	0

Signature Approvals

Jennifer Arsenaunt, Mayor Date

Ryan Eisele, City Council Date

Ryan Hankins, City Council Date

Bridget Spertl, City Council Date

Katherine Weiler, City Council Date

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

ASSETS

	Checking/Savings	
	PMA 4M Fund (Cash Control)	\$ 1,007,525.41

Total Current Assets		\$ 1,007,525.41
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LIABILITIES & EQUITY

	Liabilities	\$ -
	Equity	
	Fund Balance January 1, 2025	\$ 1,109,643.59
	Net Income	<u>\$ (102,118.18)</u>
	Total Equity	<u>\$ 1,007,525.41</u>

Total Liabilities & Equity		\$ 1,007,525.41
---------------------------------------	--	------------------------

Balance Per Fund

	General Fund	\$ 960,927.39
	Special Revenue Fund	\$ 31,823.05
	Capital Projects Fund	\$ (90,685.88)
	Water Fund	\$ 104,593.07
	Sewer Fund	\$ 867.78

Total Balance (Schedule 1)		\$ 1,007,525.41
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Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
08/27/2025	Knights Plumbing	171736436*	Plumbing Permit 25-0063, 401 Wildwood	(08/27/2025) -	N	Building Permits	100-32211-	\$ 151.00
08/30/2025	4 M Fund	171736433	August 25 interest	(08/30/2025) -	N	Interest Earning Interest Earning	100-36210- 100-36210-	\$ 3,743.37 \$ 224.95 \$ 3,968.32
08/30/2025	ASAP	171736434	Lift Station Repair EPA Grant	(08/30/2025) -	N	Federal Grants and Aids	406-33101-	\$ 186,941.06 \$ 186,941.06 \$ 204,321.48

Total for Selected Receipts

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

	August 2025	YTD 2025	Budget 2025	Percent of Budget
100: GENERAL FUND RECEIPTS				
General Property Taxes	\$ -	\$ 343,583	\$ 618,134	55.6%
Licenses & Permits	\$ -	\$ 30	\$ 500	6.0%
Building Permits	\$ 13,110	\$ 24,830	\$ 90,000	27.6%
Kayak/Canoe Permits	\$ 140	\$ 2,060	\$ 1,700	121.2%
Zoning Permits	\$ -	\$ 669	\$ 300	223.0%
Animal Licenses	\$ -	\$ 1,725	\$ 100	1725.0%
Federal Grants & Aid	\$ -	\$ -	\$ 3,192	0.0%
State Grants & Aid	\$ -	\$ -	\$ 603,000	0.0%
Small City Aid	\$ -	\$ 5,790	\$ -	0.0%
Charges for Services	\$ -	\$ 850	\$ -	0.0%
City/Town Hall Rent	\$ 125	\$ 345	\$ 400	86.3%
Court Fines	\$ 37	\$ 1,850	\$ 950	194.7%
Miscellaneous	\$ -	\$ 2,031	\$ -	0.0%
Interest Earning	\$ 3,968	\$ 29,574	\$ 48,000	61.6%
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	\$ 17,380	\$ 426,619	\$ 1,411,026	30.2%
100: GENERAL FUND DISBURSEMENTS				
Ordinances & Proceedings	\$ 121.00	\$ 852.04	\$ 2,000.00	42.6%
Mayor	\$ -	\$ 380.00	\$ 9,180.00	4.1%
Clerk - Treasurer	\$ 10,356.82	\$ 79,085.64	\$ 165,300.00	47.8%
Elections	\$ -	\$ -	\$ 1,500.00	0.0%
Assessing	\$ 1,470.00	\$ 7,578.54	\$ 6,700.00	113.1%
Legal Services	\$ 5,000.00	\$ 24,500.00	\$ 34,000.00	72.1%
Grants	\$ -	\$ 2,125.77	\$ 2,100.00	101.2%
Planning & Zoning	\$ -	\$ -	\$ 22,500.00	0.0%
Office Operations Supplies	\$ 571.14	\$ 6,239.45	\$ -	0.0%
Insurance - Employee	\$ 7,948.00	\$ 10,921.00	\$ 3,250.00	336.0%
Animal Control	\$ 145.00	\$ 1,252.30	\$ 1,200.00	104.4%
Software Expense	\$ 450.59	\$ 450.59	\$ 2,100.00	21.5%
General Fund Engineering Expense	\$ 9,036.00	\$ 34,162.00	\$ 14,500.00	235.6%
General Government Buildings & Plant	\$ 1,102.18	\$ 5,450.89	\$ 14,800.00	36.8%
City Insurance	\$ -	\$ 12,715.00	\$ 17,300.00	73.5%
Cable Equipment & Service	\$ 427.18	\$ 2,762.88	\$ 1,750.00	157.9%
Phone/IT	\$ 1,181.17	\$ 3,913.78	\$ -	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	\$ 900.00	\$ 900.00	\$ 5,000.00	18.0%
Ice & Snow Removal	\$ -	\$ 47,413.15	\$ 34,000.00	139.5%
Tree Removal	\$ -	\$ -	\$ 15,000.00	0.0%
Street Lighting	\$ 4,222.90	\$ 11,207.86	\$ 17,000.00	65.9%
Recycle	\$ 3,312.00	\$ 13,248.00	\$ 20,400.00	64.9%
Parks	\$ 10,975.83	\$ 29,314.55	\$ 40,250.00	72.8%
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	\$ -	\$ 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	\$ 57,219.81	\$ 439,495.08	\$ 1,411,026.00	31.1%

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

	August 2025	YTD 2025	Budget 2025	Percent of Budget
210: SPECIAL REVENUE PROJECTS REVENUE				
Dock/Lift Permit Fee	\$ -	\$ 14,000.00	\$ -	0.0%
210: TOTAL SPECIAL REVENUE FUND RECEIPTS	<u>\$ -</u>	<u>\$ 14,000.00</u>	<u>\$ -</u>	<u>0.0%</u>
210: SPECIAL REVENUE PROJECTS DISBURSEMENTS				
Recreation	\$ -	\$ 3,200.00	\$ -	0.0%
210: TOTAL SPECIAL REVENUE FUND DISBURSEMENTS	<u>\$ -</u>	<u>\$ 3,200.00</u>	<u>\$ -</u>	<u>0.0%</u>
406: CAPITAL PROJECT RECEIPTS				
State Grants & Aid	\$ 186,941.06	\$ 280,115.82	\$ -	0.0%
406: TOTAL CAPITAL PROJECT FUND RECEIPTS	<u>\$ 186,941.06</u>	<u>\$ 280,115.82</u>	<u>\$ -</u>	<u>0.0%</u>
406: CAPITAL PROJECT FUND DISBURSEMENTS				
Capital Project Engineering Expense	\$ 354,026.27	\$ 361,330.27	\$ -	0.0%
406: TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	<u>\$ 354,026.27</u>	<u>\$ 361,330.27</u>	<u>\$ -</u>	<u>0.0%</u>
601: WATER FUND RECEIPTS				
Water Consumption	\$ -	\$ 50,101.05	\$ -	0.0%
Water Utility User Fee	\$ -	\$ 42,513.29	\$ -	0.0%
Water Main-Break Surcharge	\$ -	\$ 33.90	\$ -	0.0%
Special Water Charges	\$ -	\$ 1,223.17	\$ -	0.0%
State Surcharge	\$ -	\$ 2,182.79	\$ -	0.0%
Administrative Fee Move/Out	\$ -	\$ 7.60	\$ -	0.0%
Lift Station Replacement	\$ -	\$ 12,954.64	\$ -	0.0%
Penalties & Forfeited Discounts	\$ -	\$ 513.68	\$ -	0.0%
Sewer Consumption	\$ -	\$ (62.78)	\$ -	0.0%
Sewer Minimum Charge	\$ -	\$ (46.46)	\$ -	0.0%
601: TOTAL WATER FUND RECEIPTS	<u>\$ -</u>	<u>\$ 109,420.88</u>	<u>\$ -</u>	<u>0.0%</u>
SAV to submit receipts 9/5/2025 oe 9/8/2025				
601: WATER FUND DISBURSEMENTS				
Financial Administration	\$ 4,293.12	\$ 12,943.35	\$ -	0.0%
Utility Reimbursement	\$ -	\$ 95.36	\$ -	0.0%
Water Utility	\$ 18,665.90	\$ 57,743.98	\$ -	0.0%
Water/Sewer Emergency	\$ 2,400.00	\$ 15,963.90	\$ -	0.0%
Newsletter	\$ 185.71	\$ 555.17	\$ -	0.0%
601: TOTAL WATER FUND DISBURSEMENTS	<u>\$ 25,544.73</u>	<u>\$ 87,301.76</u>	<u>\$ -</u>	<u>0.0%</u>
605: SEWER FUND RECEIPTS				
Sewer Consumption	\$ -	\$ 40,669.14	\$ -	0.0%
Sewer Minimum Charge	\$ -	\$ 35,917.15	\$ -	0.0%
Penalties & Forfeited Discounts	\$ -	\$ 418.51	\$ -	0.0%
605: TOTAL SEWER FUND RECEIPTS	<u>\$ -</u>	<u>\$ 77,004.80</u>	<u>\$ -</u>	<u>0.0%</u>
SAV to submit receipts 9/5/2025 oe 9/8/2025				
605: SEWER FUND DISBURSEMENTS				
Office Operations Supplies	\$ -	\$ 140.52	\$ -	0.0%
Storm Drainage	\$ -	\$ 400.00	\$ -	0.0%
Water Utility	\$ 51.34	\$ 228.51	\$ -	0.0%
Utility Locates	\$ 47.25	\$ 268.70	\$ -	0.0%
Sewer Utility	\$ 15,606.05	\$ 71,058.82	\$ -	0.0%
Sewer Engineering Expense	\$ 24,983.00	\$ 45,855.50	\$ -	0.0%
605: TOTAL SEWER FUND DISBURSEMENTS	<u>\$ 40,687.64</u>	<u>\$ 117,952.05</u>	<u>\$ -</u>	<u>0.0%</u>

City of Birchwood Village

Disbursements Register

9/4/2025

Fund Name:	All Funds									
Date Range:	08/01/2025 To 08/31/2025									
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total			
08/01/2025	SM Hentges	33574*	1st Payment on Lift Station Contract	N	Sewer Utility	406-49465-314-	\$ 116,468.45			
Total For Check							\$ 116,468.45			
08/01/2025	PERA	eft*	Retirement Funds PR 7/13-7/26, tb, sh, jr	N	Clerk - Treasurer	100-41401-121-	\$ 461.16			
		eft			Parks	100-45207-121-	\$ 229.00			
		eft					\$ 690.16			
Total For Check							\$ 300.00			
08/04/2025	Bolton & Menk, Inc.	33575*	CC Meeting, General Engineering Help for City	N	General Fund Engineering Expense	100-41925-300-	\$ 2,873.50			
		33575					\$ 3,173.50			
Total For Check							\$ 82.50			
08/04/2025	Bolton & Menk, Inc.	33576*	Row Permit Review for 540 Hall	N	General Fund Engineering Expense	100-41925-300-	\$ 82.50			
		33576					\$ 82.50			
Total For Check							\$ 82.50			
08/04/2025	Bolton & Menk, Inc.	33577*	Row Permit Review for Comcast Permit 25-0029	N	General Fund Engineering Expense	100-41925-300-	\$ 82.50			
		33577					\$ 82.50			
Total For Check							\$ 165.00			
08/04/2025	Bolton & Menk, Inc.	33578*	Zoning Permit Review for 131 Wildwood	N	General Fund Engineering Expense	100-41925-300-	\$ 165.00			
		33578					\$ 165.00			
Total For Check							\$ 2,912.00			
08/04/2025	Bolton & Menk, Inc.	33579*	Zoning Permit Review for 131 Wildwood	N	Capital Project Engineering Expense	406-41935-300-	\$ 2,912.00			
		33579					\$ 2,912.00			
Total For Check							\$ 1,932.00			
08/04/2025	Bolton & Menk, Inc.	33580*	Construction Observation of Lift Station	N	Sewer Engineering Expense	605-49485-300-	\$ 1,932.00			
		33580					\$ 1,932.00			
Total For Check							\$ 15,093.49			
08/04/2025	City of White Bear Lake	33581*	Water Services 3/18-6/18	N	Water Utility	601-49415-314-	\$ 15,093.49			
		33581					\$ 15,093.49			
Total For Check							\$ 145.00			
08/04/2025	Companion Animal Control LLC	33582*	Animal Control Services - June	N	Animal Control	100-41916-314-	\$ 145.00			
		33582					\$ 145.00			
Total For Check							\$ 145.00			

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	E-A-O-P	Total
08/04/2025	Core & Main	33583*	Water Main Supplies Purchased By Manship	N	Water Utility	501-49415-220-	\$ 145.73
		Total For Check					\$ 145.73
08/04/2025	Gopher State One Call	33584*	July 19 Tickets	N	Utility Locates	605-49455-314-	\$ 24.30
		Total For Check					\$ 24.30
08/04/2025	H.A. Kantrud, P.A.	33585*	Attorney Fees for July	N	Legal Services	100-41601-300-	\$ 2,500.00
		Total For Check					\$ 2,500.00
08/04/2025	Menard's - MAPLEWOOD	33586*	Misc Office Needs for Hall	N	General Government Buildings and Plant	100-41940-400-	\$ 43.77
		Total For Check					\$ 43.77
08/04/2025	MENARD'S - OAKDALE	33587*	Misc supplies for hall and city	N	General Government Buildings and Plant	100-41940-220-	\$ 59.97
		33587*					\$ 31.98
		33587*					\$ 62.97
		Total For Check					\$ 154.92
08/04/2025	John Wikstrom	33588*	July City Planner Fees-	N	General Fund Engineering Expense	100-41925-300-	\$ 1,600.00
		Total For Check					\$ 1,600.00
08/04/2025	TSE, Inc. Work Account	33589*	Janitorial Services - 7/3 and 7/16	N	General Government Buildings and Plant	100-41940-314-	\$ 60.08
		Total For Check					\$ 60.08
08/04/2025	Therese Bellinger	33590*	Paint for Hall Rail and Steps	N	General Government Buildings and Plant	100-41940-220-	\$ 109.71
		Total For Check					\$ 109.71
08/04/2025	Top Green Co	33591*	Lawn Services for May thru June. Mowing and leaf clean up	N	Parks	100-45207-400-	\$ 1,600.00
		33591*					\$ 1,600.00
		Total For Check					\$ 4,800.00
08/04/2025	Toshiba America Business Solutions	33592*	July Monthly Usage Allowance	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		Total For Check					\$ 10.62
08/04/2025	USS Minnesota One MT LLC	33593*	Solar Energy - June Charges--	N	General Government Buildings and Plant	100-41940-380-	\$ 116.58
		33593*	Sewer Utility			605-49465-380-	\$ 310.86

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		33593*				605-49465-380-	\$ 563.44
		33593					\$ 990.88
			Total For Check				\$ 110.24
08/04/2025	Stoltzman, Cris	33594*	Videography - Council Mtg--7/8-4 hrs	N	Cable Eqmpt and Service	100-41950-314-	\$ 110.24
		33594					\$ 110.24
			Total For Check				\$ 4,411.26
08/04/2025	White Bear Township	33595*	Maintenance, 6/19, 6/23, 7/18	N	Sewer Utility	605-49465-314-	\$ 4,411.26
		33595					\$ 4,411.26
08/04/2025	Techie Dudes	eft-01*	Monthly Service for cloud storage, backup and MS email exchange	N	Phone/IT	100-41955-314-	\$ 549.02
		eft-01					\$ 549.02
			Total For Check				\$ 1,407.90
08/04/2025	Xcel 2307-8	eft-02*	Street Lighting Charges	N	Street Lighting	100-43160-380-	\$ 1,407.90
		eft-02					\$ 1,407.90
			Total For Check				\$ 1,407.58
08/04/2025	Xcel 2307-8	eft-03*	Street Lighting Charges	N	Street Lighting	100-43160-380-	\$ 1,407.58
		eft-03					\$ 1,407.58
08/04/2025	Techie Dudes	eft-17*	Replacement battery for power backup	N	Phone/IT	100-41955-314-	\$ 125.37
		eft-17					\$ 125.37
			Total For Check				\$ 24.88
08/04/2025	Xcel 4094-1	eft-21-a*	Gas Service 5/21-6/19	N	Water Utility	605-49415-380-	\$ 24.88
		eft-21-a	200 Wildwood Lift Station				\$ 24.88
			Total For Check				\$ 24.09
08/04/2025	Xcel 9369-0	eft-21-b*	407 Lake Lift Station 5/20-6/19	N	Sewer Utility	605-49465-380-	\$ 24.09
		eft-21-b					\$ 24.09
			Total For Check				\$ 11.12
08/04/2025	Xcel 2335-4	eft-21-c*	Electricity 5/19-6/18	N	Water Utility	601-49415-380-	\$ 11.12
		eft-21-c					\$ 11.12
08/04/2025	A T & T Mobility	eft-23*	Wireless for water tower- 7/2-8/1	N	Water Utility	601-49415-382-	\$ 53.95
		eft-23					\$ 53.95
			Total For Check				\$ 50.00
08/04/2025	Quantum Fiber	eft-28*	Internet Service Fee	N	Phone/IT	100-41955-314-	\$ 50.00
		eft-28					\$ 50.00
			Total For Check				\$ 137.00
08/05/2025	LRS Portables, LLC	33599*	July Portable Potty	N	Parks	100-45207-314-	\$ 137.00

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/14/2025	SM Hentges	33599	2nd Payment on Lift Station Contract	N	Sewer Utility	406-49465-314-	\$ 137.00
		33600*					\$ 233,676.32
		33600					\$ 233,676.32
08/14/2025	Payroll Period Ending 08/14/2025	33601	Office Payroll 7/27-8/9	N	Clerk - Treasurer	100-41401-100-	\$ 1,596.74
		33601					\$ 1,596.74
08/14/2025	Payroll Period Ending 08/14/2025	33602	Office Payroll 7/27-8/9	N	Clerk - Treasurer	100-41401-100-	\$ 1,196.40
		33602					\$ 1,196.40
08/14/2025	Payroll Period Ending 08/14/2025	33603	Office Payroll 7/27-8/9	N	Parks	100-45207-100-	\$ 853.24
		33603					\$ 853.24
08/14/2025	Payroll Period Ending 08/14/2025	33604	Office Payroll 7/27-8/9	N	Parks	100-45207-100-	\$ 1,723.70
		33604					\$ 1,723.70
08/14/2025	IRS - US Treasury	EFT081425A*	Federal Taxes - Q3 2025 -July Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,343.02
		EFT081425A*					\$ 314.10
		EFT081425A*					\$ 835.12
		EFT081425A					\$ 2,492.24
08/14/2025	MIN Department of Revenue	EFT081425B*	MIN State Tax eFiling - 2025 Q1-July 2025 pymt	N	Clerk - Treasurer	100-41401-115-	\$ 409.96
		EFT081425B*					\$ 169.04
		EFT081425B					\$ 579.00
08/14/2025	Minnesota UI Fund	EFT081425C	Unemployment Insurance Fund	N	Insurance - employee	100-41912-130-	\$ 7,948.00
		EFT081425C					\$ 7,948.00
08/18/2025	PERA	eft08182025*	Retirement Funds PR 7/27-8/9, tb, sh, jr	N	Clerk - Treasurer	100-41401-121-	\$ 504.00
		eft08182025*					\$ 327.15
		eft08182025					\$ 831.15
08/28/2025	Payroll Period Ending 08/28/2025	33605	Office Payroll 8/10/25-8/23/25	N	Clerk - Treasurer	100-41401-100-	\$ 1,430.84
		33605					\$ 1,430.84
08/28/2025	Payroll Period Ending 08/28/2025	33606	Office Payroll 8/10/25-8/23/25	N	Clerk - Treasurer	100-41401-100-	\$ 1,196.40
		33606					\$ 1,196.40

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/31/2025	John Wilstrom	33611	Aug City Planner Fees-	N	General Fund Engineering Expense	100-41925-300-	\$ 2,500.00
		Total For Check					\$ 1,600.00
08/31/2025	LRS Portables, LLC	33613	Aug Portable Potty	N	Parks	100-45207-314-	\$ 174.00
		Total For Check					\$ 174.00
08/31/2025	Manship Plumbing & Heating, Inc	33614	Aug Retain, 2 Locates, Replace Meter 110 WW, Water Testing	N	Water Utility	601-49415-314-	\$ 800.00
		33614*					\$ 240.00
		33614*					\$ 120.00
		33614*					\$ 240.00
		Total For Check					\$ 1,400.00
08/31/2025	Minnesota Department of Health	33615	Community Water Supply Service Connection Fee for 7/1-9/30	N	Water Utility	601-49415-437-	\$ 903.00
		Total For Check					\$ 903.00
08/31/2025	MENARD'S - OAKDALE	33616	Misc supplies for hall and city	N	General Government Buildings and Plant	100-41940-220-	\$ 35.97
		Total For Check					\$ 35.97
08/31/2025	MENARD'S - OAKDALE	33617	Misc supplies for hall and city	N	General Government Buildings and Plant	100-41940-220-	\$ 108.16
		Total For Check					\$ 108.16
08/31/2025	MENARD'S - OAKDALE	33618	Misc supplies for hall and city	N	General Government Buildings and Plant	100-41940-220-	\$ 26.09
		Total For Check					\$ 26.09
08/31/2025	Press Publications	33619	Ref 839633, Summary of Ord Amend 8/7	N	Ordinances and Proceedings	100-41130-351-	\$ 121.00
		Total For Check					\$ 121.00
08/31/2025	City of St. Anthony Village	33620	3rd Q 2024 Utility Billing	N	Financial Administration	601-41501-314-	\$ 4,293.12
		Total For Check					\$ 4,293.12
08/31/2025	Bellinger, Therese	33621	Postage Reimbursement	N	Office Operations Supplies	100-41911-200-	\$ 218.25
		Total For Check					\$ 218.25

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
08/31/2025	Steve Dean	33632*	Water Main Break Material Dump-9/3, 2 Elm Trees, 1 Umb at Kay	N	Tree Care	100-43104-314-	\$ 900.00
		Total For Check					\$ 1,300.00
08/31/2025	Gopher State One Call	33633*	Aug 17 Tickets	N	Utility Locates	601-49425-314-	\$ 400.00
		Total For Check					\$ 1,300.00
08/31/2025	Tennis Sanitation, LLC	33634*	Recycling for Serv: Jul thru Aug 2025	N	Recycle	605-49455-314-	\$ 22.95
		Total For Check					\$ 22.95
08/31/2025	Bolton & Menk, Inc.	33636*	City Council Meeting, Questions Consult, Gls Parcel Request, Halls Marsh	N	General Fund Engineering Expense	100-43300-314-	\$ 3,312.00
		Total For Check					\$ 3,312.00
08/31/2025	Bolton & Menk, Inc.	33636*		N	General Fund Engineering Expense	100-41925-300-	\$ 300.00
		Total For Check					\$ 300.00
08/31/2025	Bolton & Menk, Inc.	33637*	Right Away Permit Review	N	General Fund Engineering Expense	100-41925-300-	\$ 990.00
		Total For Check					\$ 990.00
08/31/2025	Bolton & Menk, Inc.	33638*	Permit Review for 697 Hall-Billed Applicant	N	General Fund Engineering Expense	406-41935-300-	\$ 330.00
		Total For Check					\$ 1,620.00
08/31/2025	Bolton & Menk, Inc.	33639*	Permit Review for 411 Row-Billed Applicant	N	General Fund Engineering Expense	100-41925-300-	\$ 165.00
		Total For Check					\$ 165.00
08/31/2025	Bolton & Menk, Inc.	33640*	Street Site Design, Prepare IRA for Courtney Maul	N	Capital Project Engineering Expense	100-41925-300-	\$ 495.00
		Total For Check					\$ 495.00
08/31/2025	Bolton & Menk, Inc.	33641*	Contract Wrap up and Reach Out to BR on Quote Question	N	Capital Project Engineering Expense	100-41925-300-	\$ 82.50
		Total For Check					\$ 82.50
08/31/2025	Bolton & Menk, Inc.	33642*	Lift Station Construction Observ and Admin	N	Sewer Engineering Expense	406-41935-300-	\$ 495.00
		Total For Check					\$ 495.00
08/31/2025	Bolton & Menk, Inc.	33643*		N	Sewer Engineering Expense	406-41935-300-	\$ 62.00
		Total For Check					\$ 557.00
08/31/2025	Bolton & Menk, Inc.	33644*		N	Sewer Engineering Expense	406-41935-300-	\$ 82.50
		Total For Check					\$ 82.50
08/31/2025	Bolton & Menk, Inc.	33645*		N	Sewer Engineering Expense	605-49485-300-	\$ 380.00
		Total For Check					\$ 380.00

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		33642*				605-49485-300-	\$ 204.00
		33642					\$ 584.00
Total For Check							
08/31/2025	Bolton & Menk, Inc.	33643*	Lift Station Construction Observ	N	Sewer Engineering Expense	605-49485-300-	\$ 19,645.00
		33643*	and Admin--Several Specialists				
		33643	on Site				\$ 2,032.00
Total For Check							\$ 790.00
08/31/2025	Bellinger, Therese	33644*	Microsoft--4 license renewal,	N	Software Expense	100-41921-200-	\$ 220.01
		33644	adobe, and monthly MS fee for				
			Jan thru July				\$ 230.58
Total For Check							\$ 450.59
08/31/2025	Merrick Inc.	33645*	Fall Newsletter	N	Newsletter	601-49435-350-	\$ 185.71
		33645					\$ 185.71
Total For Check							\$ 300.00
08/31/2025	Bolton & Menk, Inc.	33665*	City Council Meeting	N	General Fund Engineering Expense	100-41925-300-	\$ 300.00
		33665					\$ 300.00
Total For Selected Checks							\$ 477,478.45