

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.



SPECIAL MEETING OF THE CITY COUNCIL

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
*January 6th, 2026
5:45 PM***

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

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA

1. Presentation/Preview of 2026 Roads Plan (Pgs 1-3)(City Engineer Marcus Johnson)*
2. Discussion and possible approval of Resolution creating a City Engagement and Events Committee. (Pg 4) (Arsenault)*
3. Designation of Acting Mayor for 2026 (Arsenault)
4. Discussion and approval of Council Liaison Designations: (Arsenault)
 - a. Planning Commission
 - b. Parks
 - c. Personnel
 - d. Lake Links
 - e. Engagement and Events
5. Parks Committee Member-Renewals. (Weier)
6. Discussion of Halls Marsh and the PLOP (Hankins)
7. Discussion of Rental Licensing Program. (City Admin)
8. Consent Agenda:
 - a. Approve December 9, 2025 City Council Meeting Minutes(Pgs 5-7)*
 - b. Approve NYSF Agreement (2026)
 - c. Approval of Resolution Designating the City's Legal Newspaper (2026-01) (Pg 8)

* Denotes item that supporting documentation will be provided

- d. Approval of Resolution Designating City's Official Deposit-Bank (2026-02) (Pg 9)
- e. Approval of Resolution Designating City's EFT Policy/Bank (2026-03) (Pgs 10-11)
- f. Approval of Engagement Agreement for City Clerk-Administrator
- g. Approval of December 2025 Treasurer's Report(pg 12)

ANNOUNCEMENTS

- 1. The City Council will meet again at their regular time on January 13, 2026.
- 2. The City's Calendar of Official Meeting and Holiday Dates is available on the website and posted to the City's Bulletin Board.

ADJOURN



City of Birchwood Village
2026 Street Maintenance Schedule
PROJECT NO. 0N1.129848

Project Schedule	
Approve Bolton and Menk scope and fee to begin planning and designing for the proposed 2026 project	October 14th 2025 Council Meeting
RCWD Grant Application	November/ Start of December 2025
Apply for RCWD Grant	December 30th By 4pm
Project Design	November 2025 - February 2026
RCWD Final Grant Decision	February 25th, 2026
Approval of Final Plans and Specifications. Council to approve Bolton and Menk to go out for quotes	March 2026 Council Meeting
Send out quote package to Contractors	March 2026/April 2026
Receive quotes back from Contractors	End of April 2026
Review and Approval of Quotes, Birchwood City Council to award contractor and sign contract	May Council Meeting 2026
Construction Start and End	Summer of 2026 (May - September)
Begin Reviewing 2027 project	June 2026- August 2026
City Council review and approve to proceed with the design of the project for 2027.	August/September 2026

PRELIMINARY COST ESTIMATE

2026 Maintenance Project
 Birchwood Village, Minnesota
 1.5" Mill & Overlay

DATE: 12/29/2025

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
Base Bid Birchwood Avenue & Birchwood Court					
1	MOBILIZATION	1	LS	\$5,000.00	\$5,000.00
2	TRAFFIC CONTROL	1	LS	\$2,000.00	\$2,000.00
3	1.5" MILL BITUMINOUS PAVEMENT	4900	SQ YD	\$4.00	\$19,600.00
4	BITUMINOUS PATCHING	50	SQ YD	\$75.00	\$3,750.00
5	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	410	TON	\$100.00	\$41,000.00
6	BITUMINOUS TACK COAT	392	GAL	\$3.00	\$1,176.00
7	REMOVE AND REPLACE BITUMINOUS CURB	50	LF	\$30.00	\$1,500.00
8	SAWING PAVEMENT (ALL TYPES)	100	LF	\$10.00	\$1,000.00
9	ADJUST GATE VALVE	4	EA	\$200.00	\$800.00
10	ADJUST MANHOLE CASTING	11	EA	\$200.00	\$2,200.00
11	SITE RESTORATION	1	LS	\$2,000.00	\$2,000.00
Base Bid Total					\$80,026.00
Alternate 1 City Hall Parking Lot					
12	1.5" MILL BITUMINOUS PAVEMENT	535	SQ YD	\$4.00	\$2,140.00
13	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	50	TON	\$100.00	\$5,000.00
14	BITUMINOUS TACK COAT	43	GAL	\$3.00	\$129.00
Alternate 1					\$7,269.00
Alternate 2 Birchwood Lane					
15	1.5" MILL BITUMINOUS PAVEMENT	800	SQ YD	\$4.00	\$3,200.00
16	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	80	TON	\$100.00	\$8,000.00
17	BITUMINOUS TACK COAT	64	GAL	\$3.00	\$192.00
18	ADJUST GATE VALVE	2	EA	\$200.00	\$400.00
19	ADJUST MANHOLE CASTING	2	EA	\$200.00	\$400.00
Alternate 2					\$12,192.00
Total Estimated Construction Cost					\$99,487.00
10% Contingencies					\$9,948.70
Total Estimated Project Costs					\$109,435.70

RESOLUTION 2025-04

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
A RESOLUTION CREATING THE ENGAGEMENT AND EVENTS COMMITTEE OF
THE CITY OF BIRCHWOOD VILLAGE**

WHEREAS, the City of Birchwood Village is a vibrant community focused on civic engagement, and

WHEREAS, the City has many underutilized public spaces, including City parks and the Village Hall and; and

WHEREAS, the City continually looks to create opportunities for its residents to enjoy the public spaces it has; and

WHEREAS, the City has many residents who have expressed interest in participating in an organized way to improve and expand the use of the City's public spaces.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Washington County, Minnesota that the Engagement and Events Committee of the City of Birchwood Village is hereby created.

The Committee shall be made up of _____ community members and a Chair shall be selected by the Committee. A member of the City Council shall be appointed to the Committee as a liaison.

The Committee shall advise the City Council regarding opportunities it identifies to better utilize the City's public spaces including programs, shows, events and other civic engagement devices.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 6th day of January 2026.

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

Truth in Taxation Public Hearing
**(the truth in taxation hearing is independent of the regular City Council meeting and is
mandated by State Law to occur by December 30th)**

AGENDA OF THE REGULAR MEETING OF THE CITY COUNCIL

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

December 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 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

[\(6:45PM\)](#)

ROLL CALL

TRUTH IN TAXATION PUBLIC HEARING: BUDGET AND LEVY APPROVAL

- A. Conduct Public Hearing
- B. Affirm Final 2026 Budget and Tax Levy (previously passed in September)
[Budget ratified/approved by Resolution 2025-___ as Amended Hankins](#)
[Sperl 2; AA](#)
[Levy ratified/approved by Resolution 2025-___ as Amended Hankins](#)
[Sperl; AA](#)

APPROVAL OF CITY COUNCIL AGENDA

(♥ denotes item with backup/materials)

Move to approve Agenda with Amendments (strike/move presentations) Sperl
Eisele 2; AA

PUBLIC FORUM

DELINQUENT UTILITY BILLING PUBLIC HEARING♥

- A. Conduct Public Hearing
- B. Certify Final Utility Accounts/Delinquencies for Washington County
Resolution to Certify Sperl Hankins 2, AA

PRESENTATIONS

- ~~A. Paul Burr (Big Game Specialist at MN DNR discussing deer herd
management and best practices)~~

STAFF REPORTS

- ~~1. Budget and Balance Sheet Presentation with Marsha Olson (City
Controller):~~

CITY BUSINESS-ACTION ITEMS

- 1. SECOND Reading on Ordinance Amendment to City Code regarding
Parks(staff)♥
 - a.) Public Hearing
 - b.) Vote to Amend Ordinance
Move to Amend Ordinance (by Resolution) by Weier, Sperl 2; AA
 - c.) Vote to Authorize Summary Publication
Move to Authorize Summary Publication by Weier, Sperl 2; AA
- 2. Consideration of Parks Budget and Projects for 2026(Weier)♥
- 3. SECOND Reading on Ordinance Amendment to City Code regarding Fee
Schedule.(staff)♥
 - d.) Public Hearing
 - e.) Vote to Amend Ordinance
Move to Pass Ordinance/Fee Schedule by Hankins, Sperl 2; AA
 - f.) Vote to Authorize Summary Publication
Move to Amend Ordinance (by Resolution) by Weier, Eisele 2; AA

4. Consideration of installation-agreement with Excel for two street-lights along E-County Line/Century to illuminate Lake Links and sidewalk area(staff)♥
(matter to be revisited in January after Council has observed the area)
5. Discussion of Halls Marsh/PLOP matter(Hankins)♥
(matter to move into a more focused assessment phase re: marsh health and next-steps for rehabilitation and plan workshop early 2026)
6. Discussion of proposed compensation and/or benefits for prospective and existing City Staff (staff)
(assigned to Personnel Committee)

CONSENT AGENDA

- A. Approve Council Meeting Minutes from November 14, 2025♥
- B. Approve Treasurer's Report for November 2025♥
- C. City Schedule (meetings and holidays) Calendar for 2026♥
Motion to Approve Consent Agenda with additions to Treasurer's Report and City Schedule as corrected for 2026 by Sperl Weier; AA

ANNOUNCEMENTS/FYI/UPCOMING EVENTS-

1. Marcus/Mayor RCWD project update
2. Washington County Sheriff's Report♥

ADJOURNMENT

Motion to adjourn at 8:11PM by Hankins Eisele2; AA

RESOLUTION 2026-01

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

**A RESOLUTION DESIGNATING THE WHITE BEAR PRESS
AS THE OFFICIAL NEWSPAPER FOR PUBLICATION
FOR ALL CITY LEGAL NOTICES**

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

The White Bear Press is designated as the official newspaper for all City of Birchwood Village legal notices.

I certify that the City of Birchwood Village adopted the above Resolution on this 6th day of January, 2026.

Jennifer Arsenault - Mayor

ATTEST:

Alan H Kantrud
City Administrator-Clerk

RESOLUTION 2026-02

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

**A RESOLUTION NAMING U. S. BANK, N.A. AND THE MINNESOTA MUNICIPAL
MONEY MARKET FUND (A/K/A "4M FUND") AS THE OFFICIAL DEPOSITORIES
OF MUNICIPAL FUNDS**

SECTION 1. RESOLVED, that U. S. Bank, N.A. and the Minnesota Municipal Money Market Fund (a/k/a "4M Fund") are hereby designated as depositories for the funds of the City of Birchwood Village. The City Treasurer is authorized to deposit city funds therein.

SECTION 2. RESOLVED ALSO, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the City a corporate surety bond in the amount of at least 10 percent more than the amount on deposit at the depository's cutoff hour. The bond is subject to the approval of the City Council. The surety bond must be conditioned to repay the above amount or any part thereof upon proper demand therefore and to perform such other duties in connection with the deposit as the council may require.

SECTION 3. RESOLVED FURTHER, that, in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the City on demand, free of exchange or any other charges, the collateral pledged.

SECTION 4. RESOLVED FURTHER, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. The selection must be approved by the City Council. In case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

This designation is effective until subsequently rescinded by the Birchwood Village City Council.

I certify that the City of Birchwood Village adopted the above Resolution on this 6th day of January, 2026.

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud
City Administrator-Clerk

RESOLUTION 2026-03

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

A RESOLUTION AUTHORIZING EFTs

WHEREAS, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has established various relationships with vendors including but not limited to:

MN Department of Revenue
MN Labor and Industry (state surcharges)
MN Unemployment
PERA
IRS
Xcel Energy
A T & T Mobility (water tower)
Techie Dudes
Quantum Fiber
Amazon-Office Purchases
4M Sweep Account

and each is paid through the use of Electronic Funds Transfer (EFT) technology; and

WHEREAS, the City has a Treasurer who actively authorizes these transactions; and

WHEREAS, Minnesota Statute § 471.38 Subdivision 3 authorizes the payment of certain claims through the use of EFT and ACH debits from government accounts provided the City authorizes such activity annually and the City wishes to be compliant with this law.

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

1. In compliance with State law, Minnesota Statute § 471.38 subdivision 3a, the City's Treasurer is hereby authorized to approve EFT and ACH payments to vendors that are paid in that manner provided the following policy controls are employed:
 - a). the disbursing bank shall keep on file a certified copy of the delegation of authority;
 - b). the initiator of the electronic transfer shall be identified;
 - c). the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer;

d). a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;

e), a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

2. This authorization shall be for CY 2026 and shall be renewed by the City at its annual delegation of authority meeting.

Resolution duly seconded and passed this 6th day of January, 2026.

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

OK

12/9/2025

To: City Council

From: Therese Bellinger

Would you consider approving payments below for December, please.
So not to carry them into the next year.

Thank you for this consideration. Therese Bellinger, Deputy Clerk

Name	Period	Total Due
Brightview Plowing	November	\$7,167.00
Brightview Plowing	December	\$7,167.00
LRS Portables	November	\$224.00
USS Minnesota	October	\$72.44
		\$14,830.44
		\$15,230.44