



REGULAR MEETING OF CITY COUNCIL **City of Birchwood Village, Washington County, MN**

April 14th, 2026 at 6:45 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, Council
Kathy Weier, Council
Ryan Eisele, Council
Ryan Hankins, Council

*NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time.
Your patience and understanding are appreciated during this process.*

CALL TO ORDER

ROLL CALL

PUBLIC FORUM (members of the public are given 3 minutes to present issues not on the agenda)

1. Letter from Kristin Stolte (700 & 703 Birchwood Ave Drainage Concerns) pg. 1

APPROVAL of AGENDA

AGENDA

CITY BUSINESS

1. **City Engineer Report (Marcus Johnson, PE) pgs. 2-19**
Presentation on City Infrastructure Televising Project
 - a) **Televising City Infrastructure Bids (Pipe Services and Nelson Sanitation)***
2. **Approval of Small Cities Grant for 2050 Comprehensive Plan Planning*(Arsenault) pgs. 20-29**
 - a) **Approve Resolution 2026-06 Authorizing Participating in the Met Council's Small Communities Planning Program**
3. **Review Bids for Lawn Care (White Bear Lawn/Snow and Top Green-Auto Renewal Option)*. pgs. 30-38**

* Denotes item that supporting documentation will be provided

CONSENT AGENDA

- 1. Approval of March Meeting Minutes* pgs. 39-40**
- 2. March Treasurer's and Claims Report* pgs. 41-53**
- 3. Approval of Events Committee Bylaws* pgs. 54-56**
- 4. Asphalt curbing removal bid (White Bear Lawn & Snow) approval* pg. 57**
- 5. City Street Sweeping bid (McPhillips) approval* pg. 58**
- 6. Debris Removal/Dumpster and Cleanout bid (White Bear Lawn & Snow) approval* pg. 59**
- 7. East County Line Watermain Break Road Repair bid (White Bear Lawn & Snow) approval* pg. 60**
- 8. Washington County Conservation District Operations and Maintenance Plan* pgs. 61-63**
- 9. Approval of Tighe-Schmitz Field Rental (Soccer) for 2026 season* pgs. 64-66**
- 10. Approval of April 7, 2026, Board of Appeal & Equalization Meeting Minutes* pg. 67**

ANNOUNCEMENTS

Washington County Sheriff's Report pgs. 68-70

Minnesota Association of Small Cities Legislative Agenda

link: maosc.org/content.aspx?page_id=22&club_id=472859&module_id=416981

MDH Sanitary Survey Report pgs. 71-77

2025 Passed Resolutions Survey/Check-off pgs. 78-84

Companion Animal Control Handout pgs. 85-92

Music in the Park Lineup 2026 Season pgs. 93-94

ADJOURN

*** Denotes items that have supporting documentation provided**

To the Birchwood Mayor and City Council

RE: Drainage problem at 700, 703 Birchwood Ave

Date: April 2, 2026

On the weekend of February 22, Mayor Arsenault met with me at my home to discuss the ponding issue on Birchwood Avenue in front of my home. I appreciated the mayor's time and attention. I understand Birchwood Avenue is on the road construction calendar to be repaired this Spring and at that time the drainage system will be reassessed and addressed as well.

One matter we discussed was the absence of curbing along both sides of Birchwood Avenue from Jay street. This condition is now causing standing water to accumulate in my yard. I respectfully request that the curb be restored, as it has likely eroded with high neighboring construction traffic over the past year or two and significant destruction from snow removal vehicles this past winter.

I intend to replace the berm and vegetation near the street that had been removed shortly before I purchased my home. It is important that no additional water be directed onto my property as my basement sits below yard grade and I must avoid any risk of water intrusion. Again, solid new curbing should assist in addressing this issue.

I also have concerns regarding any redirection of roadway drainage into my yard. I cannot grant either a construction or drainage easement for this purpose. The underlying problem appears to be that runoff is being obstructed at the drain that normally carries water south—away from my property—to the marsh behind 706 Birchwood Avenue.

I believe this situation can be resolved in a practical and cost-effective manner by possibly creating an overland drainage swale to the south through minimal grading. I trust the City will address this matter expeditiously so that my neighbors and I can avoid further damage to our property as well as protection of future investments in the road itself.

Thank you for your time and prompt attention to this matter. I look forward to current plans and timeframes to address the above issues.

Thank you.

Kristin Stolte, 703 Birchwood Ave



Real People. Real Solutions.

02

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

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

4-6-2026

City of Birchwood Village

Council,

Cleaning and Televising Quotes

The city sent out the quote package to 4 contractors. 2 responded with quotes forms filled out.

Pipe Services \$20,264.40

Nelson Sanitation \$18,115.00

Bolton and Menk reviewed the quotes and both look to be in order and recommend council approve Nelson Sanitation (the low bidder) to begin the work. Pricing came in lower than what industry has seen. With this pricing, Bolton and Menk recommends expanding our scope. Bolton and Menk recommends expanding down Birchwood Avenue, Wildwood Avenue and Jay Street for sanitary sewer (see map for exact locations). Bolton and Menk recommends doing all storm sewer in town. With these additions we would be doing 100% of the city's storm sewer and 40% of the city's sanitary sewer system while remaining \$20,000 under the approved budget. With council's approval, we will coordinate with the approved contractor to clean and televise more of the city's infrastructure.

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

QUOTE FORM
2026 SANITARY AND STORM SEWER CLEANING AND TELEVISIONING
PROJECT NO. 141675
CITY OF BIRCHWOOD VILLAGE, MINNESOTA

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION		LS	1	\$500.00	\$500.00
2	SANITARY SEWER CLEANING AND TELEVISIONING (ALL SIZES)		LF	3610	\$1.50	\$5,415.00
3	STORM SEWER CLEANING AND TELEVISIONING (ALL SIZES)		LF	2200	\$4.00	\$8,800.00
4	CLEAN STORM SEWER STRUCTURE (ALL SIZES)		EACH	17	\$200.00	\$3,400.00
TOTAL QUOTE						\$18,115.00

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

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

We agree that if this Proposal is accepted, we will execute a Contract in the form attached to this quote package. If we are awarded the Contract, we will complete the work within 60 days upon acceptance.

Respectfully submitted,

Contractor Name Nelson Sanitation and Rental Inc

Signature 

Signed by Derek Kiffmeyer

Title Operator/Sales

Contact Phone Number 218-833-9134

Address 1376 105th St Nw, Rice,Mn, 56367

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PROJECT NO. 141675
CITY OF BIRCHWOOD VILLAGE, MINNESOTA

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION		LS	1	800.00	800.00
2	SANITARY SEWER CLEANING AND TELEVISION (ALL SIZES)		LF	3610	1.94	7,003.40
3	STORM SEWER CLEANING AND TELEVISION (ALL SIZES)		LF	2200	3.74	8,228.00
4	CLEAN STORM SEWER STRUCTURE (ALL SIZES)		EACH	17	249.00	4,233.00
TOTAL QUOTE						20,264.40

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

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

We agree that if this Proposal is accepted, we will execute a Contract in the form attached to this quote package. If we are awarded the Contract, we will complete the work within 60 days upon acceptance.

Respectfully submitted,

Contractor Name Pipe Services
Signature 
Signed by Ryan Mergen
Title CEO
Contact Phone Number 952-445-3173
Address 16281 Baseline Avenue
Shakopee, MN
55379

**CITY OF BIRCHWOOD VILLAGE, MINNESOTA
2026 SANITARY AND STORM SEWER CLEANING AND TELEVISIONING
PROJECT NO. 141675**

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**CONSTRUCTION CONTRACT FOR THE
2026 SANITARY AND STORM SEWER CLEANING AND TELEVISIONING**

This Contract, made this **14th day of April 2026**, by the City of Birchwood Village, Minnesota (hereinafter called the "Owner") and **Nelson Sanitation and Rental Inc** (hereinafter called the "Contractor").

WITNESSETH that the parties hereto agree as follows:

(A) The Contractor shall provide all labor, services, materials, equipment and machinery, transportation, tools, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals, including profit and overhead, necessary for the performance, testing, start-up, and completion of the work as described herein:

DESCRIPTION OF WORK:

Contractor shall clean and televise in accordance to the plan and subsequent specifications as attached to the quote package dated April 2026. The city has provided estimated storm sewer and sanitary sewer sizing. The contractor shall field verify this sizing prior to submitting their quote.

Actual quantities will be measured and paid per the unit price provided in the quote form completed by the Contractor. No additional work in excess of the estimated quantities listed on the quote form will be paid unless approved by the City of Birchwood Village, prior to the work being completed.

All work shall be completed within the specified time frame and under the terms and conditions provided within this Construction Contract, and in accordance with the "General Conditions" shown in this contract. The contractor shall complete all of the proposed work within 60 days of the quote acceptance. Quotes shall be reviewed and accepted at the regular scheduled council meeting on April 14th, 2026.

The Owner will make payment for the whole contract upon acceptance by the Owner of all work required hereunder and in compliance with all the terms and conditions of this contract.

TOTAL PROJECT COST (INSERT FROM QUOTE FORM): \$18,115

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the date first above written.

(Contractor)

(City of Birchwood Village)

GENERAL CONDITIONS

- I. **CHANGES IN WORK.** - The Owner may at any time, make changes in the drawings and specifications, within the general scope thereof. If such changes cause an increase or decrease in the amount due under this contract or in the time required for its performance, an equitable adjustment will be made, and this contract will be modified accordingly by a "Contract Change Order". No charge for any extra work or material will be allowed unless the same has been ordered on such contract change order by the Owner and the price therefore stated in the order.
- II. **INSPECTION OF WORK.** - All materials and workmanship will be subject to inspection, examination, and test, by the Owner, who will have the right to reject defective material and workmanship or require its correction.
- III. **COMPLETION OF WORK.** - If the Contractor refuses or fails to complete the work within the time specified in paragraph B of this contract, or any extension thereof, the Owner may terminate the Contractor's rights to proceed. In such event the Owner may take over the work and prosecute the same to completion by contract or otherwise, and the Contractor will be liable for any excess cost occasioned the Owner thereby; and the Owner may take possession of and utilize in completing the work such materials and equipment as may be on the site of the work and necessary therefore. If the Owner does not terminate the right of the Contract to proceed, the Contractor will continue the work, in which event, actual damages for delay will be impossible to determine, and in lieu thereof, the Contractor may be required to pay to the Owner the sum of **\$100** as liquidated damages for each calendar day of delay, and the Contractor will be liable for the amount thereof: Provided, however, that the right of the Contractor to proceed will not be terminated because of delays in the completion of the work due to unforeseeable causes beyond the Contractor's control and without Contractor's fault or negligence.
- IV. **RELEASES.** - Prior to final payment, the Contractor will submit evidence that all payrolls, material bills, and other indebtedness connected with the work have been paid as required by the Owner.
- V. **OBLIGATION TO DISCHARGE LIENS.** - Acceptance by the Owner of the completed work performed by the Contractor and payment therefore by the Owner will not relieve the Contractor of obligation to the Owner (which obligation is hereby acknowledged) to discharge any and all liens for the benefit of subcontractors, laborers, material-person, or any other persons performing labor upon the work or furnishing material or machinery for the work covered by this contract, which have attached to or may subsequently attach to the property, or interest of the Owner.
- VI. **NOTICES AND APPROVAL IN WRITING.** - Any notice, consent, or other act to be given or done hereunder will be valid only if in writing.
- VII. **CLEANING UP.** - The Contractor shall keep the premises free from accumulation of waste material and rubbish and at the completion of the work shall remove from the premises all rubbish, implements and surplus materials.
- VIII. **WARRANTY.** - Contractor warrants and guarantees that title to all work, materials, and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner no later than the time of payment free and clear of all Liens. If within one year after completion of the work, any work is found to be defective, Contractor shall promptly, without cost to the Owner, correct such defective work as approved by the Owner.
- IX. **INDEMNIFICATION.** - Contractor shall defend and indemnify the city against claims brought or actions filed against the city or any of its officers, employees or agents for property damage, bodily injury or death to third persons, arising out of or relating to contractors work under the contract.
- X. **WORKERS' COMPENSATION INSURANCE.** - Contractor shall provide a certificate of insurance showing evidence of workers' compensation coverage or provide evidence of qualification as a self-insurer of workers' compensation.
- XI. **LIABILITY INSURANCE REQUIREMENTS.** - A certificate of insurance acceptable to the City shall be filed with the City prior to the commencement of the work. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the city. Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence and an aggregate limit of not less than \$2,000,000. The CGL insurance shall cover liability arising from premises, operations, independent contractors, subcontractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability. The city shall be named as an additional insured under the CGL. Contractor shall maintain automobile liability insurance, and if necessary, umbrella liability insurance with a limit of not less than \$1,000,000 each accident and an aggregate limit of not less than \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

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Contractor Name Nelson Sanitation and Rental Inc

Signature 

Signed by Derek Kiffmeyer

Title Operator/Sales

Contact Phone Number 218-833-9134

Address 1376 105th St Nw, Rice,Mn, 56367

SECTION 01 71 13 - MOBILIZATION**PART 1 - GENERAL****1.1 SUMMARY**

- A. This section covers the mobilization of all labor, materials, tools, equipment and performances of all work and services necessary or incidental to construct the project, including but not limited to, the demobilization associated with closing the project, removing all equipment, removing excess materials, and general clean-up.

1.2 METHOD OF MEASUREMENT AND PAYMENT

- A. Mobilization shall be measured by the Lump Sum and paid according to the following incremental schedule.
1. A minimum of 50 percent will be paid at the first pay application.
 2. 70 percent will be paid at the time 25 percent or more of the contract is earned.
 3. 90 percent will be paid at the time 50 percent or more of the contract is earned.
(a) 100 percent will be paid at the time 100 percent of the contract is earned.

1.3 SPECIFICATION REFERENCES

- A. MnDOT 2021 shall apply to this Section.
- B. Unless noted otherwise, the provisions in this section are in addition to the referenced specification.

PART 2 - PRODUCTS (NOT USED)**PART 3 - EXECUTION (NOT USED)**

*****END OF SECTION*****

SECTION 33 01 30.12 - CLEANING AND TELEVISION INSPECTION OF SEWERS**PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes sanitary and storm sewer cleaning, televising and inspection of pipe, fittings, and miscellaneous appurtenances.

1.2 METHOD OF MEASUREMENT AND PAYMENT

- A. Payment for all labor, equipment, materials, and supplies necessary to complete the work specified in this section will be at the unit price bid by linear foot (LF).
- B. Payment for all labor, equipment, materials, and supplies necessary to clean out debris from storm sewer catch basin and manholes will be at the unit price bid by each (EACH). Cleaning of sanitary sewer structures or the debris from the sewer pipes, shall be considered incidental to the cleaning and televising of the sewer pipe.
- C. The furnishing and installing of specific items and/or the performance of work under certain circumstances will not be individually paid in the absence of a specific bid item for the work. All costs will be included in the lump sum bid. Such items of work include but are not limited to:
 - 1. Bypass pumping.
 - 2. Traffic control.
 - 3. Disposal fees.

1.3 SPECIFICATION REFERENCES

- A. No references for this section.

1.4 SUBMITTALS

- A. A minimum 5 working days prior to mobilization:
 - 1. A sanitary sewer bypass pumping plan
 - (a) Shall be submitted to the Engineer for review a minimum 5 working days prior to beginning of work.
 - (b) The bypass pump system will be of sufficient capacity to handle existing flow at peak flow times.
 - (c) The anticipated flow on this project is 1750 gpd.
 - 2. Traffic Control and Work Zone Signage Plan
 - (a) Shall be submitted to the Engineer for review a minimum 5 working days prior to beginning of work.
- B. File Naming
 - 1. The Contractor will be provided with a map showing manhole and pipe identification numbers.
 - 2. All files shall be named using the upstream and downstream structure numbers.
- C. Televising Video.
- D. A summary report which includes a table showing the following information:
 - 1. Owner's upstream and downstream structure numbers.
 - 2. Date of televising.
 - 3. Starting manhole number.
 - 4. Ending manhole number.

5. File names for video, report, and images associated with each section of pipe.

PART 2 - PRODUCTS

- 2.1 NOT USED

PART 3 - EXECUTION

- 3.1 NOTIFICATIONS TO PROPERTY OWNERS

- A. The Owner shall coordinate and distribute any required public notices.

- 3.2 SEWER CLEANING

- A. Cleaning Equipment

1. Hydraulically propelled equipment.

- (a) Equipment will be of a movable dam type and be constructed in such a way that a portion of the dam may be collapse at any time during the cleaning operations to protect against flooding of the sewer.
- (b) The movable dam will be equal in diameter to the pipe being cleaned and will provide a flexible scraper around the outer periphery to insure removal of grease.
- (c) If sewer cleaning balls or other equipment which cannot be collapsed is used, special precautions to prevent flooding of the sewers and public or private property will be taken.

2. High-Velocity Jet (Hydro cleaning) Equipment.

- (a) All high-velocity sewer cleaning equipment will be constructed for ease and safety of operation.
- (b) The equipment will have a selection of 2 or more high-velocity nozzles.
- (c) The nozzles will be capable of producing a scouring action from 15 to 45 degrees in all size lines designated to be cleaned.
- (d) Equipment will include a high-velocity gun for washing and scouring manhole walls and floor.
- (e) The gun will be capable of producing flows from a fan spray to a solid stream.
- (f) The equipment will carry its own water tank, auxiliary engines, pumps and hydraulically driven hose reel.

3. Mechanically Powered Equipment.

- (a) Bucket machines will be in pairs with sufficient power to perform the work in an efficient manner.
- (b) Machines will be belt operated or have an overload device.
- (c) Machines with direct drive that could cause damage to the pipe are not permitted.
- (d) A power rodding machine will be either a sectional or continuous rod type capable of holding a minimum of 750.0-feet of rod.
- (e) The rod will be specifically heat-treated steel.
- (f) The machine will be fully enclosed and have an automatic safety clutch or relief valve.

- B. Cleaning Precautions

1. During sewer cleaning operations, satisfactory precautions will be taken in the use of cleaning equipment.
2. When hydraulically propelled cleaning tools or tools which retard the flow in the sewer lines are used, precautions will be taken to ensure that the water pressure created does not damage or cause flooding of public or private property being served by the sewer. Contractor will be fully responsible for any property damage caused by the cleaning operations.

3. When possible, the flow of sewage will be utilized to provide the necessary pressure for hydraulic cleaning devised.
4. When additional water from fire hydrants is necessary to avoid a delay in normal work procedures, the water will be conserved and not used unnecessarily. Notify the Owner at City Hall prior to pulling water, no meter needed.
5. No fire hydrant will be obstructed in case of a fire in the area served by the hydrant.

C. Sewer Cleaning

1. The cleaning of the sewer lines will begin upstream and work downstream.
2. The sewer manhole sections will be cleaned using hydraulically propelled, high-velocity jet or mechanically powered equipment. Selection of the equipment will be based on the conditions of lines at the time the work commences.
3. The equipment will be capable of removing dirt, grease, rocks, sand and other materials and obstructions from the sewer lines and manholes.
4. If cleaning of an entire section cannot be successfully performed from one manhole, the equipment will be set up on the other manhole and cleaning will be attempted again.
5. If successful cleaning from both manholes cannot be completed, Contractor will contact the Engineer.

D. Root Removal

1. Roots removal is not anticipated at this time.

E. Chemical Root Treatment

1. Chemical Root Treatment is not anticipated at this time.

F. Material Removal

1. All sludge, dirt, sand, rocks, grease and other solids or semisolid material resulting from cleaning operations will be removed at the downstream manhole of the section being cleaned.
2. Passing material from manhole section to manhole section, which could cause line stoppages, accumulation of sand in wet wells, or damage to pumping equipment, will not be permitted.

G. Disposal of Material

1. All solids or semisolids resulting from the cleaning operations will be removed from the site and disposed of at a site secured by Contractor.
2. All materials will be removed from the site no less often than at the end of each workday. Under no circumstances will Contractor be allowed to accumulate debris on the site of work.

H. Final Acceptance

1. Acceptance of sewer line cleaning will be made up on successful completion of the television inspection and will be to the satisfaction of the Owner.
2. If television inspection shows the cleaning to be unsatisfactory, Contractor will be required to re-clean and re-televise the sewer line until cleaning is shown to be satisfactory.

3.3 EXAMINATION

- A. Commence televising only when pipe and structures are clean and free of dirt or other foreign matter.

3.4 SEWER FLOW CONTROL

- A. When sewer line depth of flow at the upstream manhole of the manhole section being worked in is above the maximum allowable for television inspection, the flow will be reduced to the level shown below by operation of pump stations, plugging or blocking of the flow or by pumping and bypassing of the flow as specified.

B. Plugging or Blocking

1. Perform bypass pumping as need to complete the work.
2. A sewer line plug will be inserted into the line upstream of the section being worked.
3. The plug will be designed so that all or any portion of the sewage can be released in accordance with the Engineer.
4. During television inspection, flow will be reduced within the limits specified above.
5. After the work has been completed, flow will be restored to normal.

C. Pumping and Bypassing

1. When Pumping and bypassing is required, Contractor will supply the pumps, conduits and other equipment to divert the flow of sewage around the manhole section in which work is being performed.
2. Contractor will be responsible for furnishing the necessary labor and supervision to set up and operate the pumping and bypass pumping system. If pumping is required on a 24-hour basis, engines will be equipped in a manor to keep noise to a minimum.

D. Flow Control Precautions

1. When flow in a sewer line is plugged, blocked or bypasses, sufficient precautions must be taken to protect the sewer lines from damage that might result from surcharging.
2. Precautions must be taken to ensure that sewer flow control operations do not cause flooding or damage to public or private property be served by the sewers involved.

3.5 SEWER TELEVISION

A. General

1. Televising will be performed on all gravity/pressure utility lines that are shown in the plans and specifications.
2. Camera – The camera will be a self-propelled unit providing color video with the ability to tilt up and down and pan left to right. The camera lens will be capable of turning and looking up each wye or service tap to a minimum distance of the first fitting of the service pipe. The camera is to provide color video and still photographs of any defect.
3. Rate – The televising will be conducted at a rate not to exceed 30.0-feet per minute.

B. Line Requirements

1. All lines will be jetted and vacuumed so that all debris has been removed prior to televising.
2. A small quantity of water is to be introduced into the line prior to televising. Amount will be determined by the Engineer and coordinated with the Owner's Water and Sewer Department. The amount of water will be sufficient enough to distinguish any sags or alignment problems with the pipe.
3. Each run will consist of a starting and ending MH-#, pipe material and diameter, direction of flow, and a zero reading on the counter at center of the starting manhole.
4. Each service wye will be examined using the pan and tilt feature.
5. The video camera operator will type into the video the station (distance), wye location on either the top, left, or right side of the pipe and any problems they notice while televising the sewer lines. Examples of defects include offset joints, leaking joints, sags, cracked pipe, etc.

C. Manhole Requirements

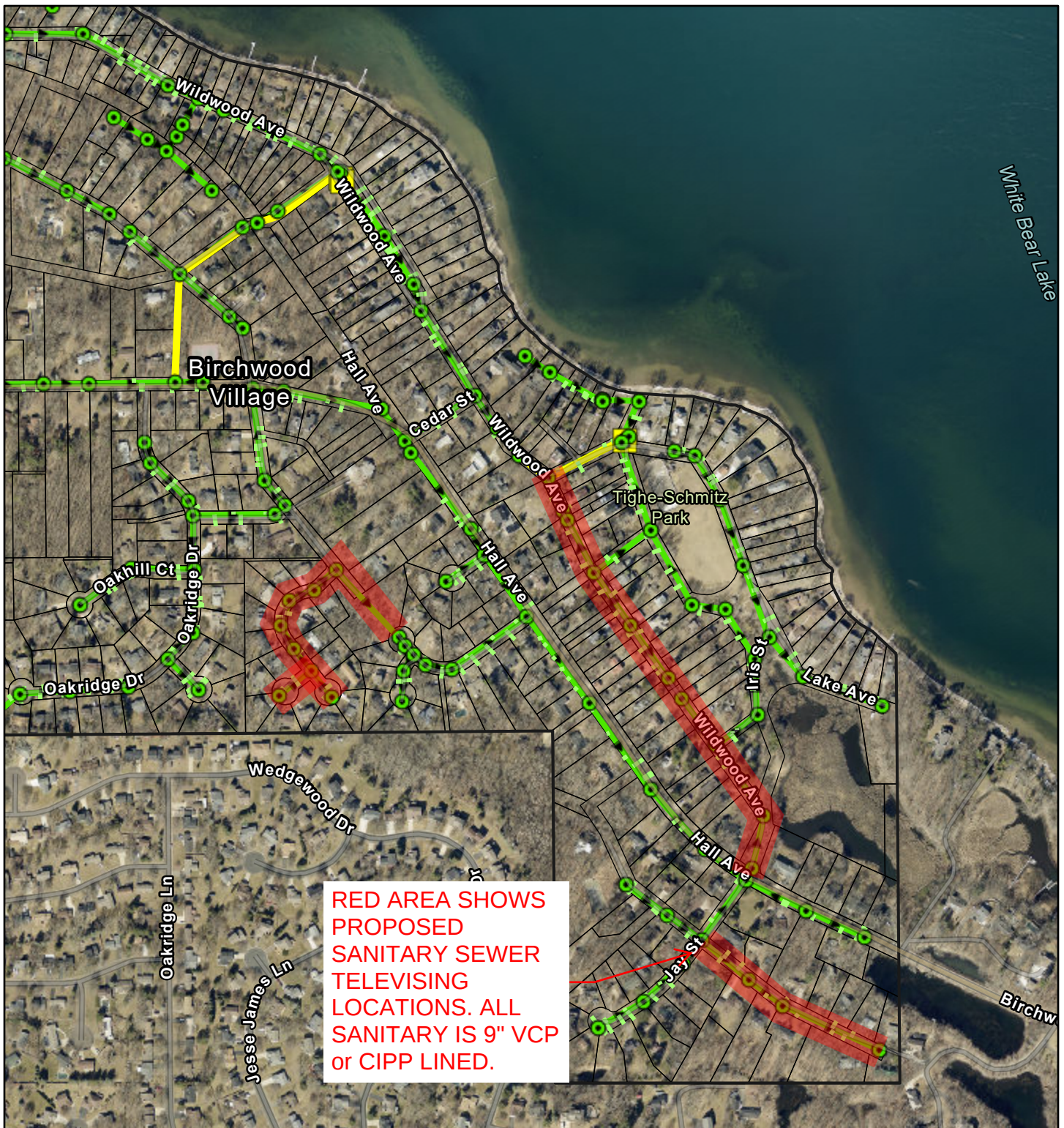
1. Examine upstream and down doghouses for water tightness.
2. Examine all joints to confirm watertight quality of gaskets and seals.

3. While at the bottom of the manhole, the camera will examine for infiltration as high as it can see around the entire manhole circumference.
 4. Examine vertical drops.
- D. Report Requirements
1. A technician will observe the monitor at all times during the televising and record the data per NASSCO standards.
 2. Date, time, city, street, name of operator, inspector, and weather conditions.
 3. Note locations, length, and depth of any sag in the pipe (indicate any depths greater than ½-inch).
 4. Note locations, length, and depth of any areas of dirt or debris in the pipe (indicate any depths greater than ½-inch).
 5. Note all defective or substandard areas identified during the inspection.
 6. Record distance from center of manhole to center of manhole.
 7. Note each change in pipe material, including station.
 8. Note each wye or service tap location with station and orientation (Example: wye right, 3 o'clock).
 9. Note direction of flow using cardinal/ordinal directions.
 10. Include color photos/images of defects in the written report.
- E. Review
1. All television reports and videos will be reviewed after the submittal is received.
- F. Video and Reporting Format
1. All televising videos and reports shall be uploaded to a USB flash drive.
 2. Video files shall be viewable without the use of specialty software.
 3. Report files shall be in .pdf format, viewable using standard Adobe or Bluebeam software.
 4. File Naming
 - (a) The Contractor will be provided with a map or plan showing manhole identification numbers.
 - (b) All files shall be named using the upstream and downstream structure numbers.

*******END OF SECTION*******

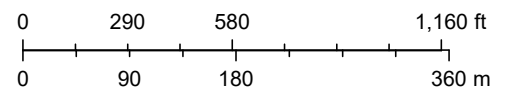
Televising Sanitary Sewer Locations

15

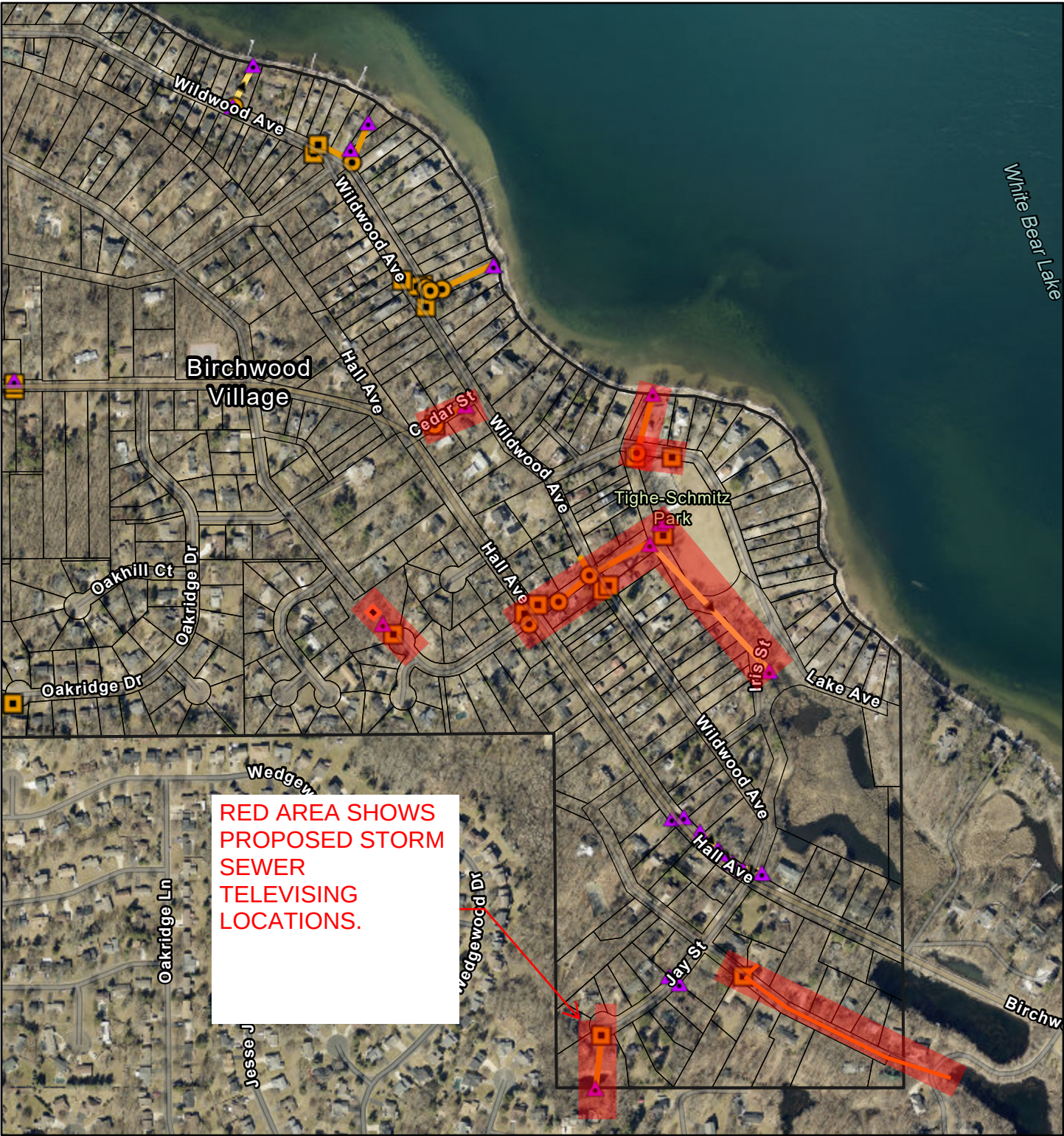


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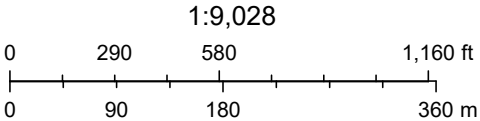
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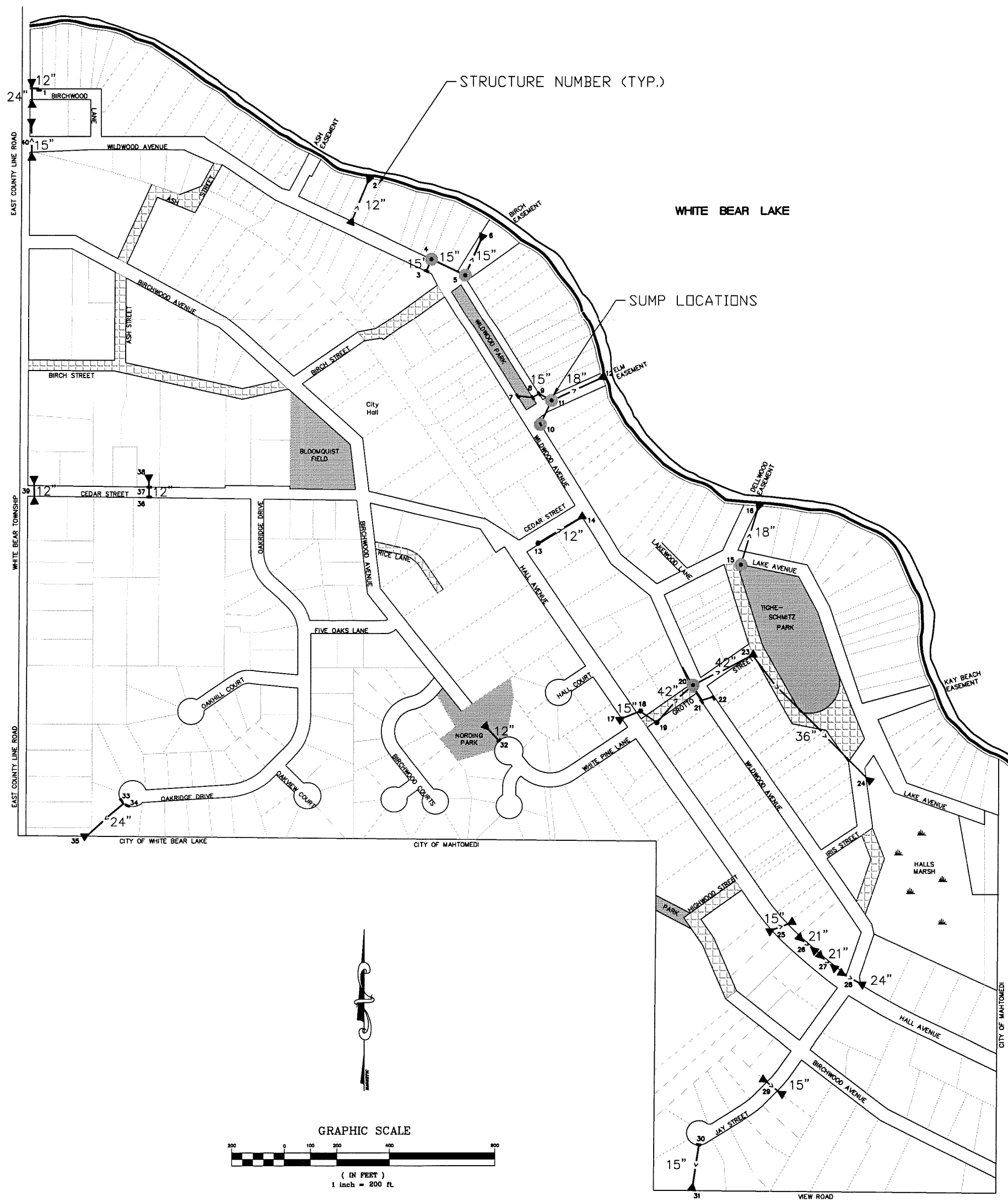
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor



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Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor



WHITE BEAR LAKE

SUMP LOCATIONS

STRUCTURE NUMBER (TYP.)

LEGEND

UNIMPROVED RIGHT OF WAY

CITY OF
BIRCHWOOD VILLAGE
STORM SEWER MAP

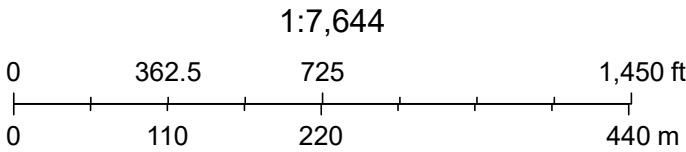


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LEGEND

PROPOSED ADDITIONAL CLEANING AND TELEVISIONING

ORIGINAL PLANNED LOCATIONS



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor

Sanitary Sewer City Map - Map 2 of 2

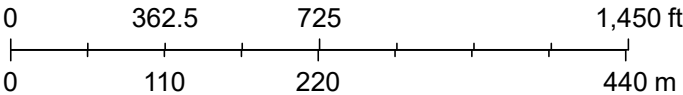


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LEGEND

- PROPOSED ADDITIONAL CLEANING AND TELEVISIONING
- ORIGINAL PLANNED LOCATIONS

1:7,644



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor

April 14, 2026

Merritt Clapp-Smith, Planning Analyst
Metropolitan Council, Local Planning Assistance Team
390 Robert Street North
Saint Paul, MN 55101

Subject: Letter of Intent to Participate in Small Communities Planning Program

Dear Merritt Clapp-Smith,

I am writing on behalf of **[Community Name]** to formally express our interest in participating in the Met Council's new Small Communities Planning Program to receive direct planning and engineering services from the Met Council to assist with preparing our local 2050 Comprehensive Plan.

Our officials and residents are committed to identifying and shaping a strong future for our community, but we have limited resources to prepare a 2050 Comprehensive Plan. We understand that we are eligible to participate in a new Small Communities Planning Program to receive technical assistance from the Met Council for our Comprehensive Plan update, at no cost. We have reviewed the Small Communities Planning Program Guide that describes the services the Met Council will provide, our responsibilities as a Program partner, and the project timeline.

The technical support and planning services from Met Council will enable us to put our community vision and priorities into action through plans for land use, housing, transportation, parks and trails, water resources, and climate and natural systems and to address the 2050 Comprehensive Plan minimum requirements.

Assistance through the Small Communities Planning Program would enable us to:

- Focus our limited local resources on meaningful engagement that reflects the voices of our community
- Identify priorities and actionable strategies considering current conditions and future trends
- Produce a comprehensive plan that meets state and regional planning standards

We are prepared to collaborate throughout the planning process and to dedicate local capacity and community outreach efforts to ensure the project's success.

We look forward to the opportunity to execute a Small Communities Planning Program contract for services and to work together to prepare our 2050 Comprehensive Plan. Please feel free to contact me if additional information is needed.

Sincerely,

Jennifer Arsenault
Mayor
Birchwood Village
jennifer.arsenault@cityofbirchwood.com
810-417-0951

Small Community Planning Program Overview

Background and Purpose

The Small Communities Planning Program offers a high level of comprehensive planning assistance to support some of the smallest communities in the region with their 2050 Comprehensive Plan updates. Participating cities and townships will work collaboratively with program staff from the Met Council's Local Planning Assistance team to update their local comprehensive plan. Program staff will focus on the technical work of collecting information, data, and maps, and producing and writing the plan. Local governments with input from community members will lead the community vision, priority setting, and strategic direction to guide the community through the year 2050.

Program Eligibility

Eligible communities were identified based on selection criteria adopted by the Met Council. The criteria aimed at selecting those communities in the region which might have the most limited staff and financial capacity to fund and manage a comprehensive plan update process. Met Council has resources available to serve 29 eligible communities. Participation in the program is voluntary.

Communities eligible for the new 2050 Small Communities Planning Program meet one of the following three criteria:

- a. Current population (2024) is under 500 AND adjusted net tax capacity per capita (2024) is less than or equal to 175% of metro median net tax capacity per capita; or
- b. Current population (2024) is between 500 to 999 AND adjusted net tax capacity per capita (2024) is less than or equal to 150% of metro median net tax capacity per capita; or
- c. Current population (2024) is between 1,000 and 2,500 AND adjusted net tax capacity per capita (2024) is less than or equal to 125% of metro median net tax capacity per capita.

Communities eligible for the program are identified on this [map and list](#).

Contact

For more information about this program, please feel free to contact Merritt Clapp-Smith, Planning Analyst on Met Council's Local Planning Assistance team (merritt.clapp-smith@metc.state.mn.us or 651.602.1567).

Signing Up for the Program

Deadline for eligible communities to complete a contract agreement to participate in the Small Communities Planning Program: June 30, 2026

Steps to sign up for the Small Communities Planning Program

- Step 1 Review the Small Communities Planning Program Guide (this document), which describes the Program, the roles and responsibilities of the Met Council and the participating community in preparation of the 2050 Comprehensive Plan, and a general schedule of activities. If there are any questions about elements of the Program Guide or adjustments the community may wish to request to the project schedule or local roles and responsibilities, contact Merritt Clapp-Smith at merritt.clapp-smith@metc.state.mn.us / (651) 602-1498.
- Step 2 Sign and return the Letter of Intent indicating that your community wishes to participate in the Small Communities Planning Program. The Letter of Intent will identify the local representative who is authorized to complete the Small Communities Planning Program participation contract. This can be a local Clerk, City Administrator, elected official, or other staff or consultant that is authorized to act on behalf of the City.
- Step 3 After receiving the signed Letter of Intent from the community, Met Council will send the Program participation contract to the community for review and signature. If there are any questions or items that the community wishes to discuss about the Program participation contract, contact Merritt Clapp-Smith at merritt.clapp-smith@metc.state.mn.us / (651) 602-1498.
- Step 4 Adopt a local resolution authorizing the community to enter a contract with the Metropolitan Council to participate in the Small Communities Planning Program.
- Step 5 Complete and sign the Program participation contract, attach the local resolution, and return the signed contract and resolution to the Metropolitan Council before June 15, 2026.
- Step 6 Met Council will sign and return a completed copy of the Program participation contract to the community for its records.
- Step 7 After contract execution, project work can begin.

Program Roles and Responsibilities

Met Council Role and Responsibilities

Met Council Program staff will focus on the technical work of collecting information, data and maps, and producing and writing the plan.

Responsibilities:

1. Identify a Met Council project lead and other staff who will be the direct points of contact for the community regarding the 2050 Comprehensive Plan update. Maintain responsive, consistent communication throughout the project.
2. Develop a general work plan and schedule for preparing the 2050 Comprehensive Plan update in conjunction with identified project lead(s) from the community. The work plan and schedule will identify major activities, deliverables, and milestones for Met Council staff and the community.
3. Collect community specific data and information to address applicable minimum requirements for the 2050 Comprehensive Plan Update as contained in the Local Planning Handbook.
4. Use community-specific Minimum Requirements to address the topics of land use, housing, transportation, water resources, parks and trails, climate, and natural systems. If needed, engage with identified municipal consultants, technical contacts, local experts, or others identified by the community who have specialized knowledge in one or more of the topic areas, as agreed upon by the community project lead(s).
5. Participate in three (3) joint meetings with the community's 2050 Comprehensive Plan work group and Program staff at project kick-off, mid-project, and during final plan drafting. Additional meetings can be held upon mutual agreement between the work group and Met Council staff as time and schedule allow.
6. Assist community project leads in considering the format, topics, and logistics for three locally led, community-sponsored meetings or workshops to inform and solicit input from community members on the 2050 Comprehensive Plan update.
7. Attend three public meetings in the community to provide information on the 2050 Comprehensive Plan update process. The meetings may be City Council, Town Board, Planning Commission, or work groups specific to the Comprehensive Plan update.
8. Make draft Plan materials available to the community for review consistent with the agreed upon work plan and upon request throughout the process.
9. Identify and respond to any issues of consistency with Met Council policy, conformance with regional system plans, and compatibility with plans of affected and adjacent jurisdictions towards a determination of "complete for review" by the Met Council. Make any revisions necessary to the Plan and discuss the changes with the community prior to submitting the final Plan.

10. Provide a full draft 2050 Comprehensive Plan update to the community for review by September 1, 2027. Attend a public hearing hosted by the community to solicit input on the draft plan.
11. Revise the draft Plan based on public hearing input and community feedback, with a revised draft ready for distribution to affected and adjacent jurisdictions by October 10, 2027, for the required 6-month adjacent and affected jurisdiction review.
12. Circulate the draft Plan for preliminary review by Met Council technical staff during the 6-month affected and adjacent review period.
13. Review comments and input from affected and adjacent jurisdictions and Met Council technical staff. Discuss potential updates to the Plan based on the feedback with the community's 2050 Comprehensive Plan work group.
14. Revise 2050 Comprehensive Plan for final consideration and approval by the community, in preparation for formal Plan submittal to the Met Council by May 31, 2028.
15. After authorization of the community's 2050 Comprehensive Plan by the Met Council and local plan adoption, provide two (2) printed copies and one (1) digital copy to the Plan to the community.

Community Role and Responsibilities

Local government officials and community members will identify the community vision, priority setting, and strategic direction to guide the community through the year 2050, consistent with Met Council requirements and policies. The vision, priorities, and strategies will form the basis of the 2050 Comprehensive Plan update.

Responsibilities:

1. Identify project lead(s) from the community that Program staff can communicate with, as reasonably needed, during plan development.
2. Identify a 2050 Comprehensive Plan work group to guide community conversations and engagement and to consider and review content prepared by Met Council Program staff for the Comprehensive Plan update. The work group may be composed of current elected and/or appointed officials, community staff or consultants, residents, businesspeople, organizational partners, or others the community thinks important. The work group will:
 - a. Participate in three (3) joint meetings with Met Council Program staff at project kick-off, mid-project, and during final plan drafting. Additional meetings can be held if needed and upon mutual agreement between the work group and Met Council staff if time and schedule allow.
 - b. Review and provide comments on the first draft and the final draft of the community's 2050 Comprehensive Plan update prepared by Met Council Program staff.

3. Identify key municipal consultants, technical contacts, local experts or others who have subject matter expertise that can help inform the Comprehensive Plan update. Met Council Program staff will only engage local consultants as directed by the community.
4. Provide community data or background information that may be relevant to the plan update, including history about the community, GIS data, recent records of zoning or ordinance updates, or other items.
5. Provide an editable, digital copy of the community's current Comprehensive Plan to Met Council Program staff, preferably in Microsoft Word or similar format.
6. Host at least three (3) meetings or workshops for community members to discuss the future of the community and provide ideas and input that shape priorities and strategies for the 2050 Comprehensive Plan. Met Council Program staff can assist community project leads in considering the format, topics, and logistics for the events.
7. Hold a public hearing on the draft 2050 Comprehensive Plan to solicit input from the local community. Conduct any additional community engagement, public surveying, or community meetings.
8. Send the draft 2050 Comprehensive Plan update to affected and adjacent jurisdictions for 6-month review (as required under MN Statute 473.858, subd. 2) by October 15, 2027.
9. Review the Plan and adopt a resolution authorizing submittal of the 2050 Comprehensive Plan to Met Council for review by May 31, 2028.
10. Adopt the final Plan after Met Council completes its review and authorizes local plan adoption.

Program Deliverables

Met Council Deliverables

1. Copy of completed Program application and Program Contract.
2. Data about the community based on recent Census, the American Community Survey, and other Met Council information resources. To be provided during the early research phase of the project.
3. 2050 Comprehensive Plan outline and template for review by the local Comprehensive Planning Work group. To be provided during the early plan drafting phase of the project.
4. Early draft of each 2050 Comprehensive Plan chapter for review by the local Comprehensive Planning Work group. To be provided throughout the project as each chapter is prepared.
5. Full draft of 2050 Comprehensive Plan to be reviewed by local Comprehensive Planning Work group and local elected officials. To be provided at end of Plan drafting phase and prior to release for plan draft for 6-month Adjacent and Affected jurisdictions review.

6. Final 2050 Comprehensive Plan for community adoption and submission to the Metropolitan Council for review and authorization. To be provided after 6-month review and any final revisions to the Plan.
7. Revised 2050 Comprehensive Plan, if Plan revisions are requested by Met Council reviewers prior to Met Council authorization.

Community Deliverables

1. Completed contract for the Small Communities Planning Program [Program], including signed copy of local resolution authorizing participation in the Program.
2. Local information, data and ordinances, if available, related to land use and official controls, public infrastructure and amenities. Private data or information that the community deems to be sensitive does not need to be shared or provided. Met Council program staff and local leads for the 2050 Comprehensive Plan update can discuss and identify relevant information and data in the early phase of program collaboration.
3. Description of community led engagement events, meetings, surveys or other methods to solicit input on 2050 Comprehensive Plan topics and priorities, and summary of community input received.
4. Signed copy of local resolution authorizing distribution of the community's Draft 2050 Comprehensive Plan for the 6-month adjacent and affected jurisdictions review required under MN §473.858 Subd. 2.
5. Signed copy of local resolution authorizing submission of the community's updated 2050 Comprehensive Plan to the Met Council for review and authorization.

Program Schedule

The preparation of 2050 Comprehensive Plans under the Small Communities Planning Program will occur between mid-2026 and mid-2028, with a goal of having completed plans ready to submit for Met Council review by end of May 2028. There is no requirement or guarantee that all work and Plans will be completed within this timeline, due to circumstances which may arise that would be beyond the control of the Met Council program team or participating community partners. However, all efforts will be made in good faith by Met Council staff and consultants and community representatives to proceed with activities as outlined in the following schedule.

Program Phases, Activities, Roles and Schedule

Small Communities Planning Program Participation Contract - April to August 2026

- Contract information provided (Met Council) – April 2026
- Review Contract forms (Community) – April/May 2026
- Identify local project leads (Community) – April/May 2026
- Local Resolution re: participation (Community) – May/June/July 2026
- Complete Letter of Intent and Contract forms (Community) - May/June/July 2026
- Issue finalized Contract (Met Council) – June/July/Aug 2026

Project Initiation and Background Information – June to October 2026

- Project kick-off meeting (Met Council & Local Workgroup) – June/July/Aug 2026
- Provide local data, i.e. plans, ordinances, GIS files (Community) – June/July/Aug 2026
- Community data and trends (Met Council) – July/Aug/Sept 2026
- Identify community engagement plan (Local Workgroup) – Aug/Sept 2026
- Project status report to local Council/Board (Local Workgroup) – Sept/Oct 2026

Community Engagement – July 2026 to February 2027

- Identify 2040 Plan priorities and issues (Met Council) – July/Aug/Sept 2026
- Prepare for community engagement (Local Workgroup) – Aug/Sept 2026
- Community engagement - 3 Meetings (Community) – Oct 2026 to Feb 2027
- Engagement - other methods (Community) – Oct 2026 to Feb 2027

Plan Elements: Land Use, Housing, Transportation, Parks & Rec, Water & Wastewater, Natural Systems & Climate – Sept 2026 to Aug 2027

- Background information and data (Met Council) – Sept/Oct/Nov 2026
- Identify opportunities & issues (Local Workgroup) – Sept/Oct/Nov 2026
- Community engagement (Community) - Oct 2026 to Feb 2027
- Refine priorities per engagement (Met Council) - Nov 2026 to Mar 2027
- Draft Plan Chapters – prepare (Met Council) – Dec 2026 to Apr 2027
- Draft Plan Chapters – review (Community) – Mar to July 2027
- Draft Plan Chapters – revisions (Met Council) – June/July/Aug 2027
- Project status report to local Council/Board (Local Workgroup) – July/Aug 2027

Plan Draft, A & A Review, Final Plan & Authorization – August 2027 to October 2028

- Final Draft 2050 Comprehensive Plan (Met Council) – Aug/Sept 2027
- 6-month Adjacent and Affected Review (Other jurisdictions) – Oct 2027 to Mar 2028
- 2050 Comprehensive Plan – revisions (Met Council) – Mar/Apr 2028
- 2050 Comprehensive Plan - local review (Community) – Mar/Apr 2028
- Local Resolution Re Plan Submittal (Community) – Apr/May 2028
- Met Council staff review Plan (Met Council) – May to Aug 2028
- Potential revisions based on comments (Community) – June to Sept 2028
- Met Council Plan Authorization (Met Council) – Sept/Oct/Nov 2028

RESOLUTION NO. 2026-06**BIRCHWOOD VILLAGE, MINNESOTA****RESOLUTION
AUTHORIZING PARTICIPATION IN THE MET COUNCIL'S SMALL
COMMUNITIES PLANNING PROGRAM FOR ASSISTANCE WITH PREPARATION
OF THE 2050 COMPREHENSIVE PLAN**

WHEREAS, Birchwood Village must review and update its local comprehensive plan as required by the "decennial" review provision of Minnesota Statutes section 473.864 , subdivision 2; and

WHEREAS, on October 22, 2025, the Metropolitan Council adopted need-based eligibility criteria that identified 29 very small communities in the region eligible to receive direct technical and plan preparation assistance from Metropolitan Council staff and consultants to update their comprehensive plans in accordance with minimum requirements identified by the Metropolitan Council and as required by the "decennial" review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, Birchwood Village is an eligible city or town in the metropolitan area as defined in Minnesota Statutes section 473.121; and

WHEREAS, direct technical and plan preparation assistance will be provided to eligible communities from Metropolitan Council staff and consultants to prepare the 2050 Comprehensive Plan in accordance with the roles, responsibilities and general schedule described in the Metropolitan Council Small Communities Planning Program Guide; and

WHEREAS, Birchwood Village will collaborate with Metropolitan Council staff and consultants in the preparation of the 2050 Comprehensive Plan by leading community conversations that help identify planning priorities and policies for the required Plan elements of land use, housing, transportation, water resources, parks and trails, climate and natural systems, and by reviewing and providing feedback on Plan document drafts prepared by Metropolitan Council staff prior to final Plan preparation and local adoption; and

WHEREAS, participation in the Small Communities Planning Program will be confirmed through a contract agreement between the Metropolitan Council and [Name of Community] that acknowledges the roles and responsibilities of the community and the Metropolitan Council as described in the Metropolitan Council Small Communities Planning Program Guide.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of Birchwood Village:

Authorizes Jennifer Arsenault, Mayor of Birchwood Village, to enter into a contract agreement with the Metropolitan Council on behalf of Birchwood Village to participate in the Metropolitan Council Small Communities Planning Program and receive services that assist Birchwood Village in preparation of its 2050 Comprehensive Plan.

Adopted this 14th day of April , 2026.

Jennifer Arsenault, Mayor

Alan Kantrud, Clerk



Birchwood Village

Ash Easement

Birch Easement

Elm Easement

Dellwood Easement

Kay Beach

Wildwood Park

Tighe-Schmitz Park

Bloomquist Field

City Hall

Outline of Services Provided:

A. SUMMER SERVICES

Spring Clean-Up

Spring cleanup will be completed (1) time, as soon as weather and/or ground conditions permit. Clean up will generally be completed no later than May 1st, weather and ground conditions permitting.

Spring cleanup will include the following activities:

- a) Power sweep, vacuum and/or blow fine turf (sod areas) within the development.
- b) Hand rake around buildings and obstacles as required.
- c) Hand rake, blow, or remove as appropriate, leaves and debris from all flower and shrub beds, and landscape.

Mowing

Mowing of all fine turf areas will be completed on a schedule depending upon weather conditions. Mowing will normally be done once a every other week (Weekly at Tighe-Schmitz), weather permitting, in order to maintain a well-kept appearance.

Mowing will include the following activities:

- a) Spot mow as required during periods of drought and/or dormancy that may cause uneven growth. The contractor shall determine this.
- b) A cutting height of approximately 2.5-3 inches.
- c) Grounds will be policed for debris during scheduled mowing, with the exception of excessive storm debris. This removal will be charged at handyman rates.

Inspections

Our management team throughout the duration of the contract will provide inspection of the grounds.

Trimming

Trimming/weed whipping around buildings, plantings, light poles, and other obstructions will be completed on a weekly/bi-weekly basis.

Turf Fertilization *(Optional)*

Fertilization is will be applied **(3)** times annually to fine turf areas. Applications will typically be applied by 5/30, 8/15 and 10/15, weather permitting. Application dates/deadlines may be slightly influenced due to weather conditions.

Turf Weed Control *(Optional)*

A crab grass pre-emergent will be applied during the first fertilizer application. An additional pre-emergent will be applied to the boulevards in late spring usually by May 15. Broadleaf herbicide will be applied in **(3 to 4)** applications. Applications will typically be applied by 5/30, 8/15 and 10/15. Application dates/deadlines may be slightly influenced due to weather conditions.

*Additional crabgrass post-emergent can be provided at an additional cost.

Tree and Shrub Care *(Optional)*

The trimming of all ornamental shrubbery in common landscape areas will be completed **(2)** times annually in order to maintain size and shape. Please note that this service will include shrubbery limited to ten feet in height. Any heavy, corrective, rejuvenation or deadwood removal pruning will be an extra charge. All pruning debris will be removed from the development upon completion.

Tree & Shrub Fertilization *(optional - for an additional fee)*

Deep root feeding of woody plant materials recommended to be done one-time per season, per request of management for an additional fee. Fertilizer will contain properly balanced nutrients for the season. This fertilizer will be applied under high pressure, at a depth of approximately 15 inches, to ensure proper root uptake. For plant health considerations, deep root feeding will not be done between July 15th and September 1st.

Tree Wrapping *(optional - for an additional fee)*

Smooth bark trees under 3" in diameter, such as hard maple, linden, etc., will be wrapped by November 30, for an additional fee. The cost for tree wrap will be \$20.00 per tree, with a minimum order of \$100.00.

Sidewalk/Drive Maintenance

- a) Edging of concrete walks and curbs within the development will be completed **(2)** time per year. This process will generally be completed no later than August 31.
- b) Walks, steps, and patios will be power blown or swept after edging as needed.

Fall Clean-Up

Fall cleanup will be done **(1)** time per year and will generally be completed by October 31st, weather and ground conditions permitting.

Fall cleanup will include the following services:

- a) Raking/blowing of leaves and debris around buildings and obstructions.
- b) The final fall mowing will include cutting of grass to approximately 2 inches. Catching or power sweeping will collect excess clippings.
- c) Removal of debris and leaves from the development.
- d) Sweeping of drives and parking lots may be requested at an additional charge.
- e) Client understands, additional leaves may drop and/or circulate back into the property after the initial fall cleanup is completed, which is then the responsibility of the client to order an additional cleanup at our time and material rates.
- f) Additional fall cleanups may be ordered and done so per requested bid, or on a time and material basis.

Irrigation Services (see breakdown) if any property is equipped.

**Repairs and performed on an hourly basis and not part of the basic maintenance contract*

Spring Start-up: ***Yes*** ***No*** ***(please circle one)***

- a) Spring startup services will be charged on time and material basis.
- b) System will be run zone by zone and visually inspected.
- c) Checking to ensure heads are properly adjusted with no visible water leakage.
- d) Setting the controller to current city water requirements.
- e) Testing and re-installing RPZ backflow preventer to state code.

Monthly Inspections: ***Yes*** ***No*** ***(please circle one)***

- a) The systems will be started, and each zone will be visually inspected.
- b) The controllers will be inspected and adjusted for proper water requirements.
- c) General maintenance on items such as clogged nozzles, loose and/or maladjusted heads, and heads not retracting properly.
- d) All monthly inspections and repairs will be charged on a time and material basis.

Fall Shut Down: ***Yes*** ***No*** ***(please circle one)***

- a) Complete winterization of the system.
- b) The system will be guaranteed for spring operation. However, this guarantee does not apply to systems that have a leaking feed valve. The guarantee also becomes void if water has entered the system after the fall shutdown, or if the seal is broken prior to the spring inspection by the contractor.
- c) The price for closing the system down will be \$100.00 per compressor hook-up and needed repairs charged at a \$85.00 per-hour, plus materials basis.
- d) Storage of meter and/or RPZ in our heated facility will be available at \$35.00 per winter season.

Repairs:

- a) Major repairs, which are unrelated to general maintenance (i.e., vandalism, damaged or missing heads, cut lines, valve replacement, etc.), will be reported. These repairs will then be charged on a time and materials basis.

Billing:

- a) All service, start-ups, inspections, and repair work will be charged at a 1-hour minimum. The price for service work will be \$85.00 per hour, plus parts & trip charge of \$45.00. Emergency service, requiring immediate response, will be billed at \$85.00 for the first 30 minutes. A maximum response time of 4 hr for emergency response.

SECTION II

NON-CONTRACTED RATES FOR SERVICE AND EQUIPMENT

Any winter services performed outside of these specifications will be billed at the following rates.

Equipment/Product Rates:

Handy Man Rate	\$85.00 per hour
Parking Lot Sweeping	\$185.00 per hour, 3-hour min.
Parking Lot Striping	Available for additional cost

SECTION III

ACCEPTANCE AND TERMINATION PROVISIONS

The contractor guarantees all work listed within this contract. The contractor will provide all the necessary insurance to cover all aspects of this contract.

This agreement may be terminated with a 30-day written notice, with or without cause by either party.

The contractor may terminate this agreement, with a 30-day written notice, for late or non-payment. Any payment received over 30 days from the date of billing is considered delinquent.

Scope of work: Contractor agrees to provide labor, equipment, and materials necessary to perform the work listed in the Section I, and will perform all duties on site in a workman like professional manner.

Payment terms: Client agrees to pay the contractor the specified equal monthly payments outlined within the contract overview. These prices do not include applicable sales tax. Payments not received by client within thirty (30) days of invoice date will be charged a service charge of 1 1/2% per month. Contractor is entitled to collect all legal fees associated with the collection of past due balances. Both parties will agree upon any work completed outside of the specifications listed in Section I. This work is billable and charged at the additional rates.

Term: The term of this agreement shall be for the period outlined within the contract overview. Either party may terminate this agreement with or without cause with thirty (30) days written notice. The time performance listed of any portion of the obligations of this contract shall be of the essence; subject only to delay caused by or contributed to by the act of the client, its agents or employees, unavoidable casualties, acts of God, action or non-action of public utilities and governmental entities.

Insurance: White Bear Lawn & Snow will fully insure itself against any and all liability, which is required under the Worker's Compensation Law, general liability, and automobile liability coverage. The amounts of coverage will be listed in the certificate of liability insurance certificate. A copy of this certificate is available upon request. If Client requires any names to be added as additional insured, it may be done at the rate of \$15.00.

Property Damages: Any property damage caused by the negligence of the contractor shall be the responsibility of the contractor. The client agrees to report such damage within 15 days of the occurrence, so that the contractor can address the damage and make any needed repairs. The client agrees not to hold the contractor responsible for damages caused by acts of God and/or recommendations not followed by the client.

Fuel Surcharge: Fuel surcharge will be based on the US Energy Information Administration website for the monthly average to determine the surcharge the following month. The surcharge will be broken down into the following percentage tiers of the monthly invoice.

\$3.50 to \$3.99 = 3%	\$4.00 to \$4.49 = 4%	\$4.50 to \$4.99 = 5%	\$5.00 to \$5.49 = 7%
\$5.50 to \$5.99 = 9%	\$6.00 to \$6.49 = 11%	\$6.50 to \$6.99 = 13%	\$7.00 to \$7.49 = 15%
\$7.50 to \$7.99 = 18%			

Summer rate(s)

	Service	Description	Price Per
	Bi-Weekly Mowing All Other	Mowing, trimming, trash pickup	\$ 385.00/cut
	Spring Cleanup All Other	All fine turf grass areas and beds	\$1,095.00
	Fall Cleanup All Other	All fine turf grass areas and beds	\$1,390.00
	Turf Fertilization All Other	Granular fertilizer application	\$ 350.00/app
	Turf Herbicide All Other	Broadleaf Herbicide application	\$ 350.00/app
	Hard Surface Weeds All Other	Weed control in cracks & curb lines	\$ 95.00/hour
	Shrub Trimming All Other	Trim ornamental shrubs	\$ 85.00/hour
	Mowing Tighe-Schmitz	Weekly Mowing of Park	\$ 395.00/cut
	Spring Cleanup Tighe-Schmitz	All fine turf grass areas and beds	\$1,095.00
	Fall Cleanup Tighe-Schmitz	All fine turf grass areas and beds	\$1,390.00
	Turf Fertilization Tighe-Schmitz	Granular fertilizer application	\$ 375.00/app
	Turf Herbicide Tighe-Schmitz	Broadleaf Herbicide application	\$ 375.00/app
	Core Aeration Tighe-Schmitz	If requested at Tighe-Schmitz Park	\$ 300.00

Contract period: April 1, 2026 – October 31, 2026. Contract term, pricing, payment and termination provisions subject to Section II and Section III.

Respectfully submitted: Joseph Reil Date: 4/7/2026
White Bear Lawn and Snow

Accepted by: _____ Date: _____
Birchwood Village

Its: _____

**The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined.*



Top Green Co. 3507 Commerce Blvd White Bear Lake, MN 55110 651-998-9286 info@TopGreenCo.com	Site Name: Birchwood Village Site Address: 207 Birchwood Ave Birchwood Village, MN 55110 Property Type: Commercial/Municipal Service Start Date: 4/01/2026 Service End Date: 11/15/2026
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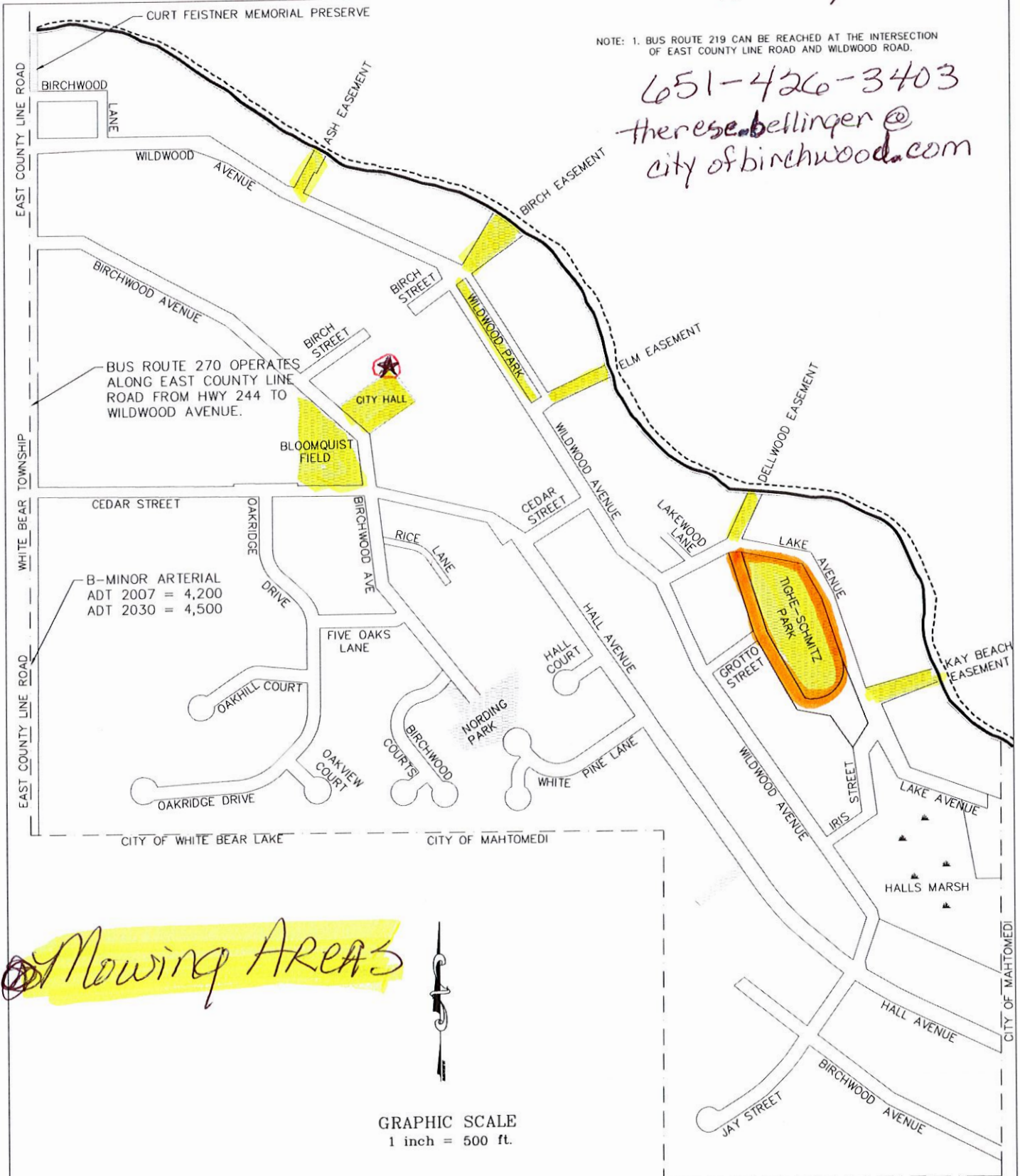
Services Included		
Task	Details	Total Price Per Year
Tighe Schmitz		
Summer Maintenance	Weekly Mowing, trimming and blow off walks and lots through Mid Oct.	\$400/cut
Fall Clean Up	Clear landscapes and turf areas of leaves and fall debris	\$1,400
Spring Clean Up	Clear landscapes and turf areas of leaves and debris	\$1,100
(Optional)Fertilizer/Weed Control	Per Application Turf Areas	\$799/app
City Hall, Parks and Easements		
Summer Maintenance	Weekly Mowing, trimming and blow off walks and lots	\$400/cut
Fall Clean Up	Clear landscapes and turf areas of leaves and fall debris through Mid Oct.	\$1,400
Spring Clean Up	Clear landscapes and turf areas of leaves and debris	\$1,100
(Optional)Fertilizer/Weed Control	Per Application Turf Areas	\$891/app
OPTIONAL AVAILABLE SERVICES		
Irrigation Maintenance	Start Up, Check Up, Winterization, Repairs	Request Bid
Backflow Testing	RPZ/PVB Testing and Filing w/ City	\$175/unit
Outdoor low voltage lighting	Set-up/adjust timer and lights, check for coverage	Request Bid



Birchwood City Hall - 207 Birchwood Ave Birchwood, MN³⁷

NOTE: 1. BUS ROUTE 219 CAN BE REACHED AT THE INTERSECTION OF EAST COUNTY LINE ROAD AND WILDWOOD ROAD.

651-426-3403
therese.bellinger@cityofbirchwood.com



Mowing Areas

UPDATED 9/08

ELFERING & ASSOCIATES



10062 FLANDERS COURT NE
BLAINE, MN 55449
PH: (763) 780-0450
FAX: (763) 780-0452

CITY OF BIRCHWOOD VILLAGE
STREET SYSTEM

FIGURE

III

Top Green Co. 3507 Commerce Blvd White Bear Lake, MN 55110 651-998-9286 info@TopGreenCo.com	Site Name: Birchwood Village Site Address: 207 Birchwood Ave Birchwood Village, MN 55110 Property Type: Commercial/Municipal Service Start Date: 4/01/2026 Service End Date: Auto Renew April 1 each year
---	---

Services Included		
Task	Details	Total Price Per Year
Tighe Schmitz		
Summer Maintenance	Weekly Mowing, trimming and blow off walks and lots through Mid Oct.	\$400/cut
Fall Clean Up	Clear landscapes and turf areas of leaves and fall debris	\$1,400
Spring Clean Up	Clear landscapes and turf areas of leaves and debris	\$1,100
(Optional)Fertilizer/Weed Control	Per Application Turf Areas	\$799/app
Auto Renew Rate	Starting 2027 contract to auto renew in April unless canceled by either party	+3% to current rate each year on the listed prices
City Hall, Parks and Easements		
Summer Maintenance	Weekly Mowing, trimming and blow off walks and lots	\$400/cut
Fall Clean Up	Clear landscapes and turf areas of leaves and fall debris through Mid Oct.	\$1,400
Spring Clean Up	Clear landscapes and turf areas of leaves and debris	\$1,100
(Optional)Fertilizer/Weed Control	Per Application Turf Areas	\$891/app
OPTIONAL AVAILABLE SERVICES		
Irrigation Maintenance	Start Up, Check Up, Winterization, Repairs	Request Bid
Backflow Testing	RPZ/PVB Testing and Filing w/ City	\$175/unit
Outdoor low voltage lighting	Set-up/adjust timer and lights, check for coverage	Request Bid

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.



MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
PROPOSED MINUTES
WASHINGTON COUNTY, MINNESOTA
March 10th, 2026 at 6:45 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, Council
 Kathy Weier, Council
 Ryan Eisele, Council
 Ryan Hankins, Council

CALL TO ORDER at 6:47PM

ROLL CALL All Present except CM Sperl who appeared by zoom and could hear and be heard

PUBLIC FORUM (members of the public are given 3 minutes to present issues not on the agenda)

APPROVAL of AGENDA Moved by Weier, Eisele2 (with the addition of City Business item #3); AA

AGENDA

PRESENTATION/STATUS UPDATE BY WHITE BEAR LAKE FIRE CHIEF PETERSON REGARDING 2025 ACTIVITY AND 2026 PLANS Chief Peterson presented to the Council

CITY ENGINEER'S REPORT*

1. Discussion and consideration of 2026 road/street projects as summarized/proposed* pages(1-6) Moved Weier to authorize a not-to-exceed \$187,724.00 for 2026 Road Projects as presented, Hankins2; AA
2. Consider Approval of City/County Cost-share Agreement for crack-seal work (2026) not to exceed \$21,504.67.* (pages 7-14) No action: the pre-approved amount was more than the initial estimate. Project will proceed as approved but with lesser cost to City

CITY BUSINESS

1. Resignation of Planning Commission Liaison (no vote needed)* (pages 15-18)
 Motion to appoint Mayor Arsenault as Liaison by Eisele, Sperl2; 4 Ayes, Hankins Nay (motion passes)
2. Consent Agenda: Weier moved items, "d" and "e," Eisele2; AA

* Denotes item that supporting documentation will be provided

- a. Approve of February 10th, 2026 City Council Meeting Minutes* (pages 19-20)Moved by Hankins, Eisele2 with change of authorization for Village Hall Project spend from \$500.00 to \$700.00, AA.
- b. Approval of February 2026 Treasurer's Report* (pages 21-31)
Moved by Hankins, Weier2; AA *noted that Report is to be presented with more detail and that process to be overseen by CMs Eisele and Sperl
- c. Consider Resolution approving Summer-hire for maintenance and park support* (page 32)
Moved by Eisele, Sperl2; AA
- d. Consider Appointment of Member Sperl to Website Master* (page 33)(passed on consent)
- e. Consider Approval of updated City Emergency Operation Plan (EOP)* (pages 34-74)(passed on consent)

3. **Hiring of deputy Clerk/Admin Assistant (Bijold)* Added per CM Hankins**

Motion of approval of Resolution hiring Genevieve Bijold to replace Mary Johnson as staff support
by Sperl, Weier2; AA *City Clerk to confirm with State Auditor as to process

ANNOUNCEMENTS

- 1. Sheriff's Office Monthly Report* (pages 75-78)
- 2. The City Council will meet again as scheduled on April 10th, 2026.

ADJOURN Moved by Weier, Eisele2; AA @ 8:50PM

City of Birchwood Village
Statement of Receipts and Disbursements - GENERAL FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
GENERAL FUND RECEIPTS							
General Property Taxes	\$ -	\$ -	\$ -	\$ 521,794.00	\$ 8,053.31	\$ (513,740.69)	\$ 618,106.92
Licenses & Permits	\$ 41.67	\$ -	\$ (41.67)	\$ 500.00	\$ -	\$ (500.00)	\$ 1,411.75
Building Permits	\$ 5,416.67	\$ 1,739.12	\$ (3,677.55)	\$ 65,000.00	\$ 6,130.12	\$ (58,869.88)	\$ 33,031.07
Kayak/Canoe Permits	\$ 158.33	\$ -	\$ (158.33)	\$ 1,900.00	\$ -	\$ (1,900.00)	\$ 2,095.00
Zoning Permits	\$ 25.00	\$ -	\$ (25.00)	\$ 300.00	\$ -	\$ (300.00)	\$ 988.50
Animal Licenses	\$ 8.33	\$ -	\$ (8.33)	\$ 100.00	\$ -	\$ (100.00)	\$ 1,905.00
Small City Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,579.00
Federal Grants & Aids	\$ 266.00	\$ -	\$ (266.00)	\$ 3,192.00	\$ -	\$ (3,192.00)	\$ -
City/Town Hall Rent	\$ 20.83	\$ -	\$ (20.83)	\$ 250.00	\$ 225.00	\$ (25.00)	\$ 670.00
Court Fines	\$ 83.33	\$ 119.13	\$ 35.80	\$ 1,000.00	\$ 125.80	\$ (874.20)	\$ 2,066.41
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,431.00
Interest Earning	\$ 3,875.00	\$ 3,158.52	\$ (716.48)	\$ 46,500.00	\$ 6,993.23	\$ (39,506.77)	\$ 44,292.94
Contributions of Donations from Private Sources	\$ 20.83	\$ -	\$ (20.83)	\$ 250.00	\$ -	\$ (250.00)	\$ 720.00
Refund-Reimbursement-Dividend	\$ 666.67	\$ -	\$ (666.67)	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ 7,091.31
Escrows Deposits	\$ 3,541.67	\$ 1,000.00	\$ (2,541.67)	\$ 42,500.00	\$ 1,000.00	\$ (41,500.00)	\$ 12,850.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 14,124.33	\$ 6,016.77	\$ (8,107.56)	\$ 691,286.00	\$ 22,527.46	\$ (668,758.54)	\$ 742,238.90
GENERAL FUND DISBURSEMENTS							
Ordinances & Proceedings	\$ 166.67	\$ -	\$ 166.67	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 984.04
Mayor - Council	\$ 765.00	\$ 1,384.74	\$ (619.74)	\$ 9,180.00	\$ 1,384.74	\$ 7,795.26	\$ 4,072.65
Clerk - Treasurer	\$ 14,257.13	\$ 10,153.90	\$ 4,103.23	\$ 171,085.50	\$ 22,401.01	\$ 148,684.49	\$ 109,279.09
Elections	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
Assessing	\$ 579.17	\$ 113.70	\$ 465.47	\$ 6,950.00	\$ 6,693.70	\$ 256.30	\$ 7,578.54
Legal Services	\$ 2,925.00	\$ 7,500.00	\$ (4,575.00)	\$ 35,100.00	\$ 7,500.00	\$ 27,600.00	\$ 34,500.00
Grants	\$ 175.00	\$ -	\$ 175.00	\$ 2,100.00	\$ -	\$ 2,100.00	\$ 2,125.77
Planning & Zoning	\$ 1,931.25	\$ -	\$ 1,931.25	\$ 23,175.00	\$ -	\$ 23,175.00	\$ 19,300.00
Office Operations Supplies	\$ 458.33	\$ 542.35	\$ (84.02)	\$ 5,500.00	\$ 723.57	\$ 4,776.43	\$ 7,341.82
City Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00
Insurance - Employee	\$ 283.33	\$ -	\$ 283.33	\$ 3,400.00	\$ -	\$ 3,400.00	\$ 19,165.00
Animal Control	\$ 108.33	\$ 145.00	\$ (36.67)	\$ 1,300.00	\$ 290.00	\$ 1,010.00	\$ 2,078.00
Software Expense	\$ 175.00	\$ -	\$ 175.00	\$ 2,100.00	\$ -	\$ 2,100.00	\$ 3,197.41
General Fund Engineering Expense	\$ 2,403.33	\$ 6,685.00	\$ (4,281.67)	\$ 28,840.00	\$ 6,685.00	\$ 22,155.00	\$ 27,590.50
General Government Buildings & Plant	\$ 1,250.00	\$ 1,048.06	\$ 201.94	\$ 15,000.00	\$ 3,857.51	\$ 11,142.49	\$ 6,611.47
City Insurance	\$ 1,458.33	\$ -	\$ 1,458.33	\$ 17,500.00	\$ -	\$ 17,500.00	\$ 13,511.00
Cable Equipment & Service	\$ 100.00	\$ 110.24	\$ (10.24)	\$ 1,200.00	\$ 303.16	\$ 896.84	\$ 3,334.75
Phone/IT	\$ 300.00	\$ 2,597.49	\$ (2,297.49)	\$ 3,600.00	\$ 3,230.31	\$ 369.69	\$ 6,546.10
Police	\$ 8,258.38	\$ -	\$ 8,258.38	\$ 99,100.50	\$ -	\$ 99,100.50	\$ 48,674.78
Fire	\$ 5,357.08	\$ -	\$ 5,357.08	\$ 64,285.00	\$ 16,071.25	\$ 48,213.75	\$ 59,983.00
Building Inspections Administration	\$ 3,791.67	\$ 422.40	\$ 3,369.27	\$ 45,500.00	\$ 422.40	\$ 45,077.60	\$ 21,548.11
Other Protection	\$ 5.83	\$ -	\$ 5.83	\$ 70.00	\$ -	\$ 70.00	\$ 48,480.77
Tree Care	\$ 416.67	\$ -	\$ 416.67	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,020.00
Tree Removal	\$ 1,250.00	\$ 3,600.00	\$ (2,350.00)	\$ 15,000.00	\$ 3,600.00	\$ 11,400.00	\$ -
Recycle	\$ 1,700.00	\$ 3,680.00	\$ (1,980.00)	\$ 20,400.00	\$ 3,680.00	\$ 16,720.00	\$ 19,872.00
Parks	\$ 5,166.67	\$ 4,588.52	\$ 578.15	\$ 62,000.00	\$ 9,678.66	\$ 52,321.34	\$ 42,676.58
Lawn Care - Maintenance	\$ 687.50	\$ -	\$ 687.50	\$ 8,250.00	\$ -	\$ 8,250.00	\$ -
Water Resources	\$ 95.83	\$ -	\$ 95.83	\$ 1,150.00	\$ -	\$ 1,150.00	\$ 1,148.28
Miscellaneous	\$ -	\$ 49.00	\$ (49.00)	\$ -	\$ 200.00	\$ (200.00)	\$ 1,651.86
Unallocated Expenditures	\$ 41.67	\$ -	\$ 41.67	\$ 500.00	\$ 719.75	\$ (219.75)	\$ 98.00
Escrow Refunds	\$ 2,500.00	\$ 2,000.00	\$ 500.00	\$ 30,000.00	\$ 2,000.00	\$ 28,000.00	\$ 33,141.67
Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 883.00
TOTAL GENERAL FUND DISBURSEMENTS	\$ 57,607.17	\$ 44,620.40	\$ 12,986.77	\$ 691,286.00	\$ 89,441.06	\$ 601,844.94	\$ 547,724.19
Year Beginning Cash Balance				\$ 1,074,321.23			
Receipts		\$ 22,527.46					
Expenses		\$ 89,441.06					
Current Cash Balance				\$ 1,007,407.63			

City of Birchwood Village
Statement of Receipts and Disbursements - ROAD & BRIDGE FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
ROAD & BRIDGE FUND RECEIPTS							
General Property Taxes	\$ -	\$ -	\$ -	\$ 171,000.00	\$ -	\$ (171,000.00)	
TOTAL ROAD & BRIDGE FUND RECEIPTS	\$ -	\$ -	\$ -	\$ 171,000.00	\$ -	\$ (171,000.00)	\$ -
ROAD & BRIDGE FUND DISBURSEMENTS							
Engineering	\$ -	\$ 5,120.00	\$ (5,120.00)	\$ -	\$ 5,120.00	\$ (5,120.00)	\$ -
Streets & Road Maintenance	\$ 8,333.33	\$ -	\$ 8,333.33	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 10,669.97
Street Sweeping	\$ 333.33	\$ -	\$ 333.33	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
Ice & Snow Removal	\$ 4,166.67	\$ 23,952.00	\$ (19,785.33)	\$ 50,000.00	\$ 39,904.00	\$ 10,096.00	\$ 69,914.15
Street Lighting	\$ 1,416.67	\$ 2,822.07	\$ (1,405.40)	\$ 17,000.00	\$ 2,822.07	\$ 14,177.93	\$ 16,374.70
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ 14,250.00	\$ 31,894.07	\$ (17,644.07)	\$ 171,000.00	\$ 47,846.07	\$ 123,153.93	\$ 96,958.82
Year Beginning Cash Balance			\$ -				
Receipts		\$ -					
Expenses		\$ 47,846.07					
Current Cash Balance			\$ (47,846.07)				

City of Birchwood Village
Statement of Receipts and Disbursements - SPECIAL REVENUE PROJECTS FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
SPECIAL REVENUE FUND RECEIPTS							
State Grants & Aid - Lake Links Grant	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ (70,000.00)	\$ -
TOTAL SPECIAL REVENUE FUND RECEIPTS	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ (70,000.00)	\$ -
SPECIAL REVENUE FUND DISBURSEMENTS							
Lake Links Project	\$ 5,833.33	\$ -	\$ 5,833.33	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ 5,833.33	\$ -	\$ 5,833.33	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -
Year Beginning Cash Balance			\$ -				
Receipts		\$ -					
Expenses		\$ -					
Current Cash Balance			\$ -				

City of Birchwood Village
Statement of Receipts and Disbursements -CAPITAL PROJECTS FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
CAPITAL PROJECT RECEIPTS							
General Property Taxes	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -
EPA Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 458,669.00
RCWD Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL CAPITAL PROJECT FUND RECEIPTS	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 50,000.00	\$ 30,000.00	\$ 508,669.00
CAPITAL PROJECT FUND DISBURSEMENTS							
Capital Project Engineering Expense - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 683,919
TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 683,919.47
Year Beginning Cash Balance			\$ (184,721.72)				
Receipts		\$ 50,000.00					
Expenses		\$ -					
Current Cash Balance			\$ (134,721.72)				

City of Birchwood Village
Statement of Receipts and Disbursements -DOCK ASSOCIATION FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
DOCK ASSOCIATION REVENUE							
Dock/Lift Permit Fee	\$ -	\$ -	\$ -	\$ 14,500.00	\$ -	\$ (14,500.00)	\$ 14,000.00
TOTAL DOCK ASSOCIATION REVENUE	\$ -	\$ -	\$ -	\$ 14,500.00	\$ -	\$ (14,500.00)	\$ 14,000.00
DOCK ASSOCIATION DISBURSEMENTS							
Recreation	\$ 333.33	\$ -	\$ 333.33	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 3,200.00
TOTAL DOCK ASSOCIATION DISBURSEMENTS	\$ 333.33	\$ -	\$ 333.33	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 3,200.00
Year Beginning Cash Balance			\$ 31,823.05				
Receipts		\$ -					
Expenses		\$ -					
Current Cash Balance			\$ 31,823.05				

City of Birchwood Village
Statement of Receipts and Disbursements -WATER FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
WATER FUND RECEIPTS							
Water Consumption	\$ -	\$ 252.03	\$ (252.03)	\$ -	\$ 13,823.07	\$ (13,823.07)	\$ 90,185.75
Water Utility User Fee	\$ -	\$ 43.37	\$ (43.37)	\$ -	\$ 11,664.25	\$ (11,664.25)	\$ 65,072.77
Water Main-Break Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.90
Special Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ (30.00)	\$ 1,598.17
State Surcharge	\$ -	\$ 7.29	\$ (7.29)	\$ -	\$ 572.56	\$ (572.56)	\$ 3,278.95
Administrative Fee Move/Out	\$ -	\$ 12.27	\$ (12.27)	\$ -	\$ 375.00	\$ (375.00)	\$ 157.09
Lift Station Replacement	\$ -	\$ 78.36	\$ (78.36)	\$ -	\$ 6,034.26	\$ (6,034.26)	\$ 24,159.28
Delinquent Water Fees	\$ -	\$ -	\$ -	\$ -	\$ 186.76	\$ (186.76)	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 25.07	\$ (25.07)	\$ -	\$ 63.14	\$ (63.14)	\$ 1,145.98
Sewer Consumption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62.78)
Sewer Minimum Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46.46)
TOTAL WATER FUND RECEIPTS	\$ -	\$ 418.39	\$ (418.39)	\$ -	\$ 32,749.04	\$ (32,749.04)	\$ 185,522.65
WATER FUND DISBURSEMENTS							
Financial Administration	\$ -	\$ 4,464.84	\$ (4,464.84)	\$ -	\$ 4,464.84	\$ (4,464.84)	\$ 17,236.47
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.36
Water Utility	\$ -	\$ 4,177.05	\$ (4,177.05)	\$ -	\$ 7,936.60	\$ (7,936.60)	\$ 106,107.59
Water/Sewer Emergency	\$ -	\$ 2,333.80	\$ (2,333.80)	\$ -	\$ 10,702.99	\$ (10,702.99)	\$ 24,396.70
Newsletter	\$ -	\$ 185.22	\$ (185.22)	\$ -	\$ 185.22	\$ (185.22)	\$ 740.88
TOTAL WATER FUND DISBURSEMENTS	\$ -	\$ 11,160.91	\$ (11,160.91)	\$ -	\$ 23,289.65	\$ (23,289.65)	\$ 148,577.00
Year Beginning Cash Balance			\$ 119,543.77				
Receipts		\$ 32,749.04					
Expenses		\$ 23,289.65					
Current Cash Balance			\$ 129,003.16				

City of Birchwood Village
Statement of Receipts and Disbursements -SEWER FUND
As of February 28, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	Annual Budget	YTD Actual	Variance Favorable (Unfavorable)	YTD 2025
SEWER FUND RECEIPTS							
Sewer Consumption	\$ -	\$ 63.36	\$ (63.36)	\$ -	\$ 10,536.24	\$ (10,536.24)	\$ 63,561.94
Sewer Minimum Charge	\$ -	\$ 55.71	\$ (55.71)	\$ -	\$ 9,107.17	\$ (9,107.17)	\$ 53,607.06
Penalties & Forfeited Discounts	\$ -	\$ 15.05	\$ (15.05)	\$ -	\$ 31.78	\$ (31.78)	\$ 825.70
TOTAL SEWER FUND RECEIPTS	\$ -	\$ 134.12	\$ (134.12)	\$ -	\$ 19,675.19	\$ (19,675.19)	\$ 117,994.70
SEWER FUND DISBURSEMENTS							
Office Operations Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.52
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Water Utility	\$ -	\$ 34.29	\$ (34.29)	\$ -	\$ 898.83	\$ (898.83)	\$ 2,320.50
Water/Sewer Emergency	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -
Utility Locates	\$ -	\$ 56.75	\$ (56.75)	\$ -	\$ 56.75	\$ (56.75)	\$ 353.75
Sewer Utility	\$ -	\$ 11,159.02	\$ (11,159.02)	\$ -	\$ 11,328.69	\$ (11,328.69)	\$ 98,643.82
Sewer Engineering Expense	\$ -	\$ 1,825.50	\$ (1,825.50)	\$ -	\$ 1,825.50	\$ (1,825.50)	\$ 62,599.50
TOTAL SEWER FUND DISBURSEMENTS	\$ -	\$ 16,075.56	\$ (16,075.56)	\$ -	\$ 17,109.77	\$ (17,109.77)	\$ 164,458.09
Year Beginning Cash Balance			\$ (4,529.39)				
Receipts		\$ 19,675.19					
Expenses		\$ 17,109.77					
Current Cash Balance			\$ (1,963.97)				

City of Birchwood Village
Statement of Receipts and Disbursements and Balances
As of February 28, 2026

Fund	Beginning Balance	YTD Receipts	YTD Disbursements	Transfers In/(Out)	Ending Balance
General Fund	\$ 1,074,321.23	\$ 22,527.46	\$ 89,441.06	\$ -	\$ 1,007,407.63
Road & Bridge Fund	\$ -	\$ -	\$ 47,846.07	\$ -	\$ (47,846.07)
Special Revenue Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Fund	\$ (184,721.72)	\$ 50,000.00	\$ -	\$ -	\$ (134,721.72)
Dock Association Fund	\$ 31,823.05	\$ -	\$ -	\$ -	\$ 31,823.05
Water Fund	\$ 119,543.77	\$ 32,749.04	\$ 23,289.65	\$ -	\$ 129,003.16
Sewer Fund	\$ (4,529.39)	\$ 19,675.19	\$ 17,109.77	\$ -	\$ (1,963.97)
					\$ -
Total	\$ 1,036,436.94	\$ 124,951.69	\$ 177,686.55	\$ -	\$ 983,702.08

City of Birchwood Village
Statement of Receipts and Disbursements - GENERAL FUND
As of March 31, 2026

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OPERATING FUNDS:

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
GENERAL FUND RECEIPTS								
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 8,053.31	\$ 8,053.31	\$ 521,794.00	\$ 618,106.92
Licenses & Permits	\$ 41.67	\$ -	\$ (41.67)	\$ 125.00	\$ -	\$ (125.00)	\$ 500.00	\$ 1,411.75
Building Permits	\$ 5,416.67	\$ 3,441.09	\$ (1,975.58)	\$ 16,250.00	\$ 9,571.21	\$ (6,678.79)	\$ 65,000.00	\$ 33,031.07
Kayak/Canoe Permits	\$ 158.33	\$ 955.00	\$ 796.67	\$ 475.00	\$ 1,235.00	\$ 760.00	\$ 1,900.00	\$ 2,095.00
Zoning Permits	\$ 25.00	\$ -	\$ (25.00)	\$ 75.00	\$ -	\$ (75.00)	\$ 300.00	\$ 988.50
Animal Licenses	\$ 8.33	\$ 75.00	\$ 66.67	\$ 25.00	\$ 75.00	\$ 50.00	\$ 100.00	\$ 1,905.00
Small City Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,579.00
Federal Grants & Aids	\$ 266.00	\$ -	\$ (266.00)	\$ 798.00	\$ -	\$ (798.00)	\$ 3,192.00	\$ -
City/Town Hall Rent	\$ 20.83	\$ 300.00	\$ 279.17	\$ 62.50	\$ 525.00	\$ 462.50	\$ 250.00	\$ 670.00
Court Fines	\$ 83.33	\$ 166.69	\$ 83.36	\$ 250.00	\$ 292.49	\$ 42.49	\$ 1,000.00	\$ 2,066.41
Miscellaneous	\$ -	\$ 7.75	\$ 7.75	\$ -	\$ 8.89	\$ 8.89	\$ -	\$ 5,431.00
Interest Earning	\$ 3,875.00	\$ 3,175.79	\$ (699.21)	\$ 11,625.00	\$ 10,169.02	\$ (1,455.98)	\$ 46,500.00	\$ 44,292.94
Contributions of Donations from Private Sources	\$ 20.83	\$ -	\$ (20.83)	\$ 62.50	\$ -	\$ (62.50)	\$ 250.00	\$ 720.00
Refund-Reimbursement-Dividend	\$ 666.67	\$ -	\$ (666.67)	\$ 2,000.00	\$ -	\$ (2,000.00)	\$ 8,000.00	\$ 7,091.31
Escrows Deposits	\$ 3,541.67	\$ -	\$ (3,541.67)	\$ 10,625.00	\$ 1,000.00	\$ (9,625.00)	\$ 42,500.00	\$ 12,850.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 14,124.33	\$ 8,121.32	\$ (6,003.01)	\$ 42,373.00	\$ 30,929.92	\$ (11,443.08)	\$ 691,286.00	\$ 742,238.90
GENERAL FUND DISBURSEMENTS								
Ordinances & Proceedings	\$ 166.67	\$ 321.63	\$ (154.96)	\$ 500.00	\$ 321.63	\$ 178.37	\$ 2,000.00	\$ 984.04
Mayor - Council	\$ 765.00	\$ -	\$ 765.00	\$ 2,295.00	\$ 1,384.74	\$ 910.26	\$ 9,180.00	\$ 4,072.65
Clerk - Treasurer	\$ 14,257.13	\$ 12,059.39	\$ 2,197.74	\$ 42,771.38	\$ 34,460.40	\$ 8,310.98	\$ 171,085.50	\$ 109,279.09
Elections	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 12,000.00	\$ -
Assessing	\$ 579.17	\$ -	\$ 579.17	\$ 1,737.50	\$ 6,693.70	\$ (4,956.20)	\$ 6,950.00	\$ 7,578.54
Legal Services	\$ 2,925.00	\$ 2,500.00	\$ 425.00	\$ 8,775.00	\$ 10,000.00	\$ (1,225.00)	\$ 35,100.00	\$ 34,500.00
Grants	\$ 175.00	\$ -	\$ 175.00	\$ 525.00	\$ -	\$ 525.00	\$ 2,100.00	\$ 2,125.77
Planning & Zoning	\$ 1,931.25	\$ -	\$ 1,931.25	\$ 5,793.75	\$ -	\$ 5,793.75	\$ 23,175.00	\$ 19,300.00
Office Operations Supplies	\$ 458.33	\$ 10.62	\$ 447.71	\$ 1,375.00	\$ 734.19	\$ 640.81	\$ 5,500.00	\$ 7,341.82
City Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00
Insurance - Employee	\$ 283.33	\$ 570.78	\$ (287.45)	\$ 850.00	\$ 570.78	\$ 279.22	\$ 3,400.00	\$ 19,165.00
Animal Control	\$ 108.33	\$ 145.00	\$ (36.67)	\$ 325.00	\$ 435.00	\$ (110.00)	\$ 1,300.00	\$ 2,078.00
Software Expense	\$ 175.00	\$ -	\$ 175.00	\$ 525.00	\$ -	\$ 525.00	\$ 2,100.00	\$ 3,197.41
General Fund Engineering Expense	\$ 2,403.33	\$ 6,110.00	\$ (3,706.67)	\$ 7,210.00	\$ 12,795.00	\$ (5,585.00)	\$ 28,840.00	\$ 27,590.50
General Government Buildings & Plant	\$ 1,250.00	\$ 203.68	\$ 1,046.32	\$ 3,750.00	\$ 4,061.19	\$ (311.19)	\$ 15,000.00	\$ 6,611.47
City Insurance	\$ 1,458.33	\$ -	\$ 1,458.33	\$ 4,375.00	\$ -	\$ 4,375.00	\$ 17,500.00	\$ 13,511.00
Cable Equipment & Service	\$ 100.00	\$ -	\$ 100.00	\$ 300.00	\$ 303.16	\$ (3.16)	\$ 1,200.00	\$ 3,334.75
Phone/IT	\$ 300.00	\$ 1,126.49	\$ (826.49)	\$ 900.00	\$ 4,356.80	\$ (3,456.80)	\$ 3,600.00	\$ 6,546.10
Police	\$ 8,258.38	\$ -	\$ 8,258.38	\$ 24,775.13	\$ -	\$ 24,775.13	\$ 99,100.50	\$ 48,674.78
Fire	\$ 5,357.08	\$ 16,071.25	\$ (10,714.17)	\$ 16,071.25	\$ 32,142.50	\$ (16,071.25)	\$ 64,285.00	\$ 59,983.00
Building Inspections Administration	\$ 3,791.67	\$ 23,209.40	\$ (19,417.73)	\$ 11,375.00	\$ 23,631.80	\$ (12,256.80)	\$ 45,500.00	\$ 21,548.11
Other Protection	\$ 5.83	\$ -	\$ 5.83	\$ 17.50	\$ -	\$ 17.50	\$ 70.00	\$ 48,480.77
Tree Care	\$ 416.67	\$ -	\$ 416.67	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 5,000.00	\$ 1,020.00
Tree Removal	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 3,750.00	\$ 3,600.00	\$ 150.00	\$ 15,000.00	\$ -
Recycle	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 5,100.00	\$ 3,680.00	\$ 1,420.00	\$ 20,400.00	\$ 19,872.00
Parks	\$ 5,166.67	\$ 2,559.21	\$ 2,607.46	\$ 15,500.00	\$ 12,237.87	\$ 3,262.13	\$ 62,000.00	\$ 42,676.58
Lawn Care - Maintenance	\$ 687.50	\$ -	\$ 687.50	\$ 2,062.50	\$ -	\$ 2,062.50	\$ 8,250.00	\$ -
Water Resources	\$ 95.83	\$ -	\$ 95.83	\$ 287.50	\$ -	\$ 287.50	\$ 1,150.00	\$ 1,148.28
Miscellaneous	\$ -	\$ 99.00	\$ (99.00)	\$ -	\$ 299.00	\$ (299.00)	\$ -	\$ 1,651.86
Unallocated Expenditures	\$ 41.67	\$ -	\$ 41.67	\$ 125.00	\$ 719.75	\$ (594.75)	\$ 500.00	\$ 98.00
Escrow Refunds	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	\$ 7,500.00	\$ 3,000.00	\$ 4,500.00	\$ 30,000.00	\$ 33,141.67
Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 883.00
TOTAL GENERAL FUND DISBURSEMENTS	\$ 57,607.17	\$ 65,986.45	\$ (8,379.28)	\$ 172,821.50	\$ 155,427.51	\$ 17,393.99	\$ 691,286.00	\$ 547,724.19

City of Birchwood Village
Statement of Receipts and Disbursements - ROAD & BRIDGE FUND
As of March 31, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
ROAD & BRIDGE FUND RECEIPTS								
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,000.00	\$ -
TOTAL ROAD & BRIDGE FUND RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,000.00	\$ -
ROAD & BRIDGE FUND DISBURSEMENTS								
Engineering	\$ -	\$ 4,924.50	\$ (4,924.50)	\$ -	\$ 10,044.50	\$ (10,044.50)	\$ -	\$ -
Streets & Road Maintenance	\$ 8,333.33	\$ -	\$ 8,333.33	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 100,000.00	\$ 10,669.97
Street Sweeping	\$ 333.33	\$ -	\$ 333.33	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 4,000.00	\$ -
Ice & Snow Removal	\$ 10,000.00	\$ 11,250.00	\$ (1,250.00)	\$ 30,000.00	\$ 51,154.00	\$ (21,154.00)	\$ 50,000.00	\$ 69,914.15
Street Lighting	\$ 1,416.67	\$ 5,628.43	\$ (4,211.76)	\$ 4,250.00	\$ 8,450.50	\$ (4,200.50)	\$ 17,000.00	\$ 16,374.70
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ 20,083.33	\$ 21,802.93	\$ (1,719.60)	\$ 60,250.00	\$ 69,649.00	\$ (9,399.00)	\$ 171,000.00	\$ 96,958.82

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL OPERATING FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ (190,698.50)	\$ (194,146.59)	\$ (3,448.09)

City of Birchwood Village
Statement of Receipts and Disbursements - SPECIAL REVENUE PROJECTS FUND
As of March 31, 2026

DEDICATED FUNDS:

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
SPECIAL REVENUE FUND RECEIPTS								
State Grants & Aid - Lake Links Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -
SPECIAL REVENUE FUND DISBURSEMENTS								
Lake Links Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -

City of Birchwood Village
Statement of Receipts and Disbursements -CAPITAL PROJECTS FUND
As of March 31, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
CAPITAL PROJECT RECEIPTS								
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
EPA Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 458,669.00
RCWD Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
TOTAL CAPITAL PROJECT FUND RECEIPTS	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 508,669.00
CAPITAL PROJECT FUND DISBURSEMENTS								
Capital Project Engineering Expense - Liftstation Replac	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 683,919
TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 683,919.47

City of Birchwood Village
Statement of Receipts and Disbursements -DOCK ASSOCIATION FUND
As of March 31, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
DOCK ASSOCIATION REVENUE								
Dock/Lift Permit Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500.00	\$ 14,000.00
TOTAL DOCK ASSOCIATION REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500.00	\$ 14,000.00
DOCK ASSOCIATION DISBURSEMENTS								
Recreation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,200.00
TOTAL DOCK ASSOCIATION DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -WATER FUND
As of March 31, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
WATER FUND RECEIPTS								
Water Consumption	\$ -	\$ 5,158.70	\$ (5,158.70)	\$ -	\$ 18,981.77	\$ (18,981.77)	\$ -	\$ 90,185.75
Water Utility User Fee	\$ -	\$ 5,850.28	\$ (5,850.28)	\$ -	\$ 17,514.53	\$ (17,514.53)	\$ -	\$ 65,072.77
Water Main-Break Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.90
Special Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ (30.00)	\$ -	\$ 1,598.17
State Surcharge	\$ -	\$ 337.27	\$ (337.27)	\$ -	\$ 909.83	\$ (909.83)	\$ -	\$ 3,278.95
Administrative Fee Move/Out	\$ -	\$ -	\$ -	\$ -	\$ 375.00	\$ (375.00)	\$ -	\$ 157.09
Lift Station Replacement	\$ -	\$ 2,270.37	\$ (2,270.37)	\$ -	\$ 8,304.63	\$ (8,304.63)	\$ -	\$ 24,159.28
Delinquent Water Fees	\$ -	\$ -	\$ -	\$ -	\$ 186.76	\$ (186.76)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 106.97	\$ (106.97)	\$ -	\$ 170.11	\$ (170.11)	\$ -	\$ 1,145.98
Sewer Consumption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62.78)
Sewer Minimum Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46.46)
TOTAL WATER FUND RECEIPTS	\$ -	\$ 13,723.59	\$ (13,723.59)	\$ -	\$ 46,472.63	\$ (46,472.63)	\$ -	\$ 185,522.65
WATER FUND DISBURSEMENTS								
Financial Administration	\$ -	\$ -	\$ -	\$ -	\$ 4,464.84	\$ (4,464.84)	\$ -	\$ 17,236.47
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.36
Water Utility	\$ -	\$ 930.89	\$ (930.89)	\$ -	\$ 8,867.49	\$ (8,867.49)	\$ -	\$ 106,107.59
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 10,702.99	\$ (10,702.99)	\$ -	\$ 24,396.70
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ 185.22	\$ (185.22)	\$ -	\$ 740.88
TOTAL WATER FUND DISBURSEMENTS	\$ -	\$ 930.89	\$ (930.89)	\$ -	\$ 24,220.54	\$ (24,220.54)	\$ -	\$ 148,577.00

City of Birchwood Village
Statement of Receipts and Disbursements -SEWER FUND
As of March 31, 2026

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
SEWER FUND RECEIPTS								
Sewer Consumption	\$ -	\$ 4,288.76	\$ (4,288.76)	\$ -	\$ 14,825.00	\$ (14,825.00)	\$ -	\$ 63,561.94
Sewer Minimum Charge	\$ -	\$ 3,645.27	\$ (3,645.27)	\$ -	\$ 12,752.44	\$ (12,752.44)	\$ -	\$ 53,607.06
Penalties & Forfeited Discounts	\$ -	\$ 59.09	\$ (59.09)	\$ -	\$ 90.87	\$ (90.87)	\$ -	\$ 825.70
TOTAL SEWER FUND RECEIPTS	\$ -	\$ 7,993.12	\$ (7,993.12)	\$ -	\$ 27,668.31	\$ (27,668.31)	\$ -	\$ 117,994.70
SEWER FUND DISBURSEMENTS								
Office Operations Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.52
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Water Utility	\$ -	\$ -	\$ -	\$ -	\$ 898.83	\$ (898.83)	\$ -	\$ 2,320.50
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ -
Utility Locates	\$ -	\$ 2.70	\$ (2.70)	\$ -	\$ 59.45	\$ (59.45)	\$ -	\$ 353.75
Sewer Utility	\$ -	\$ 591.74	\$ (591.74)	\$ -	\$ 11,920.43	\$ (11,920.43)	\$ -	\$ 98,643.82
Sewer Engineering Expense	\$ -	\$ 215.00	\$ (215.00)	\$ -	\$ 2,040.50	\$ (2,040.50)	\$ -	\$ 62,599.50
TOTAL SEWER FUND DISBURSEMENTS	\$ -	\$ 809.44	\$ (809.44)	\$ -	\$ 17,919.21	\$ (17,919.21)	\$ -	\$ 164,458.09

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL DEDICATED FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ -	\$ 82,001.19	\$ 82,001.19

City of Birchwood Village
Statement of Receipts and Disbursements and Balances
As of March 31, 2026

Fund	Beginning Balance	Actual Receipts	Actual Disbursements	Transfers In / (Out)	Ending Balance
Operating Funds:					
General Fund	\$ 1,074,321.23	\$ 30,929.92	\$ 155,427.51	\$ -	\$ 949,823.64
Road & Bridge Fund	\$ -	\$ -	\$ 69,649.00	\$ -	\$ (69,649.00)
Operating Funds Total	\$ 1,074,321.23	\$ 30,929.92	\$ 225,076.51	\$ -	\$ 880,174.64
Dedicated Funds:					
Special Revenue Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Fund	\$ (184,721.72)	\$ 50,000.00	\$ -	\$ -	\$ (134,721.72)
Dock Association Fund	\$ 31,823.05	\$ -	\$ -	\$ -	\$ 31,823.05
Water Fund	\$ 119,543.77	\$ 46,472.63	\$ 24,220.54	\$ -	\$ 141,795.86
Sewer Fund	\$ (4,529.39)	\$ 27,668.31	\$ 17,919.21	\$ -	\$ 5,219.71
Dedicated Funds Total	\$ (37,884.29)	\$ 124,140.94	\$ 42,139.75	\$ -	\$ 44,116.90
Total	\$ 1,036,436.94	\$ 155,070.86	\$ 267,216.26	\$ -	\$ 924,291.54

Date Range : 3/7/2026 To 4/8/2026

<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>
03/09/2026	Evolv	Fee charged March	7909	EFT033126E	Yes	\$49.00	100-49001-437	\$49.00
03/11/2026	Xcel 2307-8	Street Lighting 12/3/25-3/3/26	7880*	33930	Yes	\$5,628.43	100-43160-380	\$5,628.43
03/12/2026	Evolv	Fee charged March	7871*	EFT-3/12/26	Yes	\$49.00	100-49001-437	\$49.00
03/12/2026	H.A. KANTRUD, P.A.	Attorney Fees for Apr	7869*	33928	Yes	\$2,500.00	100-41601-300	\$2,500.00
03/12/2026	WIKSTROM, JOHN	Planning Services Feb	7870*	33929	Yes	\$1,600.00	100-41925-300	\$1,600.00
03/12/2026	Xcel 2335-4	Water Tower Electric 1/20-2/19/26	7866*	EFT-3/19/26 1	Yes	\$10.89	601-49415-380	\$10.89
03/12/2026	Xcel 4094-1	Gas Service 1/21-2/20/26 200 Wildwood Lift Station	7868*	EFT-3/19/26 3	Yes	\$35.86	605-49465-380	\$35.86
03/12/2026	Xcel 9369-0	Gas 407 Lake Lift Station 1/26-2/20/26	7867*	EFT-3/19/26 2	Yes	\$25.19	605-49465-380	\$25.19
03/13/2026	IRS - US TREASURY	Federal Taxes - Q1 2026 - February Payment	7872	EFT031326A	Yes	\$2,399.46	100-41401-100	\$576.42
							100-41401-100	\$345.54
							100-41401-100	\$1,477.50
03/13/2026	MN DEPARTMENT OF REVENUE	MN State Tax eFiling - 2026 Q1-February Payment	7873	EFT031326B	Yes	\$412.28	100-41401-115	\$295.38
							100-41401-115	\$116.90
03/17/2026	BOLTON & MENK, INC.	Jan CC meeting and general engineering services	7882*	33943	Yes	\$2,397.00	100-41925-300	\$600.00
							100-41925-300	\$1,797.00
03/17/2026	BOLTON & MENK, INC.	2026 Street Maintenance Planning	7883*	33944	Yes	\$513.00	100-41925-300	\$513.00
03/17/2026	Croix Valley Inspections Inc	Inspection Fees - 2025 Calendar Year	7881*	33942	Yes	\$23,209.40	100-42401-314	\$23,209.40
03/17/2026	LRS PORTABLES, LLC	Mar Portable Potty	7877*	33939	Yes	\$224.00	100-45207-314	\$224.00
03/17/2026	Menards - Oakdale	7x 50lb Extra Coarse Salt	7875*	33937	Yes	\$55.02	100-41940-400	\$55.02
03/17/2026	Menards - Oakdale	2x 50lb Extra Coarse Salt	7876*	33938	Yes	\$13.72	100-41940-400	\$13.72
03/17/2026	Press Publications	Ref 853359, Legal Budget Statement 03/19	7874*	33936	Yes	\$180.00	100-41130-351	\$180.00
03/17/2026	Therese Bellinger	Reimbursement for Adobe Subscription March	7879*	33941	Yes	\$31.15	100-41955-200	\$31.15
03/17/2026	TOSHIBA AMERICA BUSINESS SOLUTIONS	Mar Monthly Usage Allowance	7878*	33940	Yes	\$10.62	100-41911-314	\$10.62

<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>
03/23/2026	BOLTON & MENK, INC.	2026 Street Maintenance Preliminary Engineering/Plan Review and Design Services	7888*	33950	Yes	\$4,176.50	201-41925-300	\$3,492.50
							201-41925-300	\$684.00
03/23/2026	BOLTON & MENK, INC.	Lift Station Construction Administration Services 1/31-2/27/26	7890*	33951	Yes	\$215.00	605-49485-300	\$215.00
03/23/2026	BOLTON & MENK, INC.	2026 Street Maintenance Planning	7891*	33952	Yes	\$684.00	201-41925-300	\$684.00
03/23/2026	BOLTON & MENK, INC.	2026 Street Maintenance Design Services 1/31-2/27/26	7892*	33953	Yes	\$64.00	201-41925-300	\$64.00
03/23/2026	BrightView Landscapes, LLC.	Monthly Plowing Fee March	7887*	33949	Yes	\$8,270.00	201-43125-314	\$8,270.00
03/23/2026	Delta Dental of Minnesota	Employee Dental and Vision Insurance April	7889*	EFT 3/23/26	Yes	\$190.26	100-41912-130	\$167.19
							100-41912-130	\$23.07
03/23/2026	Kevin Albers	Dog license overpayment refund	7884*	33946	Yes	\$50.00	100-41991-810	\$50.00
03/23/2026	TSE, INC. WORK ACCOUNT	Janitorial services 3/5/26	7885*	33947	Yes	\$32.09	100-41940-314	\$32.09
03/23/2026	USS MINNESOTA ONE MT LLC	Solar Energy - Feb	7886*	33948	Yes	\$601.45	605-49465-380	\$342.00
							100-41940-380	\$70.76
							605-49465-380	\$188.69
03/31/2026	CITY OF WHITE BEAR LAKE	Fire Services April-June	7903*	33964	Yes	\$16,071.25	100-42201-314	\$16,071.25
03/31/2026	COMPANION ANIMAL CONTROL LLC	Animal Control Services - Mar	7904*	33965	Yes	\$145.00	100-41916-314	\$145.00
03/31/2026	John Wikstrom	Mar Planner Fees	7902*	33963	Yes	\$1,600.00	100-41925-300	\$1,600.00
03/31/2026	MANSHIP PLUMBING & HEATING INC	3/27/26 Water system standby/Locate	7898*	33960	Yes	\$920.00	601-49415-314	\$800.00
							601-49415-314	\$120.00
03/31/2026	METROPOLITAN COUNCIL - ENV. SERVICE	April Waste Water Services	7908*	33966	Yes	\$5,169.16	605-49465-217	\$5,169.16
03/31/2026	Press Publications	Ref 854390, Assesment notice 03/26	7901*	33962	Yes	\$141.63	100-41130-351	\$141.63
03/31/2026	TSE, INC. WORK ACCOUNT	Janitorial services 3/24/26	7893*	33959	Yes	\$32.09	100-41940-314	\$32.09

<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>
04/01/2026	Hoist LLC	EFT- Website Services Retainer	7905*	H7905	Yes	\$500.00	100-41955-314	\$500.00
04/01/2026	PERA	Pera Office Payroll 3/8-3/21	7899*	Pera04012026-1	Yes	\$968.96	100-41401-121	\$862.64
							100-45207-121	\$106.32
04/01/2026	PERA	Pera Office Payroll 2/22-3/7	7900*	Pera04012026-2	Yes	\$761.31	100-41401-121	\$556.84
							100-45207-121	\$204.47
04/01/2026	Techie Dudes	Monthly Service Charges-Cloud Storage, Backup, MS Email	7907*	TD7907	Yes	\$591.10	100-41955-314	\$591.10
04/07/2026	Gopher State One Call	March 19 Tickets	7910*	33967	Yes	\$25.65	605-49455-314	\$25.65
04/07/2026	H.A. KANTRUD, P.A.	Attorney Fees for May - Catch up	7915*	33972	Yes	\$2,500.00	100-41601-300	\$2,500.00
04/07/2026	Jennifer Arsenault	Reimbursement for stamps, kitchen project supplies, bulletin board border	7914*	33971	Yes	\$649.84	100-49495-322	\$78.00
							100-41940-220	\$563.84
							100-41911-200	\$8.00
04/07/2026	KODIAK POWER SOLUTIONS	Generator Inspection, Lake Ave Lift	7912*	33969	Yes	\$240.00	605-49415-314	\$240.00
04/07/2026	KODIAK POWER SOLUTIONS	Generator Annual Service, Wildwood Lift	7913*	33970	Yes	\$450.00	605-49415-314	\$450.00
04/07/2026	Press Publications	Ref 853359, Budget 3/19. Ref 854390, Assessment notice 03/26	7911*	33968	Yes	\$57.63	100-41130-351	\$57.63
04/08/2026	Hoist, LLC	Website 50% Payment	7916*	33973	Yes	\$4,000.00	100-41955-300	\$4,000.00
Total For Selected Claims								\$88,450.94

City of Birchwood Village
March 10, 2026 City Council Meeting

CLAIMS LIST APPROVAL SHEET

4/14/2026

Claims Total \$ 88,450.94

Number of Checks	46
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
--	---------------

Monthly Treasurer's Financial Summary

City of Birchwood Village

Month Ending: March 2026

Overall Financial Position

City finances remain generally in line with the adopted 2026 budget. Revenues and Expenditures are tracking as expected for this point in the fiscal year.

Revenue Activity

Revenue received during the month was consistent with anticipated collections. Property Tax settlements and other routine revenues will continue to be received according to the normal state and county distribution Schedule.

During the month of March, \$29,838 was collected. Of that amount \$3,441 was from building permits, \$3,175 was from interest, \$955 was from kayak/canoe permits, while the remainder was from utilities.

Expenditure Activity

City expenditures for the month were generally consistent with budgeted operating levels. Routine payments included utilities, contracted services, and other recurring operational expenses.

Any seasonal or timing related fluctuations in expenses are expected to normalize over the coming months.

March Disbursements were \$89,529. Road & Bridge expenses accounted for \$21,803 of the total. Sewer and Water totaled \$1,740 , while the remaining \$65,986 came from the General fund.

Variances or Items of Note

There were no significant budget variances requiring Council action at this time.

- * Year to date snow removal is \$51,154. The total budget for 2026 is \$50,000.

Administrative updates for the month include:

- * Staff are training so some entries may need corrections and therefore might affect the outstanding dollar amounts. Please be patient with us. We will call out corrections or changes to you as needed. Thank you. Therese
- * Marcus Johnson's hourly engineering rate has increased to \$171 per hour. Should increasing the hourly rate on the fee schedule be considered?
- * Checks dated for April that appear on the March claims report will be reflected in the April financial statements.



4/14/2026 TREASURY REPORT FOR REGULAR CITY COUNCIL MEETING

UPDATES OR EXPLANATIONS FOR MARCH FINANCIALS

Staff are training so some entries may need corrections and therefore might affect the outstanding dollar amounts. Please be patient with us. We will call out corrections or changes to you as needed. Thank you. Therese

NOTICES FOR CONSIDERATION

1. **Engineering Hourly Rate Increase:** Bolten-Menk/Marcus Johnsons hourly rate has increased to \$171 per hour. Consider increasing the billable rate on the fee schedule?

BIRCHWOOD VILLAGE CONNECTION COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee shall be the Birchwood Village Connection Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Birchwood Village Connection Committee is to advise the City Council on opportunities for residents to gather including how to fund each activity.

III. COMMITTEE MEMBERSHIP

- A. Members.** The committee shall consist of up to seven members appointed by the City Council, with one non-voting City Council member liaison. Members must be residents of Birchwood Village.
- B. Terms.** The terms of each member shall be for two years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from March to March. The initial terms of members shall be staggered with 3 members serving one year terms and 4 members serving two year terms.
- C. Resignation.** Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.
- D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term with a majority vote.
- E. Vacancy.** In the event of a vacancy through resignation or vacancy through removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full two year term upon expiration of the filled term.
- F. Council Liaison.** One member of the City Council shall serve as a non-voting liaison to the committee. The Council liaisons may participate in committee functions and meetings but may not vote as part of the committee.
- G. List of Members.** The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

- A. Chair.** The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from March to March. The Chair may serve up to three consecutive terms.

- B. Secretary.** The committee shall also elect a Secretary. The term shall run from March to March. The Secretary may serve up to three consecutive terms.
- C. Majority Vote.** All officers shall be elected by a simple majority vote.
- D. Resignation.** Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates. The officer may resign only their officer position, but not their position on the committee, or they may resign both their officer position and their position on the committee.
- E. Vacancy.** Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

- A. Scheduling.** The committee shall meet on a regularly set time monthly. The Chair of the committee may call for a special meeting of the committee. Three committee members may call for a special meeting.
- B. Open Meeting and Notice.** All meetings of the Birchwood Village Connection Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.
- C. Quorum and Taking of Actions.** The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting. However, a quorum shall be necessary to take action. A quorum is a majority of voting members of the committee. The committee cannot take any action unless a majority of all the members vote in favor of the action.
- D. Minutes.** The committee shall keep Minutes of all its meetings. The Secretary or other person shall be responsible for keeping the Minutes of each meeting. Upon approval of the Minutes by the committee, the Chair shall forward the approved Minutes to the City Administrator and the Council and the approved Minutes shall be posted on the city webpage.

VI. COMMITTEE ACTION

- A. Recommendations to the City Council.** The committee shall make recommendations to the City Council and the City Clerk on opportunities for residents to gather. These recommendations may be requested by the Council, or may be first raised by the committee. The committee shall also make recommendations regarding the funding of any of the work recommended by the committee. The committee may file both a majority report and a minority report with the Council on any recommendation.

B. Authority.

The committee must bring their recommendations before City Council for approval before action is taken.

C. Expenses and Budget. The committee shall not incur any expenses without the approval of the City Council. The committee may request the City Council to budget funds for the work of the committee. The committee shall submit any budget requests to the Council by July 1 of the year previous to the year for which funding is requested.

D. Report to the Council. Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Birchwood Village Connection Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

Adopted this 10th day of April, 2026

Jennifer Arsenault, Mayor

Attest

H. Alan Kantrud
City Clerk

White Bear Lawn and Snow, LLC
 1367 County Rd H2 E
 White Bear Township, MN 55110
 +16514939134
 whitebearlawnandsnow@gmail.com
 www.whitebearlawnandsnow.com

Estimate



ADDRESS

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

SHIP TO

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

ESTIMATE #	DATE	
2149	04/03/2026	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
04/03/2026	Pick up and dispose of damaged cubing Price will be done on an hourly basis work to include: Driving every road in the town picking up damaged curb Disposing of damaged curb Documenting how many feet of curb is picked up based on address. Price will be \$55.00 Per man hour which included labor, vehicle, and disposal. Price not to exceed \$1600.00 5 Hour Minimum	1	55.00	55.00

**In lieu of any deposit or pre-payment; we request payment upon final project completion and inspection.

SUBTOTAL	55.00
TAX	0.00
TOTAL	\$55.00

Accepted By

Accepted Date

From: Mike Edge <mike@McPhillipsInc.com>
Sent: Tuesday, April 7, 2026 9:43 AM
To: Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>
Subject: **BID FOR SWEEPING FROM MIKE MCPHILLIPS**

Hi Therese,

I would like to place a bid to sweep the Village of Birchwood streets this spring and fall. My bid includes hauling and disposal of sweeping debris.

Bid is based the Village of Birchwood providing water for the sweeper.

Spring Street Sweeping = \$3,500.00

Fall Street Sweeping = \$5,500.00

Thank you for the opportunity to serve the Village of Birchwood in 2025.

Sincerely,

Mike Edge

President

Mike McPhillips, Inc.

P 651-451-4030 **F** 651-451-4015 **C** 651-336-9142

White Bear Lawn and Snow, LLC
 1367 County Rd H2 E
 White Bear Township, MN 55110
 +16514939134
 whitebearlawnandsnow@gmail.com
 www.whitebearlawnandsnow.com

Estimate



ADDRESS

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

SHIP TO

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

ESTIMATE #	DATE	
2150	04/03/2026	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
04/03/2026	Provide Dumpster and fill with misc items for disposal	1	480.00	480.00

**In lieu of any deposit or pre-payment; we request payment upon final project completion and inspection.

SUBTOTAL	480.00
TAX	0.00
TOTAL	\$480.00

Accepted By

Accepted Date

PRICE INCLUDES THE DUMPSTER FOR ONE DAY AND ALL CONTENTS

A 20-yard dumpster typically has the following dimensions:

Length: Approximately 22 feet.

3

Width: About 8 feet.

3

Height: Ranges from 4 to 5 feet.

4

It can hold around 20 cubic yards of material, which is roughly equivalent to 10 pickup truck loads of debris.

White Bear Lawn and Snow, LLC
 1367 County Rd H2 E
 White Bear Township, MN 55110
 +16514939134
 whitebearlawnandsnow@gmail.com
 www.whitebearlawnandsnow.com

Estimate



ADDRESS

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

SHIP TO

City of Birchwood Village
 207 Birchwood Ave
 Birchwood Village, MN 55110

ESTIMATE #	DATE	
2151	04/03/2026	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
04/03/2026	Patch water main break at East County Line & Birchwood Ave Cut, remove and prep; compact and fill patch. Pave to 3" thick.	1	2,350.00	2,350.00

**In lieu of any deposit or pre-payment; we request payment upon final project completion and inspection.

SUBTOTAL	2,350.00
TAX	0.00
TOTAL	\$2,350.00

Accepted By

Accepted Date



Shoreline Protection (580) Bioretention Basin (711M)

Operations and Maintenance Plan:

Project: City of Birchwood Village, Tighe Schmitz Park (2026)

Grant: Watershed Based Implementation Funding (WBIF)

Practice Type: Shoreline Protection (580), Bioretention Basin (711 M) **Date:** 2.01.26

Effective Life: 10 years

Contract No.: BWSR C25-0273

Land Occupier Name Birchwood Village	Address 207 Birchwood Ave.	City/State Birchwood, MN	Zip code 55110
Project Location: Tigh-Schmitz Park, 410 Lake Ave. Mahtomedi	Township	Range	Section 1/4,1/4

Operation and maintenance (O&M) plans are required for all practices installed with Washington Conservation District assistance. Implementation of Shoreline Protection (580) and Bioretention Basins (712) will help you to improve resource conditions including protection of water quality, improvements to wildlife habitat, and restoration of plant communities. This practice(s) will require you to perform periodic operation and maintenance to maintain satisfactory performance through the effective life.

Operation refers to operation of the practice in compliance with all laws, regulations, ordinances, and easements; and in such a manner that will result in the least adverse impact on the environment and will permit the practice to serve the purpose for which it was installed. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacing components which fail.

OPERATION AND MAINTENANCE

I. Operation:

The Landowner is responsible for the operation and maintenance (O&M) for this project. Operation includes the administration, management, and performance of non-maintenance actions needed to keep a completed practice functioning for the life span of the practice.

II. Maintenance:

The Landowner shall be responsible for promptly performing maintenance determined by either the Landowner(s) or the Washington Conservation District (WCD). Maintenance includes performance of work and providing the materials to prevent the deterioration of practices and/or repair damage to, or replacement of, the practice if one or more of its components fail. This includes addressing both routine and recurring needs in a timely manner. Damages to completed practices caused by normal deterioration, drought, flooding caused by rainfall in excess of design rainfall, or vandalism are considered to be maintenance.

It is anticipated that maintenance, repair, or replacement will be needed during the effective life of the practice(s). Maintenance for Bioretention Basins and Shoreline should meet or exceed the following schedule:

1. Provide seasonal routine maintenance similar to any vegetated landscaped area. Maintenance should include, weeding, watering, refreshing mulch etc.
2. Clean out inlet structure twice annually (at minimum) or as needed to prevent sediment buildup and transport.
3. Immediately address muddy runoff flows into or through the Project by adding regular silt fencing, rock berms, or fiber logs.

4. Provide minor reshaping and planting as necessary those areas damaged by erosion, freezing, or drought. Add rock, coir or erosion control materials as needed.
5. Provide minor repairs from vehicle damage, extreme weather or vandalism.
6. Replace plantings and add fencing to areas experience plant loss due to the presence of herbivores or burrowing animals.
7. Weed regularly, at least 2 times per year, once in late spring and once in late summer prior to flowering weeds going to seed.
8. During times of extended drought, look for physical features of stress (unrevived wilting, yellow, spotted or brown leaves, loss of leaves, etc.). Water in the early morning as needed.

Inspection:

As part of the Operation and Maintenance duties for the Shoreline and Bioretention Basins, the Landowner is responsible for making the necessary inspections. Inspections shall be performed on an annual basis before May 15 and also after major storm events.

Inspections for Bioretention Basins and Shoreline should meet or exceed the following schedule:

1. Annually, an inspection of the Project area (s) should occur by the landowner in May.
2. Inspections should take place by the landowner after major rain events, or when any clogging will be obvious.
3. Make sure that drainage paths are clear and that ponding water dissipates over 24 to 48 hours. (Water may pond for longer times during the winter and early spring.
4. Ensure the shoreline erosion control materials are stable.

If it is determined during the inspection, that any issues could affect the functioning of the site, corrective action and repairs shall be made immediately in order to reduce the possibility of further damage and/or failure. The Landowner shall not make any changes to, or within proximity of, the practice that will alter the original designed function without prior approval of the WCD. Contact the Washington Conservation District at 651-330-8220 with any maintenance questions or concerns.

I have reviewed this operation and maintenance plan for the Shoreline and Bioretention Practices and will contact WCD for any additional technical assistance needed for implementation of this operation and maintenance plan.

Landowner/Land Occupier

Date

Technical Assistance Provider

Date

Tiche-Schmiltz Park Field Rental Agreement

This Agreement ("Agreement") is entered into on this [date] by and between Mahtomedi Youth Soccer Association (the "Association") and the City of Birchwood Village (the "City").

1. Purpose

- The City agrees to rent field space at 410 Lake Ave, St Paul, MN 5511 to the Association for soccer practices, and related events during the specified rental period.

2. Term

- **Start Date:** May 1st, 2026
- **End Date:** July 15th, 2026
- **Days and Times of Use:** The fields will be available for use during the week and weekends during the Fall and Summer season, except in the event of previously scheduled events approved by the City. The dates of those soccer seasons follow:
 - **Fall Season Dates:** TBD
 - **Summer Season Dates:** 5/1/26 – 7/15/26

3. Rental Fees

- **Fee Structure:** The Association agrees to pay the City \$2,000 for the upcoming Spring/Summer soccer season due on [due date]. Payment will include mowing costs, which would be provided by the City.
- **Payment Terms:** Payment shall be made via [check, online payment, etc.].

4. Usage and Maintenance

- **Permitted Activities:** Field space may only be used for activities directly related to the Association's soccer programming.
- **Field Condition and Maintenance:**
 - The City will be responsible for mowing; payment by the Association will include mowing expenses.

- The Association will be responsible for line marking and goal setup.
- The Association agrees to ensure cleanliness after use, including removal of all trash.
- Damage Repairs: The Association agrees to report any damage caused by its activities and may be financially responsible for repairs.

5. Access and Equipment

- Access Rights: The City grants the Association and its members access to the field during scheduled hours, including use of the portable restroom located on-site.
- Equipment Usage: The City grants the Association and its members access to the field, goals, and restroom that are currently located on-site, during scheduled hours

6. Weather and Field Condition Cancellations

- Weather Cancellations: The City reserves the right to close the field due to adverse weather conditions. The Association will be notified as soon as possible and may receive credit for cancelled time.
- Field Condition Monitoring: The City will provide regular assessments of field conditions and may require closures for maintenance or repairs.

7. Insurance and Liability

- Insurance Requirement: The Association must provide proof of general liability insurance, listing the City as an additional insured party.
- Injury and Liability Waiver: The Association agrees to indemnify and hold the City harmless against any claims or injuries arising from its use of the field space.

8. Compliance and Conduct

- Adherence to Local Regulations: The Association agrees to comply with all local rules, ordinances, and guidelines.
- Conduct and Supervision: The Association is responsible for ensuring respectful conduct of its players, coaches, and spectators, as well as adequate supervision for minors.

9. Termination

- **Termination Clause:** Neither party may terminate this Agreement during an active soccer season. Both parties commit to fulfilling their obligations as outlined in this agreement for the entirety of the season. In the event of a dispute, disagreement, or issue that either party believes warrants termination, both parties agree to participate in good-faith mediation prior to taking any termination action. Any resulting costs shall be shared equally by both parties.
- Either party wishing to terminate the Agreement outside of an active season must provide a written notice at least 30 days before the intended termination date. The parties agree to attempt to resolve any underlying issues within this notice period through discussion or mediation if necessary.

10. Miscellaneous

- **Amendments:** Any amendments to this Agreement must be made in writing and signed by both parties.
- **Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations or discussions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Mahtomedi Youth Soccer Association Representative

Signature: 

Name: WADE JACKSON

Title: SECRETARY

Date: 4.7.26

Birchwood Village Representative

Signature: _____

Name: _____

Title: _____

Date: _____



**MINUTES OF THE BOARD OF APPEAL AND
EQUALIZATION MEETING
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
April 7th, 2026, at 6:00 P.M.**

CALL TO ORDER at 6:02PM by Chair Arsenault

PRESENT:

Jennifer Arsenault (Chair)

Ryan Eisele

Kathy Weier

Ryan Hankins

Chase Peloquin (City Assessor)

H. Alan Kantrud (City Clerk)

CITY BUSINESS – REGULAR AGENDA

A. 2026 Assessment Report for Birchwood

1. Presentation from City Assessor

B. Hearing of appeals (none)

ADJOURN

**Motion to adjourn at 6:16PM by Weier,
Second by Eisele; All Aye**



BIRCHWOOD

MONTHLY NEWSLETTER | MARCH-APRIL 2026



K9 Odie



K9 Rogue

K9 ROUNDUP

Some of Washington County Sheriff's Office furry partners have been in the news lately. Here's a quick roundup:

First, K9 Odie has retired after 3½ years working with the Washington County Drug Task Force and the Drug Enforcement Agency Task Force Group. Throughout his time at the Sheriff's Office, K9 Odie helped seize approximately 900 pounds of methamphetamine, 400 pounds of cocaine, 5 pounds of heroin and more than \$300,000 cash. Odie will enjoy retirement with handler Sgt. Justin McDonough. K9 Rico remains active with the narcotics unit and has been joined by K9 Rogue, a 1-year-old black lab who will be certified in narcotics detection. K9 Rogue will be assigned to the DEA Task Force Group with his handler, a WCSO narcotics detective.

Also, K9 Penny, a 6-month-old golden retriever who has quickly become an office bright spot, continues her training to become certified as a therapy dog on the Coordinated Response Team. K9 Penny will work with her handler, Det. Julia Weegman, when responding with social workers to calls involving mental health and people in crisis, providing a calm, comforting presence.

Finally, WCSO's award-winning K9 Unit recently received a \$10,000 donation from a Dellwood resident in memory of his late wife, a dog lover. This generous donation will be used for equipment needs such as K9 ballistic vests; first aid kits; 6-foot nylon obedience leads, 15- and 30-foot tracking leads and tracking harnesses; agitation muzzles and pinch/correction collars; bite suits, bite pillows and sleeves; scent training aids; and crates and kennels. Since 2026 began, WCSO has already logged 30 K9 deployments, with incidents that involved building searches, warrants, vehicle pursuits, narcotics detection, burglaries and assaults.



K9 Penny

NUMBER OF
INCIDENTS

10

TRAFFIC
STOPS

2

LOCAL AREA
CHECKS

3

WC26014910
STOLEN VEHICLE

3XXX EAST COUNTY LINE ROAD

At 7:18am on March 31, a deputy arrived at a home where a resident had called to report her vehicle had been stolen from her driveway overnight. The resident showed the deputy security video from about 3:20am, where two individuals approached the home on foot; one was wearing a black hoodie and black pants with white lettering on the side, and the other was wearing a white hoodie. The video shows them walking around the SUV before getting into it. They remained in the SUV for a couple of minutes before the vehicle started; the loud engine could be heard in the audio, but it didn't awaken the residents. The video then shows the SUV back out of the driveway before driving away. The resident also showed the deputy some broken, tinted automotive glass on the ground near where the SUV had been parked and confirmed that the SUV had tinted windows. While the individuals in the video couldn't be identified, the resident relayed to the deputy that two window replacement company workers had been at the home the previous day and had commented on how fast the SUV looked. The resident provided the deputy with the business card of one of the workers for possible follow-up, but as of this report there are no confirmed suspects. The deputy entered the SUV into NCIC as stolen.

MESSAGE FROM THE SHERIFF

This month we highlight the dedicated professionals of the Washington County Emergency Communication Response Center. Public Telecommunications Appreciation Week, also known as National Public Safety Telecommunicators Week, will be April 12-18, a time to honor their vital contribution to public safety.

Our ECRC telecommunicators are often the first point of contact for people in need of emergency and non-emergency services alike. They answer calls spanning the jurisdiction of nine law enforcement agencies, including the Sheriff's Office; 14 fire service agencies; and nine emergency medical agencies. In 2025, Washington County's ECRC answered 79,504 calls for service on 911 and received 100,319 calls on the non-emergency line. This makes a grand total of 179,823 calls answered by the WCSO ECRC last year — an average of more than 492 calls a day.

In addition to being a calm voice for people calling for help, our telecommunicators provide vital real-time information to law enforcement, firefighters and paramedics, allowing them to arrive on a scene with the knowledge they need to provide quick, effective aid.

We salute these important first responders and thank them for their service!



In service,

Sheriff Dan Starry

Incident Date	Case#	Address	Event Description
3/10/2026 4:10:23 PM	WC26011463	XXX Lake Ave, BIRCHWOOD VILLAGE	ORDINANCE VIOLATION
3/12/2026 11:32:47 AM	WC26011732	3XXX East County Line Rd, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
3/16/2026 9:59:57 PM	WC26012384	XXX Birchwood Ave, BIRCHWOOD VILLAGE	MEDICAL
3/18/2026 4:39:06 AM	WC26012605	XX Oakridge Dr, BIRCHWOOD VILLAGE	MEDICAL
3/20/2026 1:25:02 PM	WC26013020	XX Oakridge Dr, BIRCHWOOD VILLAGE	WELFARE CHECK
3/21/2026 3:10:28 PM	WC26013185	XXX Wildwood Ave, BIRCHWOOD VILLAGE	911 ABANDONED/HANGUP/OPEN LINE
3/27/2026 4:45:24 PM	WC26014314	XXX Birchwood Ave, BIRCHWOOD VILLAGE	ACCIDENT
3/27/2026 8:19:28 PM	WC26014356	XXX Birch St, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
3/28/2026 2:32:10 PM	WC26014484	3XXX East County Line Rd, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
3/31/2026 7:18:55 AM	WC26014910	3XXX East County Line Rd, BIRCHWOOD VILLAGE	MOTOR VEHICLE THEFT



Protecting, maintaining and improving the health of all Minnesotans

April 8, 2026

Birchwood City Council
c/o City Clerk
Birchwood City Hall
207 Birchwood Avenue
Birchwood, Minnesota 55110

Dear Council Members:

SUBJECT: Sanitary Survey Report for Birchwood Public Water System (PWS), Washington County, PWSID 1820003

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. John Manship was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 651/201-4144.

Sincerely,

A handwritten signature in cursive script that reads "Lucas Martin".

Lucas Martin, P.E.
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

LM

Enclosures

cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: Birchwood	Survey Date: 02/10/2026
PWSID: 1820003	Surveyor: Lucas Martin, P.E.
System Contact: John Manship	PWS Type: Community

Contact Information

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
Contact		
John Manship		Business Phone 1 651/426-9386 Cell Phone 651/775-4060 Email birchwoodh2o@gmail.com Home Phone 1 651/426-1827

Owner/Responsible Party

Birchwood City Council	c/o City Clerk Birchwood City Hall 207 Birchwood Avenue Birchwood, MN 55110	Business Phone 1 651/426-3403 Email info@cityofbirchwood.com
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Financial

Birchwood City Council	c/o City Clerk Birchwood City Hall 207 Birchwood Avenue Birchwood, MN 55110	Business Phone 1 651/426-3403 Email info@cityofbirchwood.com
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Sample Bottles/General Correspondence

Birchwood Water Superintendent	c/o Mr. John Manship 1810 Briarwood Ave Mahtomedi, MN 55115	Business Phone 1 651/426-9386 Email birchwoodh2o@gmail.com
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Emergency Workday

John Manship	Business Phone 1 651/426-9386 Email birchwoodh2o@gmail.com
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Emergency After-Hours

Washington County Sheriff	Business Phone 1 651/439-9381
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Consumer Confidence Report

Becky Kellen	Business Fax 651/426-7747 Business Phone 1 651/426-3403 Email info@cityofbirchwood.com
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Classification Information

Owner Type:	Municipal	Population:	864
System Class:	D	Service Connections:	354
Service Area Characteristics:	Municipal	Class Points:	2

Certified Operators

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Manship, John P.	D	06/30/2028			



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: **Birchwood**

PWSID: **1820003**

System Contact: **John Manship**

Survey Date: **02/10/2026**

Surveyor: **Lucas Martin, P.E.**

PWS Type: **Community**

Production Totals

Design Capacity:

Average Daily: 54,716 Gallons

Highest Daily: 109,400 Gallons

Emergency Capacity:

Storage Capacity:

Source Information

Interconnect - White Bear Lake

Type: Consecutive Connection

Status: Active

Availability: Primary

Source Type: Purchased Groundwater

Design Capacity:

Emergency Capacity:

Pump: ☐

Purchases From: 1620024 White Bear Lake



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: **Birchwood**

PWSID: **1820003**

System Contact: **John Manship**

Survey Date: **02/10/2026**

Surveyor: **Lucas Martin, P.E.**

PWS Type: **Community**

Bacteriological Sample Site Plan

Distribution

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
	31 Oakridge Dr	Active	
	618 Hall	Active	
	613 Wildwood Ave	Active	
	5 Birchwood Ave	Active	
	207 Birchwood Ave	Active	City Hall



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

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System Name: **Birchwood**
PWSID: **1820003**
System Contact: **John Manship**

Survey Date: **02/10/2026**
Surveyor: **Lucas Martin, P.E.**
PWS Type: **Community**

Deficiencies

Deficiencies are observed or identified issues that may indicate noncompliance with regulations, codes, or drinking water standards, result in contamination of drinking water delivered to consumers, or compromise to public health. Deficiencies must be corrected in a timely manner.

Monitoring/Reporting Data Verification

The Public Water Supply is not following the written bacteriological sample site plan. [Minn. Rules 4720.0350]

Bacteria samples must be rotated between sites listed on the sampling plan. Using only the Village Hall is not acceptable.

Requirements and Recommendations

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

Water Source

Birchwood purchases water from the city of White Bear Lake

Pumps/Pump Facilities and Controls

Not applicable.

Treatment

Not applicable.

Water Storage

Not applicable.

Distribution

No deficiencies observed.



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

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System Name: Birchwood PWSID: 1820003 System Contact: John Manship	Survey Date: 02/10/2026 Surveyor: Lucas Martin, P.E. PWS Type: Community
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Requirements and Recommendations

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
 - b. Chlorine residual results - 5 years
 - c. Chemical results - 10 years
 - d. Sanitary survey reports - 10 years
 - e. All lead and copper materials - 12 years
 - f. Consumer confidence reports - 3 years
 - g. Public Notices - 3 years
 - h. Fluoride quarterly results and monthly reports - 1 year
 - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]

Water System Management/Operation

Engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

No deficiencies observed.

Operator Compliance with State Requirements

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
 - Class B 24 contact hours
 - Class C 16 contact hours
 - Class D 8 contact hours
 - Class E 4 contact hours
- [Minn. Rules 9400.1200]

No deficiencies observed.



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

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System Name: Birchwood	Survey Date: 02/10/2026
PWSID: 1820003	Surveyor: Lucas Martin, P.E.
System Contact: John Manship	PWS Type: Community

Bacteriological Results and Chlorine Residuals

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
02/10/2026	207 Birchwood	0.23 / 0.43	Absent	

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-01	Resolution 2025-01, Designating White Bear Press as the Official Newspaper for Publication	Passed	1/14/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\RESOLUTION 2025-01 White Bear Press.docx
2025-02	Resolution 2025-02, Naming U.S. Bank and the 4M Fund as Official Depositories of Municipal Funds	Passed	1/14/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\RESOLUTION 2025-02 US Bank.docx
2025-03	Resolution 2025-03, Approving EFT payments	Passed	1/14/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\RESOLUTION 2025-03 EFT.docx
2025-04	Resolution 2025-04, Acceptance of Gift from Barton Winter	Passed	1/14/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-04%20and%202025-05.docx
2025-05	Resolution 2025-05, Approving Purchasing Replacement Boards for Ice Rink	Passed	1/14/2025	-
2025-06	Void			
2025-07	Resolution 2025-07, Approve Therese Bellinger's Raise	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-07- Resolution to increase Therese's salary.docx
2025-08	Resolution 2025-08, Approving Marcus Johnson's CIP Open House	Passed	2/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-08%20%20resolution%20approving%20open%20house%20hosted
2025-09	Resolution 2025-09 Approve Minute Solutions for Dictation Services	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-09 Resolution to hire Minute Solutions.docx

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-10	Resolution 2025-10, Establishing a Lift Station Task Force	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-10 establish lift station task force.docx
2025-11	Resolution 2025-11, Approving Hankins and Arsenault temporary Website Access	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-11 Access to city website.docx
2025-12	Resolution 2025-12, Add Ordinance 622 to the MNCIS	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-12 MNCIS.docx
2025-13	Resolution 2025-13, relocating Sperl's salary to tree fund	Passed	2/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-13 Bridget Sperl Transfer of Pay to Tree Fund.docx
2025-14	RESOLUTION 2025-14 Approving Tree Stewards to Volunteer in the City	Passed	2/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-14%20%20Tree%20Steward%20Resolution.docx
2025-15	RESOLUTION 2025-15 Approve Estimate from Bolton & Menk for Lift Station Repairs	Passed	2/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-15%20%20resolution%20to%20approve%20estimate%20for%20a
2025-16	RESOLUTION 2025-16 Approval for the Personnel Committee to post City Administrator Job	Passed	2/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-16%20%20Approval%20for%20the%20Personnel%20Committee
2025-17	RESOLUTION 2025-17 Approving City Administrator's Final Pay	Passed	2/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-17%20%20resolution%20for%20final%20pay%20to%20hecky.doc
2025-18	RESOLUTION 2025-18, Approving Parks committee to advise on Dock Fee Allocation	Passed	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-18%20%20Empower%20Parks.docx

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-19	Passed in 2024	Removed	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-19%20%20City%20Credit%20Card.docx
2025-20	RESOLUTION 2025-20 Approving Request for additional Office Equipment	Passed	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-20%20%20Office%20Equipment.docx
2025-21	RESOLUTION 2025-21, City Planner Performance Review	Adopted	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-21%20%20Review%20City%20Planner.docx
2025-22	Resolution 2025-22, Increasing Deputy Clerk Hours to 40	Passed	3/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\RESOLUTION 2025-22 Increase Deputy Clerk Hr to 40.docx
2025-23	RESOLUTION 2025-23 Adding a Data Request Admin Fee	Passed	3/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\RESOLUTION 2025-23 Data Request Fee to Fee Schedule.docx
2025-23a	RESOLUTION 2025-23a data practices policy	Pending		https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%20%202025-23a%20data%20practices%20policy.pdf
2025-24	RESOLUTION 2025-24, Approving Tighe-Schmitz Rental Agreement for MYS	Passed	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%20%202025-24%20%20Tighe%20Schmitz%20rental%20agree.pdf
2025-25	RESOLUTION 2025-25 Approving Summer Concerts in the Park	Passed	3/11/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Administrator's files - Administrator\City Council\Resolutions\2025 Resolutions\RESOLUTION 2025-25 Authorizing music in the park.docx
2025-26	RESOLUTION 2025-26, NFSB Renewal Letter	Passed	3/11/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/RESOLUTION%20%202025-26%20%20NFSB%20Renewal%20Letter.pdf

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-27	RESOLUTION 2025-27 Granting a Variance at 131 Wildwood	Removed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-27%20Granting%20a%20Variance%20at%20131%20Wildwood.pdf
2025-28	RESOLUTION 2025-28 – Granting Summary Publication of Ordinance 2025-01-01	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-28%20Administrative%20Appeals.pdf
2025-29	RESOLUTION 2025-29, Acceptance of Gift from Barton Winter	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-29%20Hockey%20Rink%20Nets.pdf
2025-30	RESOLUTION 2025-30, Allowing Parks Committee to Purchase Hockey Nets and Tennis Court Nets	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-30%20REPLACEMENT%20NETS.pdf
2025-31	RESOLUTION 2025-31, Adopting a City Credit Card Policy, Repealing Resolution 2023-19	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-31%20Adopting%20a%20City%20Credit%20Card%20Policy%20Repealing%20Resolution%202023-19.pdf
2025-32	RESOLUTION 2025-32, Adopting a Mission Statement for 2025-2026 Council	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-32%20Adopting%20a%20Mission%20Statement%20for%202025-2026%20Council.pdf
2025-33	RESOLUTION 2025-33, Authorization to spend up to \$1000 on Keyless Entry	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-33%20Authorization%20to%20Spend%20up%20to%20\$1000%20on%20Keyless%20Entry.pdf
2025-34	RESOLUTION 2025-34 Adopting Earned Leave Time Policy	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-34%20Adopting%20Earned%20Leave%20Time%20Policy.pdf
2025-35	RESOLUTION 2025-35, Directing Staff to Post FRP for Planning Firm and Permit Processing Services	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-35%20Directing%20Staff%20to%20Post%20FRP%20for%20Planning%20Firm%20and%20Permit%20Processing%20Services.pdf

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-36	RESOLUTION 2025-36, Authorizing Sue Kapsner to apply for Fine Arts Grant on Behalf of Birchwood	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-36%20Authorizing%20Sue%20Kapsner%20to%20Apply%20for%20
2025-37	RESOLUTION 2025-37, Subscribe to Surveymonkey for Resident Surveys	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-37%20Subscribe%20to%20Surveymonkey%20for%20Resident%2
2025-38	Resolution 2025-38, The Parks and Natural Resources Committee shall determine and advise on Dock Fees Allocation	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-38%20Parks%20and%20Natural%20Resources%20Committee%2
2025-39	Void			
2025-40	Resolution 2025-40, Scott Hildebrand recommended for appointment as City Administrator	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/RESOLUTION%202025-40%20Scott%20Hildebrand%20recommended%20for%20appoint
2025-41	Resolution 2025-41, Scott Hildebrand strongly recommended for appointment as City Administrator	Passed	4/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025-41%20%20Resolution%20to%20hire%20scott%20hildebrand%20/
2025-42	RESOLUTION 2025-42-Discontinuing the use of blank gunfire at July 4 th celebration	Passed	5/13/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\2025-42 - Resolution--No Blank Gunfire.docx
2025-43	RESOLUTION 2025-43-Adopting Design Standards for Benches in Public Spaces	Passed	5/13/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\2025-43 - Resolution-Bench Standards.docx
2025-44	RESOLUTION 2025-44—Establish a task force for water main evaluation	Passed	5/13/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025 Paper Resolutions\2025-44 - Resolution Establishing Task Force.docx

RESOLUTION #	RESOLUTION	COUNCIL ACTION (pass or fail)	Date Of Council Meeting	LINK
2025-45	Void			
2025-46	2025-46, Approving 4th of July Activities	Passed	6//10/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/
2025-47	2025-47 Approving Acceptance of Donation Hockey Rink Improvement	Passed	6/10/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-47 Approving Acceptance of Donation Hockey Rink Improvement.pdf
2025-48	Resolution 2025-48 Salary Reallocation for City Hall Supplies/Software	Passed	6/10/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-48%20Salary%20Relocate.pdf
2025-49	Resolution 2025-49 Approving Acceptance of Donation of HP flat screen computer monitors	Passed	6/10/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/2025%20Paper%20Resolutions/2025-49%20Accepts%20Donation%20of%20Comp%20Monitors.pdf
2025-50	Resolution 2025-50 Approving Summary Publication of an Ordinance Amending Ordinance No. 605:Animals	Passed	7/8/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/
2025-51	RESOLUTION 2025-51-Approve donation of Little Library	Passed	8/12/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-51 Approving Acceptance of Donation-free little library.pdf
2025-52	RESOLUTION 2025-52-Approve Lake Links Grant	Passed	8/18/2025	C:\Users\AdminSupport\OneDrive - City of Birchwood Village\Adminitrator's files - Administrator\City Council\Resolutions\2025 Resolutions\2025-52 Approve Lake Links Grant App to Metro Council Grant Program.pdf
2025-53	RESOLUTION 2025-53-Approve Hire of Temp Employee	Passed	9/23/2025	https://cityofbirchwoodvillage-my.sharepoint.com/personal/andy_gonyou_cityofbirchwood_com/Documents/Administrator/City%20Council/Resolutions/2025%20Resolutions/

Companion Animal Care & Control



Reimagining animal services in Minnesota & Wisconsin since 2011

Thank you for your interest in Companion Animal Care & Control. This document is intended to provide general information to your municipality, as a response to your request for a contract proposal. Our hope is that this document provides further insight to support your decision making process for animal control and impound services. Our commitment to supporting law enforcement in their efforts to ensure the welfare of animals and community residents requesting assistance for animals is unwavering. The CACC team is committed to providing services with professionalism to ensure the safety of residents and to uphold the highest standards of animal welfare.

We welcome additional questions and/or scheduling a meeting with municipal officials to discuss further.

Sincerely,

Brit Harmon, MPA, NCACO, WCHO
Owner of Companion Animal Care & Control
Owner of The Companion Animal Center
1480 Helmo Ave North Oakdale, MN 55128

aco@companionanimalcontrol.com
www.companionanimalcontrol.com
www.companionanimalcenter.com
(715) 220-1332

Established in 2011, Companion Animal Control (CAC) provides professional animal control and impound services to over 40 jurisdictions across five counties in Minnesota and Wisconsin, serving a combined population of more than 400,000 residents. Since its founding, CAC has responded to over 10,000 animal control-related calls and assisted more than 11,500 animals with safe transport, sheltering, and reunification or placement.

A Proven Partner for Public Safety & Animal Welfare

CAC was founded by Brit Harmon, an experienced animal welfare professional who holds a Bachelor of Animal Science from the University of Wisconsin–River Falls and a Master of Public Administration from Hamline University. Brit is nationally certified as an Animal Control Officer and holds the Wisconsin Humane Officer Certification, ensuring services meet the highest standards in both legal compliance and animal care. Under Brit's leadership, CAC supports law enforcement, public works, and municipal staff by providing skilled animal handling, field transport, and compassionate impound care.

The Companion Animal Center – Opening October 2025

To further enhance our services, we are building a dedicated facility—The Companion Animal Center—located at **1480 Helmo Ave North, Oakdale, MN**, adjacent to TLC Veterinary Hospital. Opening in October 2025, this facility will serve as the primary impound location for all animals in CAC custody. It is centrally located to efficiently serve our partner communities. In addition to municipal impound services, the Center will offer public-facing amenities including boarding, daycare, grooming, and training, allowing us to sustain operations while offering the community an elevated standard of pet care.

Community Support Initiatives

Our model reinvests in the community. The Companion Animal Center will also host a range of support programs, including:

- A pet food bank for local families in need
- A foster dog respite program to assist rescue partners and foster families
- Low-cost spay/neuter events in partnership with area clinics and nonprofits

List of Our Current Contract Municipalities

Scan The QR Code





Animal Pickup

We drive to locations animals are found and transport animals to a partnering impound facility. Animals receive the care and attention they need in a comfortable environment while we look for their owner, following up on microchips and posting online.



Animal Placement

For unclaimed animals, we partner with local 501c3 rescues to find animals new adoptive homes. Animals are transported to volunteer foster homes, where they receive veterinary care and behavioral support while they begin searching for a new adoptive home.



Animal Protection

CACC responds to complaints and conducts enforcement for violations of animal ordinances & statutes, while also working closely with local law enforcement. When appropriate, we focus on educating owners regarding the welfare of animals.

three service options available⁸⁸

Impound Service Only

Provides secure, professional housing for animals picked up by officers. The municipality handles all field response and transport, while CACC manages intake, daily care, and veterinary oversight. Animals may be brought to the Companion Animal Center 24/7.

Best suited for: Jurisdictions that want dependable impound facilities while keeping animal control response in-house.

Reserve Animal Control + Impound Service

Provides animal control response on an as-needed basis, such as when officers are tied up on other calls, during overnight hours without CSOs, or in cases requiring specialized assistance (e.g., bite quarantines, welfare checks, neglect complaints). Officers also have 24/7 access to the Companion Animal Center for impound drop-off.

Best suited for: Jurisdictions with fully staffed departments that can usually handle animal calls internally but want reliable backup when needed.

Full-Service Animal Control + Impound Service

Provides both field response and impound services. CACC's trained transport team is available 24/7/365, with calls routed through county sheriff dispatch. The team typically arrives on scene within one hour. In addition to stray and at-large animals, full-service covers cases of impounding animals resulting from an owner arrest, medical emergencies, abandonment, welfare concerns, and cruelty/neglect seizures.

Best suited for: Jurisdictions that prefer not to assign officers to animal transport or animal-related calls.

How we support law enforcement

- **Impound Procedures:** We provide a protocol handout to officers on how to safely transport an animal, handle animals safely while putting them in a kennel, using discretion on when an animal needs medical attention before being impounded and how to accurately fill out the animal intake forms when impounding an animal.
- **Animal Handling:** On a quarterly basis, we host an animal handling class available to all law enforcement personnel. This class covers essential information to ensure officer and animal safety, including how to interpret animal behavior, safe use of animal handling tools, how to deescalate aggressive animal behavior and important state laws regarding animal welfare, rabies quarantine procedures, etc.
- **Phone Consult Support:** When officers are out in the field with questions, we are available for phone calls. These calls often relate to animal welfare concerns, bite protocols, owners looking to surrender their animal and resource recommendations for animal complaints.

fee structure & billing overview⁸⁹

Monthly Retainer Fees

To ensure reliable and consistent coverage, municipalities are billed a monthly retainer based on human population. Retainers guarantee 24/7/365 access to contracted services.

- Impound Boarding Only – reserves kennel space for impounded animals.
- Reserve Animal Control + Impound – provides backup field response and impound services.
- Full-Service Animal Control + Impound – provides full field response, enforcement, dangerous dog administration, and impound services.

(Population-based retainer tables are detailed in the full agreement.)

Service Fees

In addition to the monthly retainer, municipalities are billed per-use service fees:

- Animal Control Pickup Fees – Flat rates per call (day, night, holiday), mileage, multiple-animal fees, and enforcement hourly rates.
- Impound/Boarding Fees – Paid directly by the animal's owner at reclaim. If the animal is unclaimed, the flat boarding rate is invoiced to the municipality.
- Dangerous Dog Declarations (Full-Service only) – Declaration processing fees are charged directly to the animal's owner.

Billing & Transparency

- CACC issues monthly invoices to the designated municipal contact.
- Invoices clearly separate retainer charges, pickup service fees, and impound/boarding costs.
- Each invoice includes a case number, address of pickup, animal information, and outcomes to ensure full transparency.
- Municipalities may seek owner restitution for pickup fees when appropriate, as ownership information is always provided with each case.

This approach ensures that animal control remains a core public safety function, while also providing flexibility for municipalities seeking owner restitution when appropriate.

Animal Control & Impound Services – Frequently Asked Questions

Serviced by Companion Animal Care & Control (CACC)

How do I contact animal control?

Companion Animal Care & Control (CACC) provides animal control and/or animal impound services for more than 70 municipalities across six counties in Minnesota and Wisconsin.

Some cities contract with CACC for full field-service animal control, while others contract for impound-only services. Residents should call their local law enforcement non-emergency line, and the dispatcher will guide them based on the services contracted within your jurisdiction.

Where are impounded animals housed?

The Companion Animal Center is a dual-purpose facility that provides safe, Fear Free Certified housing for both animals who have a home and those without one.

This means the Companion Animal Center provides public-facing boarding, daycare, training, and spa services for pets, while also serving as the home base for Companion Animal Care & Control and the impound location for more than 70 jurisdictions across six counties.

Animals impounded by law enforcement or by the CACC team are all housed at the Companion Animal Center. You can view all animals currently in care on the Companion Animal Control website:

www.companionanimalcontrol.com

Companion Animal Center

1480 Helmo Ave N

Oakdale, MN 55128

Phone: (651) 200-3054

www.companionanimalcontrol.com

How do I reclaim my animal?

Animals are held for the required legal stray-hold period. Unclaimed animals are transferred to approved, licensed rescue partners.

Owners reclaiming their pet will pay standard reclaim fees. Your city may also separately invoice for animal control response costs or issue citations when applicable.

Owners must provide proof of ownership, which may include:

- Veterinary records or vaccination certificate
 - City license or microchip registration
 - Adoption paperwork
 - Clear photos of the pet
-

What happens to unclaimed animals?

After the stray hold period expires, animals are transferred to licensed rescue or shelter partners for adoption.

CACC does not adopt animals directly to the public.

What should I do if I find a stray animal?

1. Look for an ID tag and attempt to contact the owner.
2. Ask neighbors if they recognize the animal.
3. Post a photo in local community groups (Nextdoor, Facebook, etc.).
4. Call your local law enforcement non-emergency line to report the found animal.

If you are within a contracted service area, CACC will pick up and impound the animal.

What should I do if I lose my animal?

1. Search your home and surrounding area immediately—lost pets often stay close by.
 2. Notify neighbors and ask permission to check sheds, garages, and yards.
 3. Post online in your community (Nextdoor, local Facebook groups, etc.).
 4. Check the “Animals in Our Care” page on the CACC website daily.
 5. Submit a Lost Animal Report on the CACC website.
 6. Call your local law enforcement non-emergency number to file a lost pet report.
-

Why won't CACC accept feral cats or cats in live traps?

Feral cats are different from stray or lost cats. To learn how to distinguish between the two, visit: companionanimalcontrol.com/community-cats

Feral cats are not socialized companion animals and are not candidates for shelter or foster-based adoption programs. Because of this, they cannot be transferred to CACC placement partners.

Most feral cats are best served through community cat or Trap-Neuter-Return (TNR) programs, which are managed by other organizations and listed on the CACC website.

How can I support the important work CACC does?

Friends of Companion is the nonprofit arm that works alongside Companion Animal Care & Control (CACC), which operates as an LLC.

While CACC ensures safe impound, care, and lawful handling of animals, Friends of Companion (501(c)(3)) provides support beyond traditional animal control services—primarily funding additional veterinary care that many animals would not otherwise receive.

Community support helps give vulnerable animals a chance at recovery, placement, and a humane future. Donations, advocacy, and sharing our mission all make a meaningful impact.

To learn more, visit:

www.companionanimalcontrol.com

MUSIC IN THE PARK
BIRCHWOOD SUMMER CONCERT SERIES
TIGHE-SCHMITZ PARK
SUNDAY EVENINGS 6:00 – 7:30 p.m.
JUNE – AUGUST 2026

DATE	MUSICIANS	MUSIC
June 7	Sweet Rhubarb http://www.sweetrhubarb.net/	Rich three part harmonies, melding elements of folk, bluegrass, country, pop, and more.
June 14	Any Day Now http://www.reverbnation.com/anydaynowband/	Six-member band playing classic rock n' roll/country – your favorite songs from the sixties to today.
June 21	Harmonic Relief https://www.harmonicrelief.org/	Adult Show Choir with a mix of music, choreography and staging. Featuring a repertoire of folk, rock, show tunes, jazz and contemporary music.
June 28	Folk Revival	An acoustic trio covering classic folk, country and pop artists from the fifties through the seventies including Bob Dylan, John Denver, Johnny Cash, Everly Brothers, Buddy Holly and many more.
July 5	No Concert Fourth of July Weekend	
July 12	Artrio	Artrio, comprised of three local bassoonists, promises to delight with a lively and eclectic program featuring ancient, classical, contemporary, jazz, and new music from around the world.
July 19	The Riff Rangers www.theriffangers.com	This talented Twin Cities quintet performs a wide variety of toe tappin' genres on guitar, bass, drums and rich 3-part vocals. Western swing, vintage folk & rock classics, Big Band swing, Hot Club, Chicago blues and a wee bit of Irish make up the diverse palette of sounds that is The Riff Rangers.

July 26	The Capri Big Band http://www.thecapribigband.com	The Capri Big Band calls itself the “biggest-big ⁹⁴ band in town.” Up to 25 musicians and three vocalists. Formed nearly twenty years ago to encourage, create, and improve musical opportunities throughout the Twin Cities area, Capri Big Band includes jazz-loving musicians of all ages, from 9 to 83, playing classic songs from the likes of Duke Ellington, Etta James, Ray Charles, and others.
August 2	Scottie Miller http://scottiemiller.com/	Combination of piano/vocal – blues, jazz Americana. Grammy and Blues Music Award nominated songwriter. Bluebird Review’s 2023 Artist of the Year.” A Minnesota Blues Hall of Fame Inductee. A 2024 Blues Music Award recipient for "Blues Song Of The Year" with Grammy Winner Ruthie Foster.
August 9	Jennifer Eckes https://jennifereckes.weebly.com/	Cabaret artist and talented vocalist, combining great technique with a warm stage presence. Exploring the Great American Songbook and modern classics.
August 16	Legacy Celtic Band http://www.legacycelticmusic.com/	Four- piece group offering an engaging selection of traditional and contemporary Irish vocal music and instrumental tunes.
August 23	Swing Soufflé	Come celebrate the French Jazz tradition of the 1930’s-40’s and the music of Django Reinhardt & the Hot Club of France. Local musician Paul Berger and his acoustic quintet of gypsy guitars, violin, accordion and upright bass will transport you to the lively jazz bistros of Swing-era Paris with uplifting renditions of Hot Club classics. À bientôt !
August 30	Fabulous Fairlanes http://www.fabulousfairlanes.com/	a cappella Doo-Wop Music from the 50s and 60s and newer.

The concerts are free and open to the public. Tipping the artists is appropriate. Seating is not provided; bring a folding chair or blanket. Beer and wine are permitted.