



REGULAR MEETING OF CITY COUNCIL

**City of Birchwood Village
Washington County, MN**

June 9th, 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*)

APPROVAL of AGENDA

AGENDA (Amended)

PRESENTATIONS

1. Randy LaFoy and Lisa Rietveld on behalf of the SCC with an update on activities. (pg 1)*
2. Shari Salzman-Hankins and Shelley Dropkin on behalf of the WBLCD with an update on activities. (pgs 2-3)*

CITY BUSINESS (UNFINISHED)

1. Planning and Zoning RFP Discussion (pgs 4-13)*
*The RFP ranking process was quite competitive and the following scores were tallied: Ben Wikstrom-11
Scott Saehr-10
Falls Agency-9
As a reminder: The City currently uses Mr. Wikstrom but there is no contract for this service with him (or anyone) and it would be helpful to direct staff to prepare a contract for whomever you select.*

* Denotes item that supporting documentation will be provided

CITY BUSINESS (NEW)

- 1. First reading of Ordinance 2026-01 repealing section 6605.021 regarding canine permitting***
 - a. Public Hearing on proposed language (pgs 14-16)**
 - b. Vote to Adopt**
- 2. First reading of Ordinance 2026-02 amending fee schedule (pg 17 - 28)***
 - a. Public Hearing on proposed language**
 - b. Vote to Adopt**
- 3. Consideration of Conditional Use Permit for 309 Wildwood (post-Planning Commission) (pgs 29-41, 49-50 ***
- 4. Consideration and Approval of Bid for Street Striping (pgs 51-53)***

CONSENT AGENDA

- 1. Meeting Minutes from May 12, 2026, City Council Meeting (pgs 54-57)***
- 2. Resolution 2026-09 Authorizing Community Club coordination of 4th of July Parade (pg 58)***
- 3. Approve Bid for Pothole/Road Repair (pg 59)***
- 4. Approve Bid for Brush Cutting (pgs 60 - 61)***
- 5. Approve Bid for Tree Cutting (pgs 62 - 64)***
- 6. May Treasurer's Financial Summary (pg 65)**
- 7. May Claims Signature Template (pg 66)***
- 8. May Claims History (pgs 67 - 70)***
- 9. May Financial Statement (pgs 71 - 73)***
- 10. May Disbursements (pgs 74 - 77)***
- 11. May Receipts (pgs 78 - 80)***

ANNOUNCEMENTS

City Quarterly Newsletter (Thank you Genevieve--you are fabulous!)

Washington County Sheriff's Report (pgs 81 - 84)*

Intern Update:

To date: our summer-intern/assistant, Winston (the handsome lad with curly blonde hair with the high-viz vest), has added 71 curb stops to the city's GIS inventory at the direction of City Engineer Marcus Johnson. He is currently working down Wildwood Avenue with Birchwood Avenue being the next through street. So far, he has been successful in finding the vast majority of them; however, there are still a few that have not been able to be found. There are a couple reasons why curb stops aren't found, such as:

- a few are perhaps too deep for the metal detector to trace**

-CONTINUED-

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

- curb stop being underneath pavement/paved-over

(Nonetheless if there is a *known* stop, we are putting it in the GIS system and putting a note by it)
He also spent 2 days handing out 200 notices in town and with cleaning and televising happening over the next few weeks and we plan to have him shoot any “found structures” with the GPS while it is exposed.

MS4 Notice (annual) (pg 85)*

Road cleaning and televising information (pgs 86 - 88)*

2027 Municipal Wastewater Charge (Preliminary) (pgs 89 - 90)*

Saint Anthony Village has provided a “hotline” email address for utility (water/sewer) billing questions or changes:

utilitychanges@savmn.com

ADJOURN



Outlook

Request and a thank you

From Randy LaFoy <rlafoy@gmail.com>

Date Fri 5/29/2026 2:38 PM

To City of Birchwood Village <info@cityofbirchwood.com>

Cc lisa rietveld <lisagrirl@gmail.com>

Lisa and I wanted to update the council for about 10 minutes about SCC. Could you squeeze us in? Nothing urgent but we haven't stopped by lately.

Thanks for employing someone to grind out the stumps on Wildwood Park. It makes sections more usable.

You probably know this, the rope that pulls the flag up the pole is not there. Not sure how to run it through the pulley on top. Fire department?

Randy LaFoy



Outlook

Re: Agenda request

From City Admin <CityAdmin@cityofbirchwood.com>**Date** Mon 5/11/2026 1:29 PM**To** sdropkin <sdropkin@rcn.com>**Cc** shari salzman <shari.salzman@gmail.com>; City of Birchwood Village <info@cityofbirchwood.com>

If you want to make one I'll slot you right at the start. So think about 7PM...

From: sdropkin <sdropkin@rcn.com>**Sent:** Monday, May 11, 2026 1:08 PM**To:** City Admin <CityAdmin@cityofbirchwood.com>**Cc:** shari salzman <shari.salzman@gmail.com>; City of Birchwood Village <info@cityofbirchwood.com>**Subject:** Re: Agenda request

Thanks for the confirmation. May I ask the approximate time of the presentation?

Thanks,
Shelley

From: "City Admin" <CityAdmin@cityofbirchwood.com>**To:** "sdropkin" <sdropkin@rcn.com>, "shari salzman" <shari.salzman@gmail.com>**Cc:** "City of Birchwood Village" <info@cityofbirchwood.com>**Sent:** Monday, May 11, 2026 1:05:34 PM**Subject:** Re: Agenda request

Certainly happy to see either or both of you; CC is June 9th, FYI, and if you have anything to 'share' we like to get the packet started the Thursday prior... so think about getting something in about the 4th...

H. Alan

From: sdropkin <sdropkin@rcn.com>**Sent:** Monday, May 11, 2026 11:52 AM**To:** shari salzman <shari.salzman@gmail.com>**Cc:** City of Birchwood Village <info@cityofbirchwood.com>**Subject:** Re: Agenda request

Hi Alan,

As an fyi, I am not available on the 23rd or 30th.

Thank you,
Shelley

From: "shari salzman" <shari.salzman@gmail.com>

To: "City of Birchwood Village" <info@cityofbirchwood.com>, "sdropkin" <sdropkin@rcn.com>⁰³

Sent: Monday, May 11, 2026 11:50:37 AM

Subject: Agenda request

Hi Alan,

Can you put Shelly and I on the agenda for June? We would like 5-10 minutes to do an annual update on the happenings of the conservation district.

Thanks!

Shari

Discussion of Planning Consultant

The purpose of this document is to present unequivocal evidence that Mr. Wikstrom has fundamentally failed to execute professional duties and is unfit to continue serving as the City Planner for Birchwood Village. I am raising these issues to ensure these concerns become part of the official record.

This document outlines the systemic procedural failures, code enforcement discrepancies, severe legal vulnerabilities, and an ongoing refusal to follow City Council directives under Mr. Wikstrom's guidance. These issues have compromised the integrity of the City's zoning processes and placed an unacceptable liability and financial burden directly onto the City.

1. Discrepancies in Zoning and Code Enforcement

A review of past project decisions reveals multiple instances where Mr. Wikstrom failed to properly apply City Code, understand basic planning concepts, or recommend necessary variances, leaving the City's zoning framework vulnerable:

- Former Mayor's Concerns Regarding Thoroughness and Legal Risk:** Former Mayor Margaret Ford expressed significant concerns regarding the thoroughness of Mr. Wikstrom's work. Drawing on her professional experience as an attorney—where protecting clients from liability is paramount—she recognized that Mr. Wikstrom frequently waived code or overlooked mandatory requirements in ways that directly violated City Code, thereby exposing the City to unnecessary risk.
- Failure to Grasp Basic Zoning Mechanics (131 Wildwood Ave):** As highlighted during the 131 Wildwood Avenue proceedings and referenced in the April 24, 2025, Planning Commission agenda packet (via the "Woodbirch" hypothetical), Mr. Wikstrom demonstrated an inability to differentiate between a height variance and a setback variance. He failed to understand that an increase in height for a structure located *within a setback* requires a variance to the setback code, not the height code. This is fundamental "city planning 101," yet Mr. Wikstrom did not understand the mechanics of the variance he was processing and arrived at the meeting completely unprepared. Mr. Wikstrom considered it sufficient to present a minimal sketch plan marked with a highlighter—a document so poorly prepared that no one could decipher it or determine what the actual outcome of the project would look like. Furthermore, in a March 12 email, Mr. Wikstrom demonstrated a complete misunderstanding of what a variance legally is, arguing that a motion should have been *"to allow a building height exceeding the height of the previous, legally non-conforming structure,"* rather than a motion tied to the actual code limit. As explicitly stated by the League of Minnesota Cities, a variance is an exception to a specific dimensional standard in a zoning ordinance, allowing a landowner to break a dimensional zoning rule that would otherwise apply. Variances

must be exceptions to specific, codified rules, not generalized permissions to simply exceed a previous non-conforming state. Mr. Wikstrom defended himself. He admitted he could not decipher the statute, but justified pushing the variance through anyway by writing: *"What they ALL [attorneys] did say is, there is absolutely no harm in approving that variance... I couldn't agree more."* This cavalier approach to zoning code is precisely how illegal variances are passed. Furthermore, in an April 3 letter, rather than demonstrating a willingness to learn something new regarding these concepts, he justified his refusal to follow City requirements, explicitly reiterating that he did not understand the difference between setback and height code application.

- **Inability to Follow Established Code and Extra-Statutory Workarounds:** Included in the Planning Commission agenda packet (pages 19-20) is a "City Planner Checklist" (titled "Building in the City of Birchwood Village") introduced to outline planning processes. It is entirely unclear why the City needs a supplementary summary checklist to direct the City Planner, rather than expecting him to simply read and execute the actual City Code. The fact that this document was introduced strongly suggests that Mr. Wikstrom is incapable of independently following the City's ordinances. Furthermore, the provided document does not even accurately reflect the actual City Code. It's not clear that Mr. Wikstrom pushed back when asked to follow a supplementary document that contradicts Birchwood's established ordinances—again highlighting his lack of fundamental code comprehension.
- **Misclassification of Shoreline Structures and Overruling Code (127 Wildwood Ave):** Despite explicit code guidance and established historical city practice, Mr. Wikstrom erroneously determined that a retaining wall constructed at this property was simply "rip rap." In doing so, he directly overruled City Code 302.055(2)(a)(6), which explicitly states: *"Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed three (3) feet horizontal to one (1) foot vertical, the landward extent of the riprap is within ten (10) feet of the ordinary high water level, and the height of the riprap above the ordinary high water level does not exceed three (3) feet."* The failure is that the placement of the riprap was too steep, clearly violating the 3:1 finished slope requirement. While some interpretation of code is natural and normal—for instance, one could arguably calculate that an average slope or every intermediate slope meets the threshold—Mr. Wikstrom determined that the code was met even when the entire slope and the slope overall exceeded the minimum requirement. Deciding that a structure meets the code when it explicitly exceeds the maximum allowed parameters means the code has no meaning at all. This certainly does not meet any objective test of the application of the code, directly putting the City at risk. More concerning, Mr. Wikstrom did not even require a basic city zoning permit for this project, let alone the variance that was clearly required. This glaring omission caused significant confusion among residents who did not understand why this specific property was magically exempt, as neighboring properties had to apply for variances. Perhaps the best explanation for the exemption was Mr. Wikstrom's statement in the April meeting that he had developed a "rapport" with the owners of the property. By failing to apply the code in this case, Mr. Wikstrom demonstrated that he cannot reasonably distinguish between a retaining wall and

rip-rap, and appears to be arbitrarily waiving code requirements for retaining walls where he sees fit. While outside agencies issued permits based on their own parameters, the City Planner's failure to accurately apply Birchwood's specific zoning code left the City completely unaware and reacting to a major shoreline build after the fact, stripping the City of its regulatory oversight.

- **Schifsky Companies Application (425 Lake Ave / May & June 2024):** Regarding this project, Mr. Wikstrom submitted a variance request under City Code 302.050 but failed to ensure compliance with the specific requirements of 302.050(6). This failure included missing the Stormwater Management Plan, Retention Volume calculations, and the Implementation and Maintenance Agreement. Based on Mr. Wikstrom's emails, it appears he intentionally waived these explicit variance drainage requirements simply because they were considered too "busy or expensive" for Mr. Schifsky to complete. Additionally, on this same property, even though a variance was already requested, Mr. Wikstrom allowed the movement of a stairway that was part of a retaining wall. This directly violates the zoning code which states that existing structures cannot be moved. Even though the applicant was already applying for a variance and could have provided these details at no additional expense, Mr. Wikstrom simply chose to ignore the code.
- **Systemic Variance Omissions:** Across multiple applications, Mr. Wikstrom has failed to recommend required variances for work within 20 feet of the OHWL, riparian buffers, wall height, and impervious surface limits. Most notably, he has included total impervious surface amounts in applications without enforcing the corresponding requirements under 302.050(6).

2. Legal Risks, Inadequate Findings, and Admission of Malpractice

Mr. Wikstrom's inability or refusal to generate legally defensible findings of fact has exposed the City to significant legal jeopardy. In Minnesota, land use variances are frequently overturned by courts when the local body fails to make adequate findings supporting the legal standard of "practical difficulties" (as demonstrated in cases such as *Tulien v. City of Minneapolis*).

The handling of the 131 Wildwood Avenue variance in December 2025 and January 2026 demonstrates a critical failure in meeting statutory standards, compounded by written admissions of malpractice by the Planner.

- **Failure to Establish Statutory Hardship:** Under Minnesota Statute 462.357, Subd. 6, a variance may only be granted if the hardship is due to circumstances unique to the property and not created by the landowner. However, the Planning Commission's draft minutes for this project explicitly stated: "Yes, the special conditions were created by the applicant." A written finding of self-created hardship effectively renders the variance illegal.
- **Written Admission of Altering Findings (February 11 Email):** Rather than correcting this fatal legal flaw in the official minutes, Mr. Wikstrom defended substituting his own

interpretation for the Commission's explicit written record to the council. In a February 11 email, he wrote:

"The PC stated that the variance is necessary because of the actions of the applicant only because the applicant designed the layout; the standard is meant to determine whether the applicant created the practical difficulty, which was addressed throughout the meeting... and in other findings, so it was well covered."

This is a written admission that he is willing to ignore a fatal statutory flaw in the official minutes based on his subjective belief that the issue was "well covered" in unwritten discussions.

- **Using City Filing Practices to Justify Poor Legal Work:** More concerning, Mr. Wikstrom justified his lax approach to these legal documents by suggesting that the legal accuracy of the findings does not matter because they are not formally recorded. In the same February 11 email, he stated:

"Further, and perhaps most importantly to your view of the process, an approval letter is not recorded anywhere, nor is the CC resolution recorded with Washington County or against the property deed (perhaps it should be, but Birchwood chooses to keep internal records with property files only, as I understand it)."

This statement borders on professional malpractice. Mr. Wikstrom is arguing that because Birchwood Village allegedly does not record zoning resolutions with Washington County or against property deeds, the legal adequacy of the findings is irrelevant. Using the City's internal filing practices as an excuse to abdicate the statutory requirement for defensible findings of fact leaves the City entirely unprotected in the event of a lawsuit.

3. Abdication of Professional Responsibility and Impact on Staff

While the City Planner is not the City Attorney, it is his professional duty to provide sound statutory guidance to the Planning Commission, engage the City Attorney when legal requirements are in jeopardy, and make zoning determinations rather than offloading them onto unqualified city staff.

- **Abandonment of the Mahoney-Harrod Dispute:** According to City staff, Mr. Wikstrom actively refused to involve himself in the complex Mahoney-Harrod zoning dispute. By refusing to make zoning determinations—the core function he is retained to perform—he caused significant and undue stress on other city staff who were not tasked with or qualified to make such determinations. Staff have stated that this refusal to do his job was perhaps the chief contributing reason for the departure of the previous City Administrator.
- **Inaction During 425 Lake Ave:** During the proceedings for this property, Mr. Wikstrom sat through the Planning Commission meeting without correcting the Commission as it explicitly rejected the statutory requirement regarding self-created hardship. He

subsequently failed to raise the concern to the City Attorney or alert the City Council to the discrepancy.

4. Failure to Implement Council Directives and Billing Policies

Beyond zoning discrepancies, Mr. Wikstrom has demonstrated a pattern of ignoring explicit City Council directives, particularly regarding billing and escrow management. He frequently claims he will do whatever the City asks, but his actions indicate a refusal to execute established policies.

During his interview at the most recent City Council meeting, Mr. Wikstrom claimed that he needed guidance on fees. This statement directly contradicts the historical record; he has received explicit guidance directly from Mayor Ford and the Council, which he has subsequently ignored.

A clear example is his ongoing refusal to bill residents accurately for his time. The Council explicitly established a billing threshold in the July 9, 2024, City Council Minutes:

G. City Planner \$300 Escrow Discussion– (1:12:20) a. Mayor Ford explained that Planner Ben Wickstrom is paid a monthly retainer and that some residents use his services frequently and others minimally. She is hoping to be able to balance this with the \$300 escrow and determine how to handle this. Ben Wickstrom [sic], City Planner said that he receives a variety of requests that range from very short emails to lengthy correspondence and is hoping to get clarity on how to handle this. Some are permit applicants and there are others that are not. Councilmember Hankins suggested sending some of the lengthier cases to the planning commission. d. The council agreed that about ½ hour of time should be allowed and then after that Planner Wickstrom should begin charging and we should implement the \$300 escrow to which Planner Wickstrom said that he thinks that makes sense.

Despite the clear directive that he must begin charging and implement the \$300 escrow after 30 minutes of consultation—and despite his on-the-record agreement that "it makes sense"—Mr. Wikstrom has consistently refused to bill beyond the 30-minute mark. This failure to execute established policy forces the City to subsidize lengthy individual consultations and is an example of his ostensible agreement then refusal to adhere to guidance.

5. Failure to Monitor and Communicate Statutory Deadlines

In addition to substantive zoning errors, Mr. Wikstrom has failed to manage critical procedural timelines. During his recent interview, Mr. Wikstrom assured the Council that he would make city

representatives aware of lapsing 60-day statutory limits for land use applications. His actual track record contradicts this claim entirely:

- **425 Lake Avenue:** During the variance process for this property, Mr. Wikstrom sat through a meeting and allowed a statutory deadline to be missed without providing any notice or warning to the City.
- **131 Wildwood Avenue:** Similarly, when the City missed the deadline on this variance application, Mr. Wikstrom again failed to provide any notice to city officials.

Failing to track and communicate these deadlines exposes the City to severe consequences, including the risk of automatic application approvals under state law.

6. Habitual Failure of Attendance and Abandonment of Duties

Mr. Wikstrom has repeatedly failed to attend critical meetings, effectively abandoning his professional responsibilities when the City and Planning Commission needed his guidance the most. This abdication of duty is little different from an attorney failing to show up for a defense trial.

- **131 Wildwood Avenue:** Following his recommendation for approval in his staff report, Mr. Wikstrom simply did not attend the City Council meeting where severe questions regarding the illegal findings of fact were raised. He left the Council completely exposed to potential liability without any professional planning guidance.
- **Mahoney and Drew Appeals:** In both the Mahoney appeal and the Drew appeal, Mr. Wikstrom failed to attend the Planning Commission hearings. By absenting himself during these highly consequential appeal processes, he left the Planning Commission entirely in the lurch during complex quasi-judicial proceedings.

7. Refusal to Accept Feedback and Dismissal of Administrative Standards

Recently, the Mayor reported that she spoke with the Planning Commission and they indicated their overall satisfaction with Mr. Wikstrom. However, placing volunteer commissioners on the spot and asking them to broadly criticize city staff to the Mayor creates clear discomfort and does not erase the historical reality of their interactions. The objective record shows a Planning Commission that has been repeatedly and extremely frustrated by missed meetings, incomplete plans, and the necessity of drafting actual ordinances just to compel basic administrative compliance.

- **The "Agree and Ignore" Cycle:** The Planning Commission has made numerous corrections to Mr. Wikstrom's work over the years. However, his standard operating procedure is to listen and agree with their feedback in the moment—much like he did on

the record regarding billing residents for excess hours—only to completely ignore those directives moving forward. The exact same issues occur perpetually.

- **Late Delivery of Meeting Materials Forcing Ordinances:** The Planning Commission has been deeply upset by Mr. Wikstrom's habit of providing documents on the Tuesday before a Thursday meeting, leaving them inadequate time to prepare for complex topics. When I raised this issue directly to Mr. Wikstrom dismissed the feedback entirely, claiming that I was "the only person who read [the agenda] before the meeting." Knowing that a simple request would be ignored, the issue could not be resolved casually; it required the active threat of a formal ordinance to legally compel earlier delivery of packets before Mr. Wikstrom suddenly claimed a "simple request was sufficient."
- **Refusal to Require Complete Applications and Circumventing PC Intent:** While determining what constitutes a "complete" zoning application involves some degree of professional judgment, Mr. Wikstrom consistently provides the bare minimum or less. Even when the PC makes it explicitly clear they want more information, he persists in avoiding those requests, always favoring the applicant's convenience. In his April 3, 2025 letter, Mr. Wikstrom admitted that he doesn't believe documentation needs to be complete at all for approvals, writing: *"I now understand that I was erroneously assuming that city council members wouldn't want to pore through stormwater calculations and rain garden designs before approving a retaining wall, and I believed that the big picture decisions (which would allow the applicant to move forward) can be made without them, with the aforementioned safeguards or conditions in place. Apparently, I was mistaken on all counts."* This statement proves that he expects the City to approve major projects based on incomplete "big picture" concepts and in spite of minimum documentation requirements that are in city code. During the 425 Lake Avenue variance process, the Planning Commission repeatedly met with Mr. Wikstrom to explicitly state that the plans were incomplete. The Commission provided clear guidance on what was required, noting: *"Examples of elements missing included but are not limited to: wall location dimensions, height and length; wall materials and anchoring; slope stabilization materials, methods and details; stair and deck replacement materials, dimensions, and details; and final grading and drainage plans."* Rather than requiring the applicant to fulfill these basic requests, Mr. Wikstrom insisted to the Commission that their requests were unreasonable and unilaterally marked subsequent files as complete despite the requested documents remaining absent. Furthermore, on that retaining wall variance at the Planning Commission specifically desired a boulder wall and wanted to attach conditions to ensure this outcome. Mr. Wikstrom recommended no conditions, did not bring any conditions forward to the Council, and failed to require the plans necessary to create those conditions. The Planning Commission was caught between not wanting to hold up the applicant and wanting to enforce conditions. Ultimately, Mr. Wikstrom circumvented the Commission's intent entirely, allowing the applicant to build a block wall instead—a design he clearly stated he personally favored during the process. He went so far as to tell the Commission they should not be evaluating aesthetics, even though determining whether a project fits into the neighborhood is exactly their job.

8. Failure of Impartiality, Unprofessional Conduct, and Outright Refusal to Do the Job

Mr. Wikstrom has demonstrated a fundamental misunderstanding of his role as a municipal planner. Rather than acting as an objective enforcer of City Code, he operates as an advocate for applicants, refuses to perform the duties required of his position.

- Unethical Consultation with Outside Legal Counsel:** In his March 12 email justifying his misunderstanding of the 131 Wildwood Avenue variance, Mr. Wikstrom admitted to consulting multiple outside attorneys about a Birchwood zoning matter, including an attorney he works with in another community and a land use attorney at Campbell-Knutson. This is absolutely unethical. All communication with outside legal counsel regarding City matters must go through the City Attorney. By independently engaging outside attorneys and taking their advice, Mr. Wikstrom bypasses established legal protocols and invites severe risks and conflicts of interest. Furthermore, the fact that a municipal planner fundamentally misunderstands basic zoning mechanics and has to seek outside legal advice on such simple matters only reinforces his lack of baseline competency.
- Resident Discomfort with "Rapport-Based" Planning:** I have heard directly from residents who are deeply uncomfortable with Mr. Wikstrom's "personalist" approach, where he admittedly spends 20% of his time on the code and 80% building rapport. Residents feel he does not treat people fairly. This is especially pronounced on complex projects where he spends extensive time working with applicants but completely ignores the impacted neighbors.
- Misplaced Reliance on Irrelevant Experience:** Mr. Wikstrom frequently touts his 27 years of experience, but his actual tenure as a city planner is much more limited. Crucially, he largely lacks specialized shoreland zoning experience. His background would be relevant if it were concentrated in cities with expensive shorefront property on first-tier urban lakes where litigation is common—such as White Bear Lake or Mahtomedi. Instead, his experience stems from cities with limited or lower-value shoreland, larger lot sizes, and far less litigious residents. To my knowledge, Mr. Wikstrom has never dealt with residential zoning litigation outside of Birchwood. This lack of rigorous scrutiny elsewhere explains his behavior here.
- Lax Zoning Endangering Applicants:** Mr. Wikstrom's refusal to enforce the code doesn't just harm the City; it actively harms the applicants he claims to be helping. I have heard concerns from applicants who feel they are being put at risk by his lax approach to zoning, as he fails to properly evaluate their projects and is unwilling to defend his decisions when challenged. Indeed, both in recent zoning appeals, Mr. Wikstrom has been forced to reverse and revise his own decisions simply because he did not adequately uphold the zoning requirements the first time, throwing applicants into regulatory limbo.
- Actively Lobbying Against City Requirements on Behalf of Applicants:** Mr. Wikstrom does not defend the City's codes; he actively undermines them when

applicants complain about the burden. In a March 18, 2025 email regarding the Schifsky application (425 Lake Avenue), Mr. Wikstrom stated: *"He told me that their engineer proposed an additional \$9,000 to meet the full listing of requirements for a variance, so I know they will have a lot of questions."* This is the behavior of an applicant's private advocate, not a municipal regulator.

- Open Defense of His Own Incompetence:** When explicitly called out on the 131 Wildwood Avenue non-conforming statute issue in a March 12 email, Mr. Wikstrom outright rejected the idea that he should know the law. He wrote: *"I disagree that I, as a planner, should be more adept at deciphering statutes/ordinances than any of them [attorneys]."* A city planner's primary, foundational job is to decipher and apply local zoning ordinances. Claiming ignorance as a defense while charging the City for planning services is indefensible. Indeed, our own city attorney does not review variance matters, because he expects Mr. Wikstrom to do so.
- Waiving Requirements Instead of Proposing Improvements:** While Mr. Wikstrom complains extensively in his April 3 letter about the burden of the City's ordinances—calling requirements an "additional \$10,000 cost" for applicants before they even know if they can build—he completely ignores his contractual obligation to actually follow or fix those ordinances. In his August 12 email, he explicitly pushed back against the job
 During his June interview, he openly acknowledged that ambiguity exists in the height code. Yet, Mr. Wikstrom has not suggested a single ordinance revision to the City Council in the past three years. Instead of proposing legitimate legislative improvements to the Council, he chooses to personally and arbitrarily waive requirements whenever he sees fit.
- Intentional Loss of Objectivity:** During the April planner interview meetings, another candidate explicitly warned the Council that planners often get too close to applicants and fail to provide fair administrative processes as a result. Mr. Wikstrom seems to do exactly this intentionally. He named Mr. and Mrs. Reiss as an example of personal relationships he has established within the City, and actively promotes this approach in his emails. It is not the job of the City Planner to develop personal relationships; it is his job to apply the codes fairly.

9. Unacceptable Burden and Financial Risk to the City

The reality of these risks is not hypothetical. A former Council Member explicitly and clearly raised in a City Council meeting that Birchwood is a "litigious city," emphasizing the absolute necessity that Mr. Wikstrom strictly follow zoning requirements to protect the municipality. Despite this stark warning on the public record from former leadership, Mr. Wikstrom continues his pattern of arbitrary waivers and poor documentation.

If a court overturns a variance or a property owner sues for a "taking," the City itself—not the consultant—bears the financial burden.

10. Conclusion: Summary of Unacceptable Risks

In summary, continuing to retain Mr. Wikstrom as the City Planner presents a severe and ongoing risk to Birchwood Village. The preceding sections establish a clear pattern of behavior that renders him unfit for this role:

- **Fundamental Incompetence:** Mr. Wikstrom is simply unable to perform the job. He has repeatedly shown that he fails to understand even the basics of city planning, as evidenced by his inability to distinguish between a height variance and a setback variance, or accurately differentiate between a retaining wall and rip-rap. He has admitted in writing that he does not feel he needs to be adept at deciphering statutes.
- **Arbitrary Waiver of Objective Standards:** While Mr. Wikstrom frequently defends his errors by suggesting there is "wide latitude" on interpretation, the historical record proves otherwise. He consistently and arbitrarily waives clearly objective, black-and-white standards—such as explicit retaining wall height limits, fundamental variance parameters, and strict statutory deadlines—that leave no room for interpretation.
- **The Latent Risk of Litigation:** In most cases where Mr. Wikstrom waives or ignores city code, nothing immediately occurs. However, this creates a dangerous latent risk. As the City has already experienced in recent appeals and litigation, these casual waivers and failures to enforce the code eventually compound and explode into significant issues or costly litigation with the City.
- **Uncorrectable Frustration of the Planning Commission:** The support and effective functioning of the Planning Commission is a critical part of the City's land use process. However, the objective record demonstrates that the Planning Commission has been repeatedly and uncorrectably frustrated with Mr. Wikstrom's performance, as he consistently ignores their feedback, bypasses their conditions, and submits incomplete applications that waste their valuable time.
- **Legal, Financial, and Ethical Liability:** By altering official findings of fact, refusing to attend critical legal meetings, prioritizing applicant relationships over code enforcement, and ignoring direct Council directives, Mr. Wikstrom operates as an active liability.

The City of Birchwood Village can no longer afford to subsidize a planning consultant who refuses to apply the code fairly, undermines the Planning Commission, and places the legal safety of the City squarely onto the shoulders of volunteer elected officials.

ORDINANCE 2026-01**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA****AN ORDINANCE AMENDING CHAPTER 605 REGARDING DOG PERMITS**

The City Council of Birchwood Village has determined that continuing program of licensing of canines in the City represents a burden to the residents and City Staff. Since nuisance and problem animals are already dealt with by State Law and process, there does not seem to be a need for the local licensure of dogs.

The City Council of the City of Birchwood Village hereby ordains that the Canine Permitting Section of the Municipal Code of the City of Birchwood Village is hereby amended as follows:

SECTION 605.021. Dog Permits**605.021. ~~PERMIT.~~**

~~1. Required; exceptions. No person shall, without first obtaining a permit in writing from the City Clerk or Administrator, own, keep, harbor, or have custody of any dog over six months of age. However, this section shall not apply to the keeping of small caged birds or aquatic and amphibian animals solely as pets or for police canines of any political subdivision.~~

~~a. Upon a showing by any applicant for a permit required under this division that he is prepared to comply with the regulations promulgated by the council, a permit shall be issued following payment of the applicable fee, as follows:~~

~~(1). For each dog, the fee is as may be imposed, set, established and fixed by the city council, by resolution, from time to time.~~

~~(2). No fee or permit shall be required of any Humane Society or veterinary hospital.~~

~~b. No permit shall be granted for a dog which has not been vaccinated against rabies as provided in this section on such date, and when not more than two years will have elapsed from the date of such vaccination to the time of the expiration of the permit to be issued, unless stated upon the certificate that the vaccination is effective for at least three years. Vaccination shall be performed only by a doctor qualified to practice veterinary medicine in the state in which the dog is vaccinated, and the applicant shall present an original certificate from a qualified veterinarian showing that the dog to be permitted has been given a vaccination against rabies and the date on which the vaccination was administered.~~

~~2. Term; renewal; late penalty charge. Dog permits shall be issued for three-year terms starting in 2022 and every third year thereafter, and the owner shall pay the fee set in the fee schedule for the year of the term in which the permit is first required. A permit for each licensed dog shall be renewed every third year after 2022 by every owner and a permit fee paid. A permit, if not revoked, shall be valid until the end of the permit period three calendar years after the deadline in the first year of the term. Renewal permits must be obtained prior to the expiration date, and there shall be a late penalty charge fee on all renewal permits received after the expiration date for dogs that have been kept in the City or more than fourteen (14) consecutive days.~~

~~The City Clerk or Administrator may revoke any permit issued under this division if the person holding the permit refuses or fails to comply with this article, any regulations promulgated by the council pursuant to this article, or any state or local law governing cruelty to animals or the keeping of animals. Any person whose permit is revoked shall, within ten days thereafter, humanely dispose of all dogs being owned, kept or harbored by such person; and no part of the permit fee shall be refunded.~~

~~3. Administrative Fee. If the City Administrator receives a complaint or observes a dog and reasonably believes that the dog is kept in violation of 605.021, the owner shall pay a Dog License Administrative Fee in addition to the Permit fee and the Late fee. Late and Administrative Fees may be appealed using the procedures in Chapter 310~~

~~4. Tags. Upon issuing a permit to keep any dog under this division, the City Clerk or Administrator shall issue to the owner a metallic or durable plastic tag stamped with an identifying number and with the month/date/year of expiration and so designated that it may be conveniently fastened to a dog collar or harness. Such tag shall be fastened to the dog's collar or harness by the owner and shall be worn at all times. The City Clerk or Administrator shall maintain a record of the identifying numbers and shall make this record available to the public.~~

~~5. Exemptions from division. The sections of this division requiring a permit shall not apply to owners of certified seeing eye and other handicapped aid dogs, owners and handlers of bona fide working dogs (guard dogs, search dogs, etc.) and nonresidents of the city who are keeping only domestic pets, provided that domestic pets of nonresident owners shall not be kept in the city longer than 30 days annually and the animals shall be kept under restraint.~~

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Adopted by the City of Birchwood Village City Council this 9th day of June, 2026

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

ORDINANCE 2026-02**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA****AN ORDINANCE AMENDING FEES IN CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that the City's Fee Schedule is hereby amended per the attached schedule:

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Adopted by the City of Birchwood Village City Council this 9th day of June, 2026

Jennifer Arsenault
Mayor

Attest:

H. Alan Kantrud
City Clerk-Administrator

ORDINANCE 2026-02
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING FEES IN CITY CODE

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EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Adopted by the City of Birchwood Village City Council this 9th day of June, 2026

Jennifer Arsenault
Mayor

Attest:

H. Alan Kantrud
City Clerk-Administrator

CITY OF BIRCHWOOD VILLAGE 2026 FEE SCHEDULE

All fees in this schedule are subject to "Other Inspections and Fees" (under Additional Fees)

Category	Description	Code	Fee	Last Revised
ADMINISTRATIVE SERVICE FEES	Copies (Black and White) per page 8 1/2 x 11 or 8 1/2 x 14		\$0.25	
	Copies (Black and White) per page 11 x 17		\$0.35	
	Copies (Color) per page		\$1.00	
	Hall Rental		\$75.00 per 24 hours or \$25 per hour + \$100.00 refundable deposit	1/1/2026
	Postage & Envelopes for Mailings & Public Hearing Notices		\$5.00 + postage	1/1/2026
	Returned Check	Minnesota Statute 604.113 Subd. 2(a)	\$30.00	
ANIMAL FEES	Dog Permit - first year of term (2025)	605.021.1(1),- 605.021.2	\$40.00	4/2026
	Dog Permit - second year or term (2026)	605.021.1(1),- 605.021.2	\$33.00	4/2026
	Dog Permit - third year or term (2027)	605.021.1(1),- 605.021.2	\$25.00	4/2026
	Dog Permit Late Fee	605.021.2	\$10.00	4/2026
	Dog Permit Administrative Fee	605.021.2	\$35.00	4/2026
	Potentially dangerous dog or dangerous dog appeal fee		\$100.00	12/2022
	Dangerous dog annual fee	605.024(9)	\$500.00	12/2022
	Potentially dangerous dog annual fee	605.024(11)	\$100.00	12/2022
	Potentially dangerous dog or dangerous dog administrative review fee	605.024(12)	\$100.00	12/2022
DOCK ASSOCIATION FEES	Annual Boat Slip Permit Fee	617.118	Set and collected by Dock Association	
	Annual Dock Permit Fee (\$1000 per boat)	617.44, 617.119	\$1000 times the number of Boat Slip Permits issued by the Birchwood Dock Association (BDA) on or before April 1, due by April 1. In the event of low water, the greater of the number of boats proposed next year or Boat Slip Permits issued by the BDA in the most recent year. For Boat Slip Permits issued by BDA after April 1, the additional amount is due before the permitted watercraft is placed at the dock.	3/2018
SMALL CRAFT STORAGE FEES	Annual Small Craft Permit	617.215(2)	\$40.00	2/2024
	Annual Small Craft Permit for household upon proof of adjusted gross income of \$35,000 or less	617.215(2)	no cost	1/2020
	Use of Small Craft Rack without a permit	617.215(3)	\$100.00	2/2024

Small Craft Removal Fee	617.215(3)	\$75.00	2/2024
Post-season Boat Storage Violation Fee	617.240	\$40.00	2/2024

PLANNING AND ZONING FEES, ESCROWS AND DEPOSITS *subject to additional fees per that section of the fee schedule. All planning and zoning permits require an additional refundable permit escrow when listed for security against any damage to civic property.	Conditional Use Permit (CUP) Application or Amendment *	306.010	\$3000.00 (\$500.00 Permit Application and \$2500.00 escrow for planning charges)	1/2026
	Refundable Conditional Use Permit or CUP Amendment Escrow for permitting costs incurred by city	301.055	\$3,500.00	1/2026
	Interim Use Permit Application *	305.020, 305.040(6)	\$2,000.00	1/2026
	Refundable Interim Use Permit Escrow for permitting costs incurred by city	301.055	\$3,500.00	1/2026
	Street Vacation Application *		\$1,000.00	1/2026
	Refundable Street Vacation Escrow for permitting costs incurred by city	301.055	\$3,500.00	1/2026
	Variance Application *	304.020	5000.00 (\$1000 variance Application and \$4000.00 escrow for planning charges)	1/2026
	Refundable Variance Escrow for staff review time incurred by city	301.055	\$3,500.00	1/2026
	Subdivision: Lot Split Application *	308.121	\$500.00	1/2026
	Refundable Lot Split Escrow for permitting costs incurred by City	301.055	\$1,200.00	1/2026
	Subdivision: Preliminary Plat Application *	308.040(3)	\$1,500.00	1/2026
	Subdivision: Refundable Preliminary Plat Application Escrow for permitting costs incurred by city	301.055	\$15,000.00	1/2026
	Subdivision: Final Plat Application *	308.050	\$1,000.00	8/2021
	Subdivision: Refundable Final Plat Application Escrow for permitting costs incurred by city	301.055	\$10,000.00	8/2021
	Zoning Permit *	307.010	\$120.00	1/2026
	Refundable Zoning Permit Escrow for permitting costs incurred by city	301.055	\$3,500.00	1/2026
	Move a building from its present location in Birchwood to any other site, whether or not the new site is within the City. *		\$750.00	1/2026
	Refundable building move escrow for permitting costs incurred by city	301.055	\$2,000.00	1/2026
	Certificate of occupancy		\$50.00	1/2026
	Public Property Access Limited License	607.510	\$50.00	1/2019
	Stormwater Management Maintenance Review	302.050(8)	\$100.00	9/2023
	Escrow for permit where city planner is consulted		\$300.00	1/2026
	Escrow for permit where city engineer is consulted		\$800.00	1/2026

ROOFING, SIDING REPLACEMENT, WINDOW REPLACEMENT, AND BUILDING PERMIT FEES		VALUATION OF STRUCTURE, ADDITION OR ALTERATION	CODE	FEE COMPUTATION	Last Revised
		\$1 to \$500 **, **	203.050, Minnesota Statute 326B.153	\$29.50	
		\$501 to \$2,000 **, **	203.050, Minnesota Statute 326B.153	\$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.00.	
		\$2,001 to \$25,000 **, **	203.050, Minnesota Statute 326B.153	\$69.25 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
		\$25,001 to \$50,000 **, **	203.050, Minnesota Statute 326B.153	\$391.25 for the first \$25,000 + \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
		\$50,001 to \$100,000 **, **	203.050, Minnesota Statute 326B.153	\$643.75 for the first \$50,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
		\$100,001 to \$500,000 **, **	203.050, Minnesota Statute 326B.153	\$993.75 for the first \$100,000 + \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.	
		\$500,001 to \$1,000,000 **, **	203.050, Minnesota Statute 326B.153	\$3,233.75 for the first \$500,000 + \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.	
		\$1,000,001 and up **, **	203.050, Minnesota Statute 326B.153	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof.	
	State Surcharge		Minnesota Statute 326B.148	Using calculator at: https://www.dli.mn.gov/about-department/permit-surcharge-report	
DEMOLITION FEES		Demolition Permit	203.050	\$200.00	1/2026
UTILITY AVAILABILITY FEES		Metropolitan Council Environmental Services Sewer Availability Charge (SAC)	202.070	The most recent fee published by MCES. \$2485.00 as of July, 2022.	2/2024
		Water Connection Fee (WAC)	202.070	\$1960.00	2/2024
		Sewer Connection Fee	202.070	\$2,016.00	6/2023
PLUMBING AND FIRE PERMIT FEES		Plumbing Permit (piping inside the house) **	202.040	\$150 + \$100/hour after one hour	12/2022
	State Surcharge		Minnesota Statute 326B.148	\$1.00	
		Fire Sprinkler Permit **	202.040	\$150 + \$100/hour after one hour	12/2022
	State Surcharge		Minnesota Statute 326B.148	\$1.00	

GAS, HEATING AND MECHANICAL PERMIT FEES	Mechanical Permit **		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Gas Piping Permit (that is not part of mechanical installation) **		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Air Conditioning Installation Permit **		203.050	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Air Conditioning Permit (part of mechanical installation) **		203.050	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Fireplace Permit (gas, wood or other type) **		203.050	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 326B.148	\$1.00	
WATER AND SEWER FEES	Residential and non-residential water use: Tier 1 - up to 6,000 gallons		201.090	\$0.00456 per gallon	1/2026
	Residential and non-residential water use: Tier 2 - after 6,000 gallons up to 9,000 gallons		201.090	\$0.00525 per gallon	1/2026
	Residential and non-residential water use: Tier 3 - after 9,000 gallons up to 15,000 gallons		201.090	\$0.00598 per gallon	1/2026
	Residential and non-residential water use: Tier 4 - after 15,000 gallons up to 44,883 gallons		201.090	\$0.00684 per gallon	1/2026
	Residential and non-residential water use: Tier 5 - after 44,883 gallons		201.090	\$0.00777 per gallon	1/2026
	Quarterly Safe Drinking Water Fee		Minnesota Statute 144.3831	The most recent fee assessed by the Minnesota commissioner of health, divided into quarters. \$3.81 per billing cycle. Effective 1/2026	1/2026
	Sewer Fee (metered, quarterly)		202.110	\$36.00 + \$0.00497 per gallon based on first quarter water consumption	1/2026
	Sewer Fee (unmetered, quarterly)		202.110	\$88.25	1/2026
	Water Utility User Fee			\$65.00	1/2026
	Water Main Break Surcharge (as City exhausts budgeted funds for water main breaks)			As required (\$25.00 for June - December, 2022 as of June, 2022)	5/2022
	Lift Station Replacement Fee			\$25.00	1/2026
	Street excavation permit *			\$60.00	2/2024

	Refundable Street Excavation Damage Deposit		\$3,000.00	12/2022
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Turning water service on or off at street, including seasonally	201.240	\$150.00	
Water Meter Installation or Replacement 3/4" or smaller	201.080	\$500.00 + \$150.00/hour after one hour	12/2022
Water Meter Installation or Replacement 1" or larger or other non-standard meter	201.080	Cost of meter + \$150.00/hour, with 1 hour minimum	12/2022
Utility Bill Late Fee	201.100, 202.120	5% of the unpaid balance	
Utility Bill Quarterly Automated Clearing House (ACH) Discount		\$3 Discount	5/2022
Non-electronic water meter fee	201.080	\$100.00/quarter	1/2023
Non-submission of emailed photo of non-electronic water meter	201.080	\$100.00	1/2023
Open water and sewer account		\$25.00	
Close water and sewer account		\$25.00	
Costs to City for damages and liabilities for irrigation system backflow into water system	202.095	actual costs	3/2022
Water meter testing (refundable as described in City code)	201.170	\$300.00	12/2022

OTHER FEES. All fees in this schedule are subject to the following charges when required by the City. (See Addendum A regarding unpaid fees)	Investigation Fee: If work or activity for which a license or permit is required by the code has been commenced without first obtaining the permit or license.	701.061	Up to the amount equal to the permit fee, in addition to the permit fee.	12/2022
	Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee, whichever is less, shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of re-inspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.	701.062		
	Building Official: Plan Review fee	Minnesota Statute 326B.153 Subd. 2	65% of permit fee	6/2019
	Building Official: Plan Review fee for exact same plans	Minnesota Statute 326B.153 Subd. 5	25% of permit fee	12/2022
	Building Official: Additional plan review for changes, additions or revisions to plans		\$31.63 + \$63.25/hour after one half hour	6/2019
	Planner: Consult or review land use plans, Inspections or other services		\$100.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees	2/2024
	Engineer: Consult or review land use plans, inspect or other services		\$165.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees	2/2024
	Attorney: Consultations, reviews and analysis		actual costs, including administrative and overhead costs, and attorney review and analysis expenses	
	Other Professionals: Consultations, reviews and inspections		actual costs, including administrative and overhead costs, and consultant review and analysis expenses	
VACANT BUILDING FEES	Vacant building annual registration fee	407.03(k)	\$480.00 + City costs incurred for property maintenance	2/2024
LAW ENFORCEMENT FEES	Excessive Use of Law Enforcement - first incident	406.03(3)(b)	cost, with \$100.00 minimum	
	Excessive Use of Law Enforcement - second incident	406.03(3)(b)	cost, with \$200.00 minimum	

Excessive Use of Law Enforcement - after second incident	406.03(3)(b)	cost, with \$300.00 minimum	
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TREE FEES AND DEPOSITS	Diseased Tree Abatement fee	403.080(c)	\$50.00 + cost of abatement	12/2022
	Significant Tree Removal Replacement deposit	302.055(2)(d)(3)	amount necessary to cover the cost of replacement trees	
RIGHT OF WAY FEES	Refundable ROW Excavation Permit Deposit	301.055(2)	\$3,000.00	6/2023
	Obstruction Permit	208B.060(2)	\$200.00	6/2023
	Excavation Permit	208B.060(1)	\$200.00	6/2023
	Small Wireless Facility Permit	208B.060(3)	\$500 up to 5 sites, \$100 for each additional	6/2023
	Delay Fee Minimum	208A.090(3)	\$60 plus \$20 per day each day late over 3 days	6/2023
	Delay Fee, One Lane Blocked to Motor Vehicle Traffic	208A.090(3)	\$60 per day	6/2023
	Delay Fee, Fully Blocked to Motor Vehicle Traffic	208A.090(3)	\$100 per day	6/2023
	Refundable Right of Way Non-Excavation Damage Deposit	208A.100(6)	\$3,000.00	6/2023
REFUNDS	Permit, license or fee refund, if the applicant requests a refund within 15 days after payment, and the City has incurred no expenses to process the application.		50% of the fee	4/2018
ADDENDUM A: Notice to applicants applying for permits or using city consulting services	Past due permit expenses: Residents that have past-due permitting expenses may not apply for a new permit until prior permitting expenses are paid.	701		2/2024
	Expenses incurred prior to permit application: City fees incurred due to necessary engineering, inspection, or administrative review prior to permit submittal are the resident's responsibility. This also applies to fees incurred for permits that are cancelled, withdrawn or rejected.	701		2/2024
	Permit expenses post permit approval: Occasionally permit expenses arise after permit issuance. These expenses are billed separately and are the resident's responsibility.	701		2/2024
	Disputing expenses appeals process: If you wish to appeal an expense presented, you may refer to Birchwood City Code, section number 701 and follow the appeals process.	701		2/2024
FOOTNOTES	* Escrow for City Permitting costs is required. Unused portion is returned to applicant.			
	** State Surcharge is required			

RESOLUTION 2026-10

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA****APPROVING CONDITIONAL USE PERMIT
309 WILDWOOD**

At the regular meeting of the City Council of the City of Birchwood Village held on Tuesday, June 9, 2026, with the following members present: Mayor Arsenault and Council members, Sperl, Eisele, Hankins and Weier; the Birchwood Village City Council resolved:

WHEREAS, The City is has received an Application for a Conditional Use Permit for land-disturbance activity, and

WHEREAS, The City of Birchwood Village Planning Commission has reviewed the matter and sought input from neighbors by invitation/mailing of meeting notification, and

WHEREAS, The City of Birchwood Village Planning Commission has unanimously recommended that the City Council approve the Permit and with the conditions set forth from the City Planner and,

WHEREAS, The City of Birchwood Village City Council has reviewed the file, including the application and memo from staff and is prepared to make a decision on the Permit request and,

WHEREAS, The City of Birchwood Village adopts the following findings as made by its Planning Commission:

1. The proposal is consistent with the City's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. That the proposed action will not:
 - a. Impair an adequate supply of light and air to adjacent property,
 - b. Unreasonably diminish or impair established property values within the surrounding area,
 - c. In any other respect impair the public health, safety or welfare or the residents of the City.
 - d. Depreciate values in the area.
 - e. Over-burden neither the existing public services nor the capacity of the City to serve the area.
 - f. Alter traffic generation beyond the capabilities of the streets serving the site.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves a Conditional Use Permit for the property at 309 Wildwood Avenue as requested and recommended with the following conditions:

1. No construction shall commence prior to the City Engineer's approval of a grading and drainage plan submitted by the applicant.
2. No increase in impervious surface is allowed by this Conditional Use Permit.
3. Prior to construction, the property lines shall be staked to ensure that all construction is contained within the property boundaries.
4. Each CUP issued by the City shall be recorded with the County Recorder (Code Section 306.080.9).
5. A Conditional Use Permit shall become null and void one year after it was granted, unless made use of within the year, or a longer period of time if prescribed by the Council at the time the permit is issued (Code Section 306.090.2).
6. This CUP approved subject to the following conditions:
 - a. The Council may require posting of a bond or other guarantee to insure compliance with its conditions (Code Section 306.080.8).
 - b. All application materials, maps, drawings and descriptive information submitted with this application shall become part of the CUP.
 - c. Land alteration may not cause adverse impact upon abutting property.
7. No land disturbance activity shall be conducted until the applicant obtains all necessary approvals from the Department of Natural Resources, the Rice Creek Watershed District, the White Bear Lake Conservation District, and any Agency, Department or Government entity which has jurisdiction over the project.

Voting in Favor:

Voting Against:

Abstaining Vote:

Resolution duly seconded and passed this 9th June, 2026.

Jennifer Arsenault Mayor

Attest:

H. Alan Kantrud City Clerk



**MEETING OF THE PLANNING
COMMISSION**

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
June 3rd, 2026, @ 7 pm**

MEMBERS

Andy Sorenson, Chair
Ben Wikstrom, City Planner
Casey Muhm, Member
Michael McKenzie, Member
Michelle Maiers, Member
Mike Kraemer, Secretary
Jennifer Arsenault, Planning Liaison

CALL TO ORDER

ROLL CALL

APPROVE PRIOR MEETING MINUTES

OPEN PUBLIC FORUM

PRESENTATIONS FOR REVIEW OF PLANNING COMMITTEE

1. CUP-309 Wildwood Ave (memo attached and for review and approval) pgs. 1-10
 - A) Review memo
 - B) Discuss project and options
 - C) Recommend Approval with findings and conditions or Denial with findings
2. 315 Wildwood Ave-Concept Review (concept-review only) pgs. 11-18

ADJOURN

memo

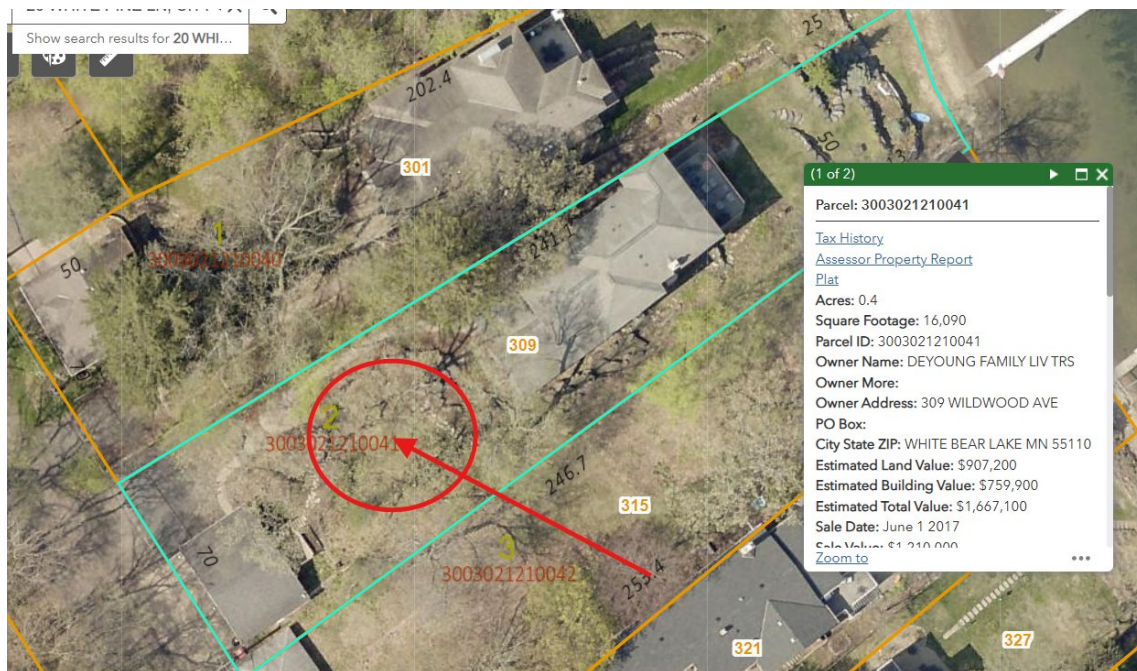
To: Birchwood Village Planning Commission
From: Ben Wikstrom, Planning Consultant
CC:
Date: June 3, 2026 Meeting
Re: Conditional Use Permit Application – **309 Wildwood Avenue**

Application and Background

Darren and Amy DeYoung have applied for a Conditional Use Permit to allow landscape work on their property at 309 Wildwood Avenue. Because of the area (volume) of land disturbance proposed, approval of a Conditional Use Permit is required.

A survey from 2002 is attached to this memo for reference, as are the plans for the project.

The aerial image below (from Washington County GIS) shows the property, with the proposed work area limits roughly depicted by the red circle.



Proposed Project

The project narrative has come in the form of emails between the City Engineer and the applicant. From those emails, a description of the proposed work:

I am helping Amy and Darren DeYoung at 309 Wildwood Drive update their landscape around the front yard (between the detached garage and the residence) where they had lost about 3 trees in recent years and are just looking to modify the landscape in that area in the absence of these trees and convert the landscape from full-shade to mostly sun in this area, and establish a useful front yard area for some family activities (area for dog and more leveled space to play bag toss and other activities with a more flattened area).

The work that would be done with the trees removed would entail dropping the grade about 12-18" on the East side of the front yard, grading that soil to the west and add some additional fill and topsoil to make a more gradually sloping yard that can be established with turf grass.

There would be right about 40 CY of soil added as the grades get blended across the front yard with the retaining wall adjusted and the deck stairs removed and re-set to the height toward the deck being raised about 12-18" after the grades are lowered on the Eastern half of the lot.

...In general, there will be less of a slope in this front yard area pitching to the detached garage, as we smoothen the front yard out and further grind down the stumps to remove the mounded areas where the trees had been removed.

I also have a Master Plan for this site that references the contour map from the GIS information on the site. The grading is going to all occur within a 2' contour interval from one end of this area to the other (closest to the house on the top of the terraces goes down in height about 12-18" while we raise the grade on the garage area 12-18" as you can build more soil along the garage foundation to smoothen it all out without the tress in this area).

Photos of the existing site, with notes:

Facing east, toward house/lake (existing conditions)



Facing west, toward garage/street



Facing south, toward 315 Wildwood vacant lot (panoramic view)



Facing east, toward house/lake



Conditional Use Permit – Pertinent Ordinance Language, Requirements, and Standards

301.070

CONDITIONAL USES.

Certain accessory uses permitted within the City have greater than usual chances to present safety hazards, impact on neighboring people and property, and nuisance situations. Because of these greater effects, the City requires these uses to be covered under Conditional Use Permits. Applications for Conditional Use Permits must comply with all provisions of Section 306. **CONDITIONAL USE PERMITS.**

1. A Conditional Use Permit shall be required for the following projects:

b. Any land disturbance activity where such work involves an area greater than four hundred (400) square feet and/or more than fifty (50) cubic yards in volume. See Note at end of Section 301.070.

306.020.

CONDITIONAL USE REQUIREMENTS AND STANDARDS.

Applications for Conditional Uses must include Required Information and demonstrate that the Requirements and Standards for each Conditional Use will be met. See Section 301.070 for uses requiring Conditional Use Permits.

306.030.

CONDITIONAL USE PERMIT FOR LAND DISTURBANCE ACTIVITY.

1. Purpose. The purpose of Section 306.030 is to control or eliminate storm water runoff, soil erosion, and sedimentation in the City and adjacent jurisdictions.

2. No permit for any land disturbance activity shall be granted until the applicant obtains all necessary approvals from the Department of Natural Resources, the Rice Creek Watershed District, the White Bear Lake Conservation District, and any Agency, Department or Government entity which has jurisdiction over the project.

3. Required Information in Application for Land Disturbance Activity

a. Plans: Existing, Construction, and Final Site Plans must include detail on how the applicant intends to control and minimize erosion and storm water runoff and to follow Section 302.050 IMPERVIOUS SURFACES and Section 302.055 LAND DISTURBANCE ACTIVITY STANDARDS. A combination of successive Best Management Practices may be used to achieve the standards and requirements.

Existing Site Plan: A map of existing site conditions showing the site and immediately adjacent areas, including:

1. The name and address of the applicant, date and scale of drawings, and number of sheets.

2. Location of the tract on map of the City of Birchwood Village.

3. Existing topography with a contour interval appropriate to the topography of the land, but in no case having a contour interval greater than two (2) feet. Include designation of areas that have the potential for serious erosion problems, e.g. slope of greater than twelve (12) percent.

4. A delineation of all streams, public waters, and wetlands located on and immediately adjacent to the site and any classification given to the water bodies by the Minnesota

Department of Natural Resources, The Minnesota Pollution Control Agency, and/or the U.S. Army Corps of Engineers.

5. Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site with delineation of the direction rate at which storm water is conveyed from the site and identification of the receiving streams, public waters, wetland, and/or on-site locations.
6. A description of the soils of the site, including a map indicating soil types of the areas to be disturbed.
7. Location of existing vegetative cover.
8. Locations of highest known water levels of adjoining lakes, ponds, and wetlands.
9. Location and size of existing structures. Site Construction Plan.

A site construction plan including:

1. Locations, dimensions, and volumes of all proposed land disturbance activities including any vegetation proposed for removal.
2. Locations and dimensions of all temporary soil and construction material stockpiles.
3. Locations and dimensions of all construction site erosion control and permanent stabilization measures to meet City and State Codes both during and after the construction process.
4. Schedule of anticipated starting and ending dates of each land disturbance activity and construction site erosion control, storm water runoff control, and inspection and maintenance activity.

Plan of Final Site Conditions. A plan of final site conditions at the same scale as the existing site map showing the site changes including:

1. Finished grading shown at same contour interval as provided above to clearly indicate proposed changes, pre-existing topography, and final conditions.
2. A landscape plan including dimensions, locations, type, and description of all proposed landscape materials which will be on the site.
3. A drainage plan of the developed site including final storm water drainage systems and natural drainage patterns on and immediately adjacent to the site with delineation of the direction in which storm water is conveyed from the site.
4. The proposed size, alignment, and intended uses of all structures to be on the site.
5. Location and sizes of all areas which will be paved or covered with other impervious material including a description of the materials used.
6. Location of any fill or excavation on slopes greater than twelve (12) percent for review for permanent slope stability.
7. Any other information which would help the City in reviewing the plan.

b. Demonstration that the work will not adversely affect the water or wildlife of lakes, ponds, or wetlands into which water from the altered land will drain, or adversely affect adjacent parcels of land.

c. Exception: The Building Official may waive the submission of construction documents and other data if the nature of the work applied for is such that reviewing of this information is not necessary to obtain compliance with the code.

Staff Comments

The proposed work is relatively minor in scope and impact, especially considering its location away from the lake and between the house and garage. The applicant has provided calculations to City staff showing that the impervious surface on the property will not increase, and a condition of approval states that no increase is allowed with this project (additional impervious would require further review and approval).

The City Engineer has worked closely with the applicant to ensure that the drainage on the site will not change with the altered contours, and the contractor is working on a revised grading plan to address the Engineer's concerns about the original plan. A condition of approval recommended by staff is that no construction may commence until the grading plan has been approved by the City Engineer.

The application narrative above outlines the scope of the work, which is within the requirements of the ordinance.

Staff Recommendation

As with any conditional use permit, general findings are laid out based on ordinance requirements. The ordinance criteria for CUPs are as follows:

1. The proposal is consistent with the City's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. That the proposed action will not:
 - a. Impair an adequate supply of light and air to adjacent property,
 - b. Unreasonably diminish or impair established property values within the surrounding area,
 - c. In any other respect impair the public health, safety or welfare or the residents of the City.
 - d. Depreciate values in the area.
 - e. Over-burden neither the existing public services nor the capacity of the City to serve the area.
 - f. Alter traffic generation beyond the capabilities of the streets serving the site.

The project meets all of the applicable criteria. Based on the plans and detail provided and pending approval of the grading plan by the City Engineer, staff recommends approval of the Conditional Use Permit for 309 Wildwood Avenue, with the conditions listed below.

Recommended Conditions

1. No construction shall commence prior to the City Engineer's approval of a grading and drainage plan submitted by the applicant.
2. No increase in impervious surface is allowed by this Conditional Use Permit.
3. Prior to construction, the property lines shall be staked to ensure that all construction is contained within the property boundaries.
4. Each CUP issued by the City shall be recorded with the County Recorder (Code Section 306.080.9).
5. A Conditional Use Permit shall become null and void one year after it was granted, unless made use of within the year, or a longer period of time if prescribed by the Council at the time the permit is issued (Code Section 306.090.2).

6. If approved, the CUP is subject to the following conditions:
 - a. The Council may require posting of a bond or other guarantee to insure compliance with its conditions (Code Section 306.080.8).
 - b. All application materials, maps, drawings and descriptive information submitted with this application shall become part of the CUP.
 - c. Land alteration may not cause adverse impact upon abutting property.
7. No permit for any land disturbance activity shall be granted until the applicant obtains all necessary approvals from the Department of Natural Resources, the Rice Creek Watershed District, the White Bear Lake Conservation District, and any Agency, Department or Government entity which has jurisdiction over the project.
8. Any other conditions as required by the City Engineer or City Council.

Email from City Engineer to Applicant (05-28-26):

Darren,

Just to recap our phone call conversation from yesterday. We just need a grading plan (also known in the CUP section as a final site conditions). With tomorrow's site visit, I was going to note an issue with sending water between the two garages and make a recommendation of hiring a surveyor or landscaper to finish this out. The landscaping plan does not show an existing retaining wall between your garage and the 315's property. That causes problems with the concept you submitted to send water that way. It will be difficult to manage drainage between the two garages being so close together. Additionally, the distance between your garage and property line is different from the landscaping plan (landscaping plan shows 5.5') and the survey you got from city hall (survey shows 3.2'). Drainage will have to go to the other side of the garage (similar to how it does now just more flat). The city will require the property line be staked out with the wall construction being close to the property line (for verification that the work stays within your property). Ideally, do not touch any impervious (if that has not been mentioned from past conversations) because that will cause a review of that also, which we don't want.

As for the PC meeting next week, Ben's report will recommend to approve conditionally pending my approval of the final site plan. This way, we can get past the public comment period. After that, it will mainly just be my time spent reviewing and a final site visit once construction is complete.

Thanks,

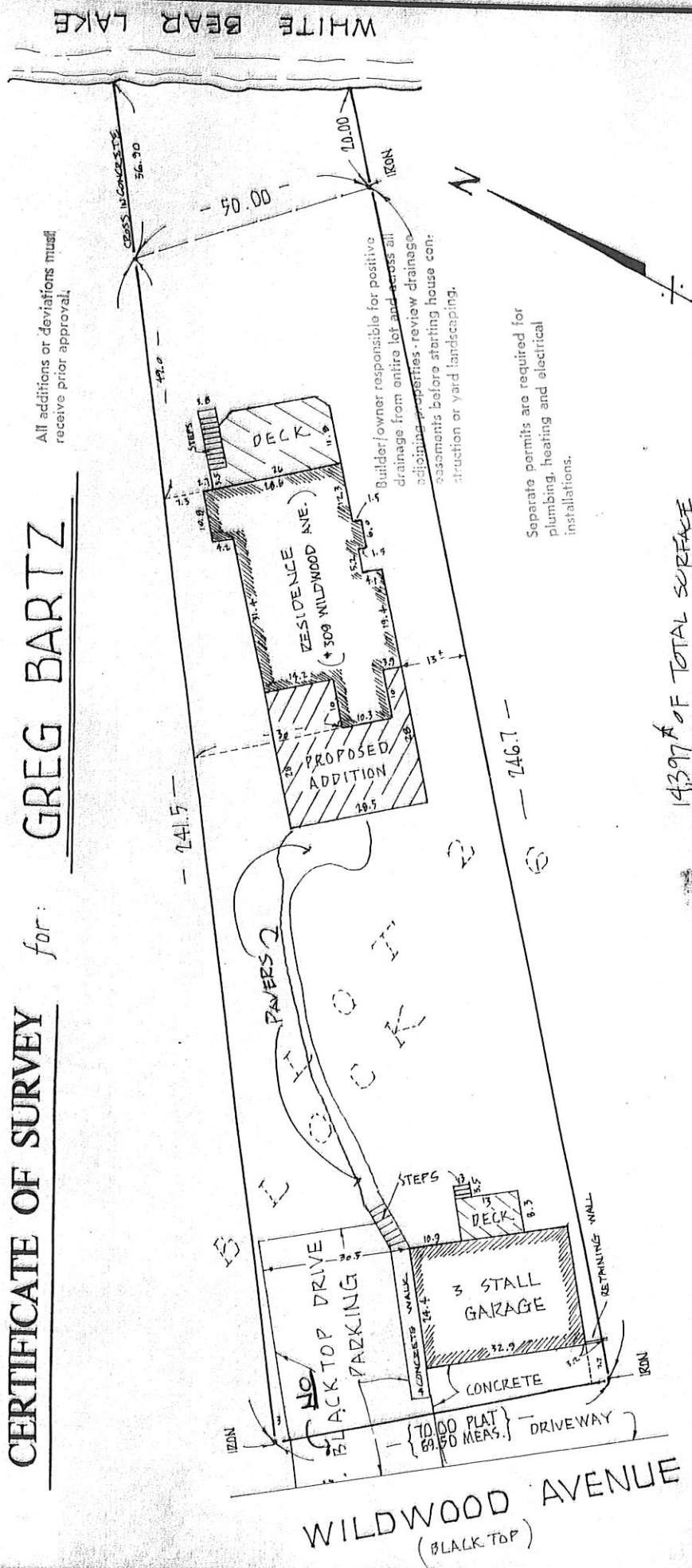
Marcus Johnson, PE (MN)
Municipal Project Engineer | Associate
Bolton & Menk, Inc.

CERTIFICATE OF SURVEY

for:

GREG BARTZ

All additions or deviations must receive prior approval.



PROVIDE
EROSION
CONTROL

$$\text{SCALE} = \frac{1''}{20'}$$

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

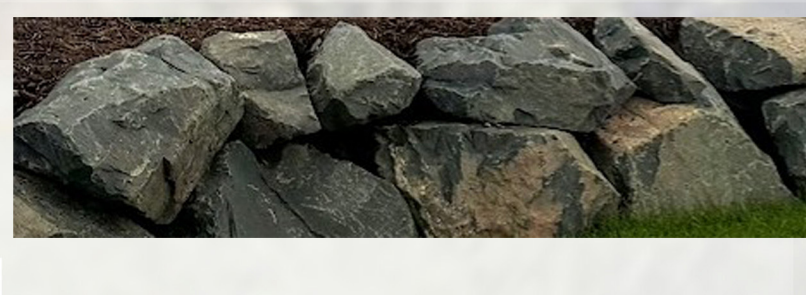
Dated this 27th day of AUGUST 2002

By: Christine E. Carlson
Surveyor, Minnesota License No. 6122

CHAR-MAR CORPORATION
(651) 704-0823
(651) 426-8750
(612) 237-3811
(612) 237-3812

DESCRIPTION:

LOT 2, BLOCK 6,
LAKEWOOD PARK 1ST
ADDITION



LANDSCAPE DESIGNSTUDIOS .COM

DAVE SONKA MNLA CP
DESIGNER / OWNER
651-239-6460
dave@landscapestudios.com
2482 Mayfair Avenue
White Bear Lake, MN 55110
Design is our passion.
Service is our solution.



Pro-Trade PTH2 L-Shaped Path Light No Lamp

Brand: Pro-Trade

SKU: PT-PTH2-BZ-NL

Price: \$129.04 \$96.76

Product Inventory

Minnesota 4
Florida 29
NW Regional 2
Distribution Center 33

Finish: Light Aluminum Bronze - PT-PTH2-BZ-NL

In Stock (33)

Quantity: 1

Add to cart

Heavy-duty brass construction
Easy installation
Requires low maintenance

SiteOne LANDSCAPE SUPPLY

Agromatic Maintenance Irrigation Landscape Supply Lighting Nursery Tools, Equipment & Safety

LANDSCAPE MATERIALS SUPPLY UPDATE: Learn More

HOME / ALL PRODUCTS / LIGHTING / FIXTURES / ACCOUNT SIGN IN

PRO-TRADE - PFTL1-BL-AL

Pro-Trade PTH1 Flood Light Aluminum Housing Black Finish No Lamp

Price: \$129.04 \$96.76

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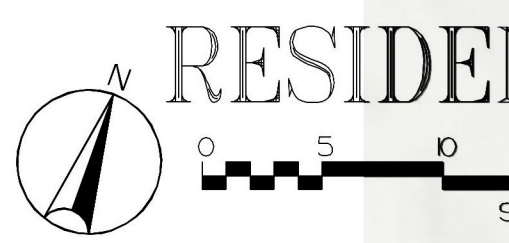
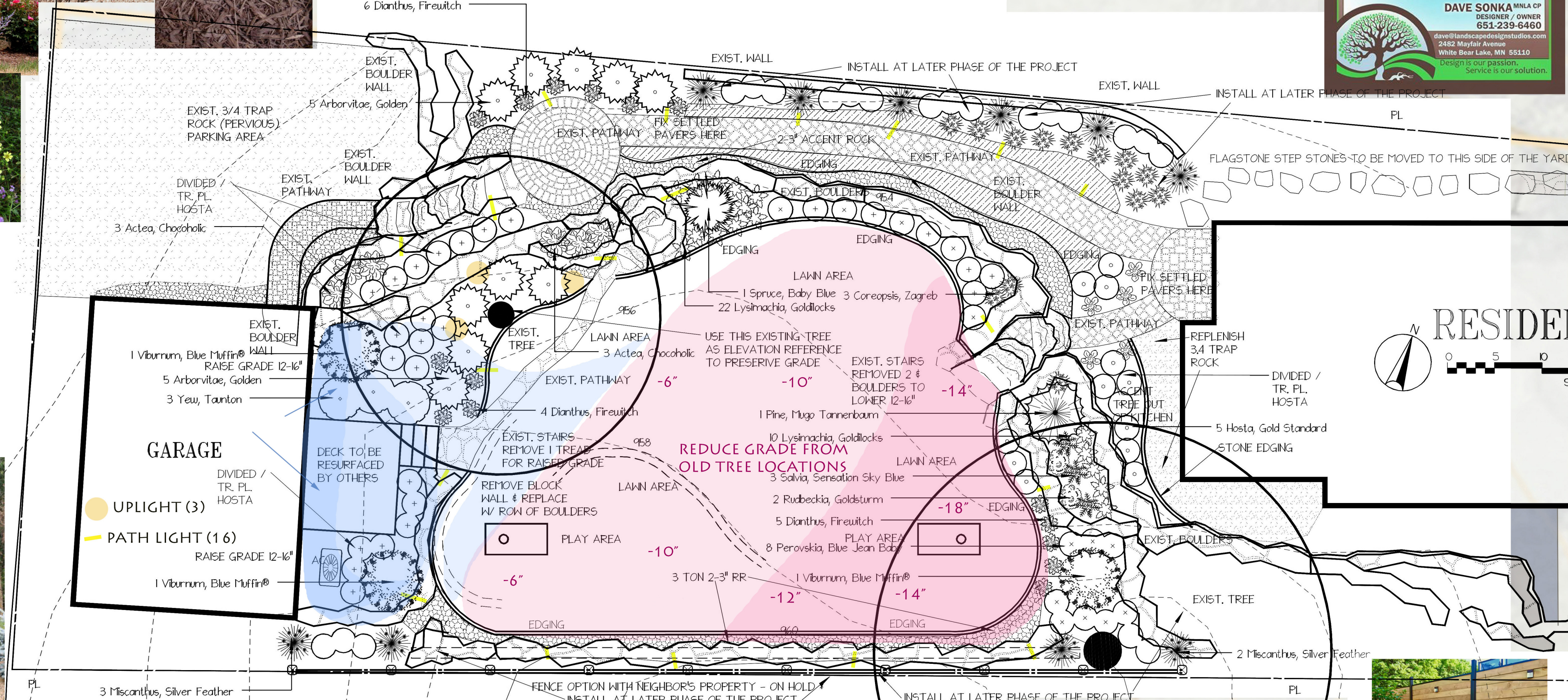
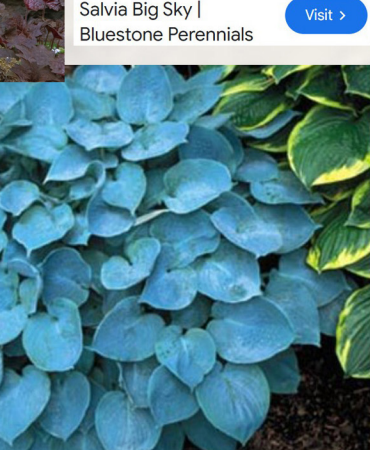
Quantity: 1

Add to cart

Heavy-duty brass construction
Easy installation
Requires low maintenance

UPPER PORTION OF THE YARD -- PLANT LIST		
Qty	Common Name	Size/Condition
Other Plants		
6	Actea, Chocoholic	#1 Cont.
1	Birch, Whitespire	2.5" B&B
16	Calamagrostis brachytricha	#1 Cont.
14	Chamaecyparis, Kings Gold	#7 Cont.
1	Coreopsis, Zagreb	#1 Cont.
15	Dianthus, Firewitch	#1 Cont.
5	Heuchera, Forever Purple	#1 Cont.
5	Hosta, Gold Standard	#1 Cont.
6	Hosta, Hadsen Blue	#1 Cont.
32	Lysimachia, Goldlocks	4" Cont.
5	Miscanthus, Silver Feather	#1 Cont.
27	Nepeta, Purrsian Blue	#1 Cont.
23	Perovskia, Blue Jean Baby	#1 Cont.
1	Pine, Mug Tannenbaum	5' B&B
1	Spruce, Baby Blue	5' B&B
2	Rudbeckia, Goldsturm	#1 Cont.
3	Salvia, Sensation Sky Blue	#1 Cont.
3	Yew, Taunton	#7 Cont.
5	Arboretale, Golden	#5 Cont.
5	Viburnum, Blue Muffin	#10 Cont.

LOWER PORTION OF THE YARD -- PLANT LIST		
Qty	Common Name	Size/Condition
Other Plants		
3	Coreopsis, Zagreb	#1 Cont.
1	Dianthus, Firewitch	#1 Cont.
1	Geranium, Rozanne	#1 Cont.
1	Heuchera, Forever Purple	#1 Cont.
1	Hosta, Gold Standard	#1 Cont.
1	Hosta, Hadsen Blue	#1 Cont.
1	Lysimachia, Goldlocks	4" Cont.
1	Miscanthus, Silver Feather	#1 Cont.
1	Nepeta, Purrsian Blue	#1 Cont.
1	Perovskia, Blue Jean Baby	#1 Cont.
1	Pine, Mug Tannenbaum	5' B&B
1	Spruce, Baby Blue	5' B&B
1	Rudbeckia, Goldsturm	#1 Cont.
1	Salvia, Sensation Sky Blue	#1 Cont.
1	Yew, Taunton	#7 Cont.
1	Arboretale, Golden	#5 Cont.
1	Viburnum, Blue Muffin	#10 Cont.



DEYOUNG RESIDENCE
FRONT YARD RENOVATION
LANDSCAPE PLAN CONCEPT -
DRAFT FOR REVIEW
VERS. 5-17-2026 - PLANTING PLAN
309 WILDWOOD DR.,
BIRCHWOOD VILLAGE, MN 55110

memo

To: Birchwood Village Planning Commission
 Alan Kantrud, City Administrator

From: Ben Wikstrom, Planning Consultant

CC:

Date: June 3, 2026 Meeting

Re: Concept Plan Review – 315 Wildwood Avenue Building Height Variance

Jeff Welle of Divine Custom Homes, on behalf of property owners Joe and Andrea Holka, is requesting feedback from the Planning Commission regarding a potential variance application. The proposed project is construction of a single-family home at 315 Wildwood Avenue, and the variance would be for the maximum height of the structure.

The ordinance allows a maximum height of 35' from the lowest grade to the highest point of the structure, as excerpted here:

302.045 4. Tallest Point Limitation

Regardless of the structure height limitations for principal structures specified in section 302.045 subsection 2 above, the vertical distance from the lowest level of where grade meets a structure to tallest point of that structure shall not exceed 35 feet.

Mr. Welle has submitted elevations for the house, as well as an updated survey showing existing and proposed conditions. Things to keep in mind as you review the plans and the survey:

- The maximum height of the structure is 39.0'. The highest roof is set back 6' further from the lake than the forward-most portion of the house, which appears to be near the 35-foot maximum.
- The proposed house is significantly behind the required setback from the Ordinary High Water Line; the closest point of the house is 93.9' from the OHWL, while a proposed deck is 83.4' from the line. The ordinance requires a 50-foot setback from the OHWL.
- The proposed house is roughly in line with the setbacks of the adjacent homes (see survey); the existing home at 309 Wildwood Avenue is closer to the lake, while 321 Wildwood Avenue is further from the lake than this proposed house; a line between those two immediate neighbors would be the approximate building line of the house at 315 Wildwood Avenue.
- The existing grades/contours are shown on the survey, and are the basis for the practical difficulty on the property.

- Mr. Welle will describe the type of construction, the ceiling heights, joist design, etc. at the meeting.
- Other items that will be considered from the survey and proposed construction are as follows:
 - The proposed impervious surface on the property is below 30% but above 25%, which will require mitigation by means approved by the City Engineer.
 - The proposed retaining walls on the site include walls higher than 4' leading to the garage; retaining walls that are "part of a building" may be higher than 4' (would still require engineering) without the need for a variance. Staff will work with the applicant to determine the design and the appropriate entitlements.
 - The proposed deck must maintain the required side-yard setback of 10'; the conceptual design shows the corner of the house to be 10.0' and the deck to be slightly closer to the angled lot line.
 - The survey will be studied in further detail when the house design is finalized.

No action from the commission is required at this meeting after concept plan review. The purpose of the review is to provide feedback to the applicant regarding the potential variance. Mr. Welle will be present at the meeting, as may be the property owners.

The elevations and floor plans, as well as the survey, are attached to this memo.

~for~ DIVINE CUSTOM HOMES
~of~ 315 WILDWOOD AVE
BIRCHWOOD, MN

- Field survey was completed by E.G. Rud and Sons, Inc. on 01-29-26.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 30-030-21-21-0042.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters.



- | | |
|---|---|
|  | DENOTES IRON MONUMENT FOUND |
|  | DENOTES IRON MONUMENT SET |
|  | DENOTES PROPOSED ELEVATION |
|  | DENOTES EXISTING ELEVATION |
|  | DENOTES DIRECTION OF DRAINAGE |
|  | DENOTES WOOD HUB/METAL SPIKE AT 11 FOOT OFFSET (UNLESS OTHERWISE NOTED) |
|  | DENOTES POWER POLE |
|  | DENOTES RETAINING WALL |
|  | DENOTES EXISTING CONTOURS |
|  | DENOTES PROPOSED RETAINING WALL |
|  | DENOTES PROPOSED CONTOURS |
|  | DENOTES OVERHEAD UTILITY |
|  | DENOTES BITUMINOUS SURFACE |
|  | DENOTES CONCRETE SURFACE |

- * BUILDER TO VERIFY HOUSE DIMENSIONS, SEWER DEPTH AND FOUNDATION DEPTH.
- * DRIVEWAYS ARE SHOWN FOR GRAPHIC PURPOSES ONLY. FINAL DRIVEWAY DESIGN AND LOCATION TO BE DETERMINED BY CONTRACTOR.
- * FINISHED GRADE ADJACENT TO HOME SHALL BE 0.5 FEET BELOW TOP OF BLOCK EXCEPT AT DRIVEWAY AND PATIO.


 350.26 DENOTES ELEVATION
 06/20/2 DENOTES TREE QUANTITY
 2 DENOTES TREE SIZE IN INCHES
 2 DENOTES TREE TYPE


 DENOTES TREE TO BE REMOVED

(PERVIOUS PAVER PATIO NOT INCLUDED IN CALCS.)



JASON E. RUD

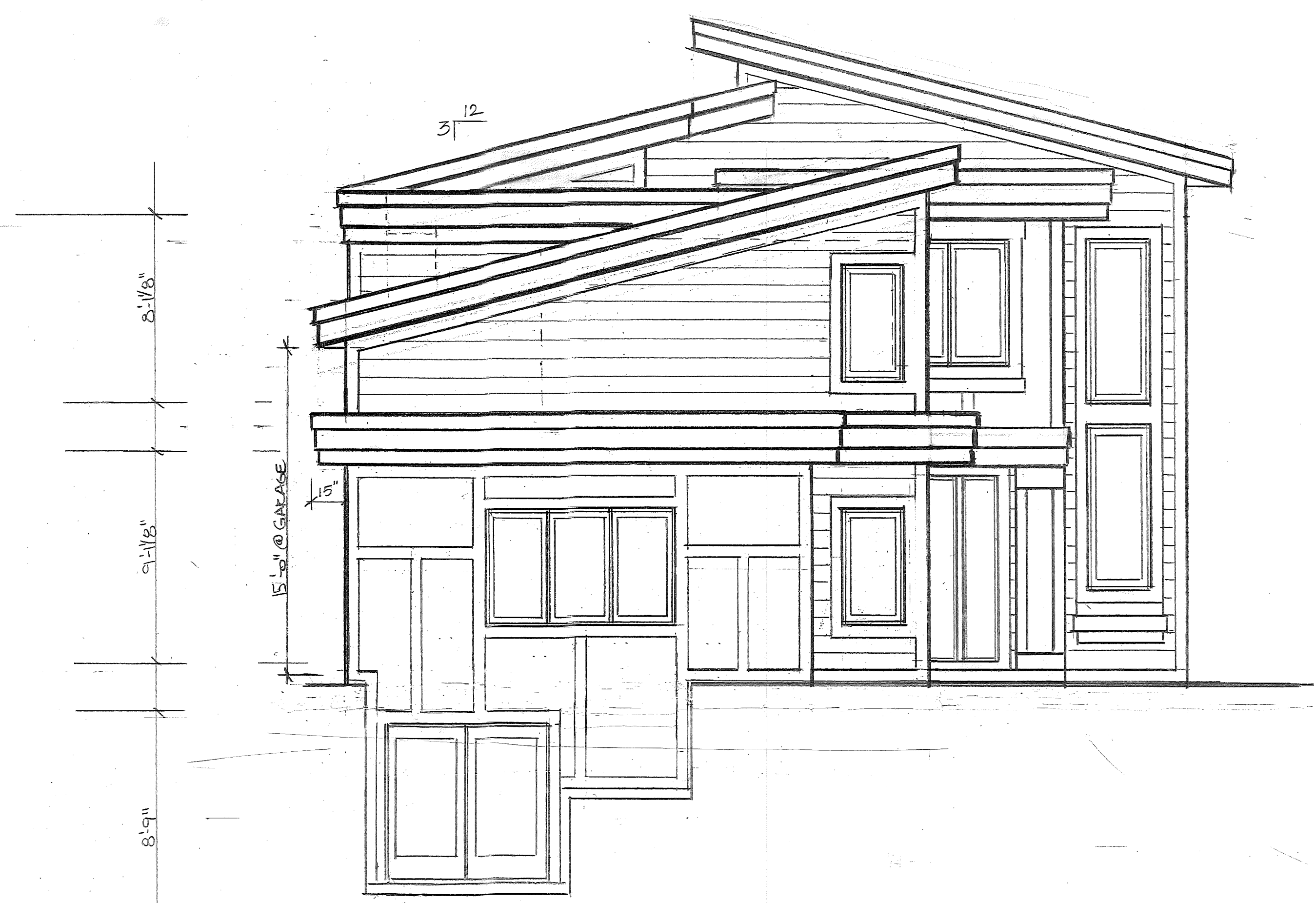
Date: 5/5/2026 License No. 41578

DRAWN BY: RAF		JOB NO: 260059HS	DATE: 02-12-26
CHECK BY: JER		FIELD CREW: DT/CT	
1	04-21-26	NEW HOUSE PLAN	RAF
2	05-05-26	UPDATE IMPERVIOUS CALCS.	RAF
3.			
NO.	DATE	DESCRIPTION	BY

14	45
REVISIONS	BY



REAR ELEVATION
(FROM LAKE) 1/4"=1'-0"



FRONT ELEVATION
(FROM ROAD)

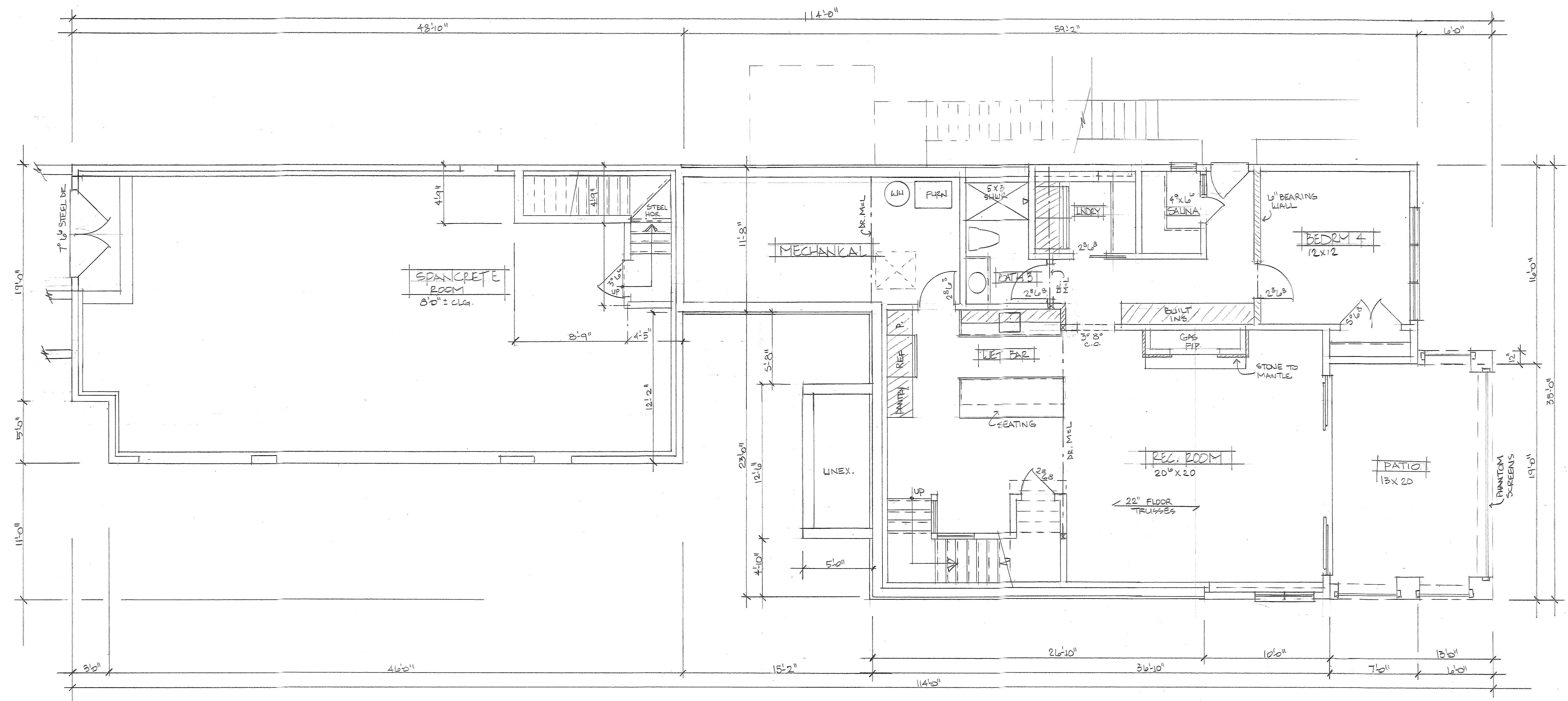
Date	1-23-26
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Of	Sheets 4

JOE & ANDREA HOLKA

REVISIONS	NO.	BY

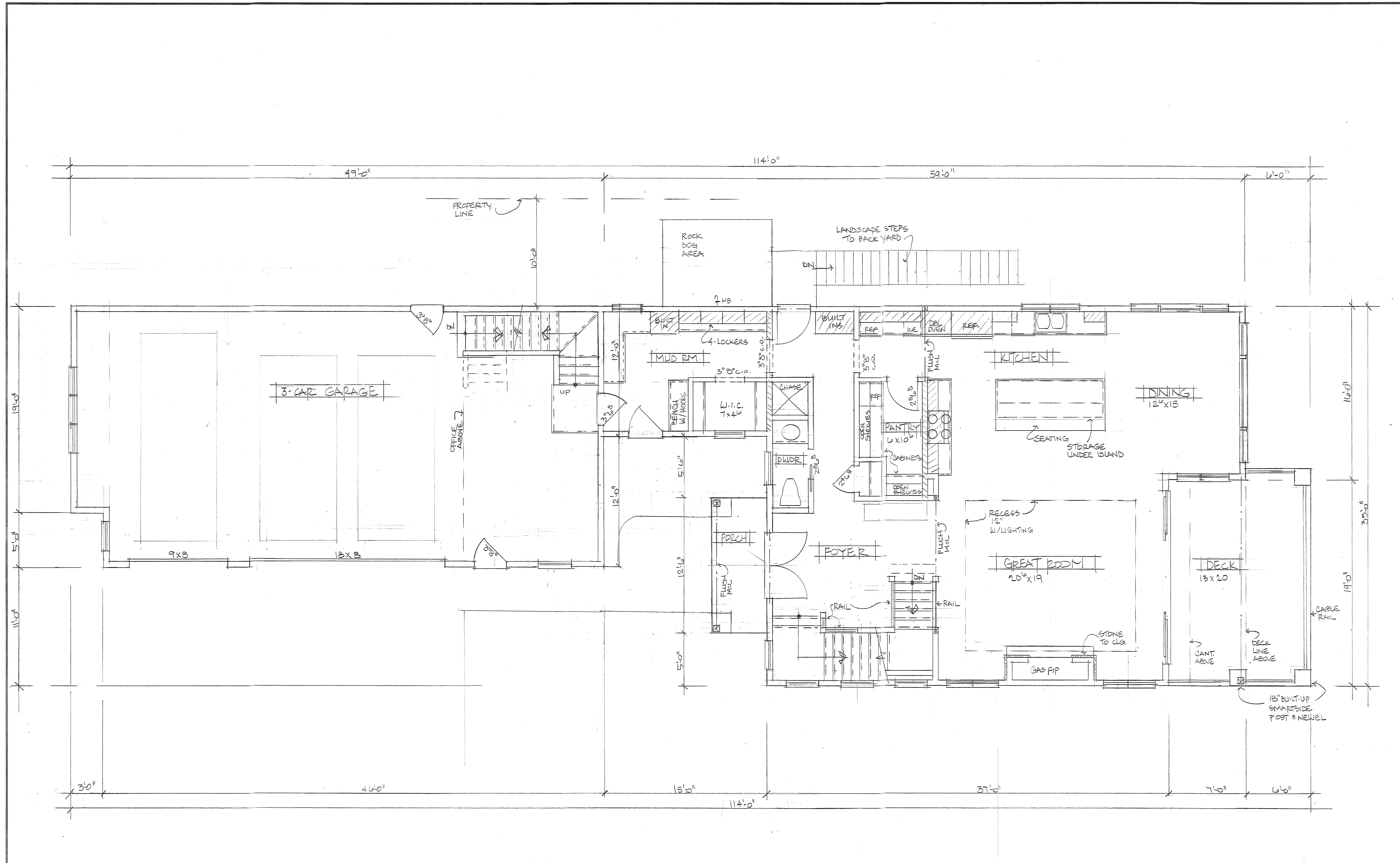
JOE & ANDREA HOLKA

Date	1-23-26
Scale	1/4"=1'-0"
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Sheet	
Of 2	Sheets 4



LOWER LEVEL PLAN
 9'-0" FDN. WALLS
 1350 SQ. FT.
 1/4"=1'-0"

REVISIONS	BY



MAIN FLOOR PLAN
 1593 SQ. FT. (4636 SQ. FT. TOTAL) 1/4"=1'-0"
 9-11/8" CLGS.

JOE & ANDREA HOLVA

Date	4-7-26
Scale	1/4"=1'-0"
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Job	
Sheet	
Of 3	Sheets 4

REVISIONS	BY

JOE + ANDREA HOLKA

Date 1-23-26

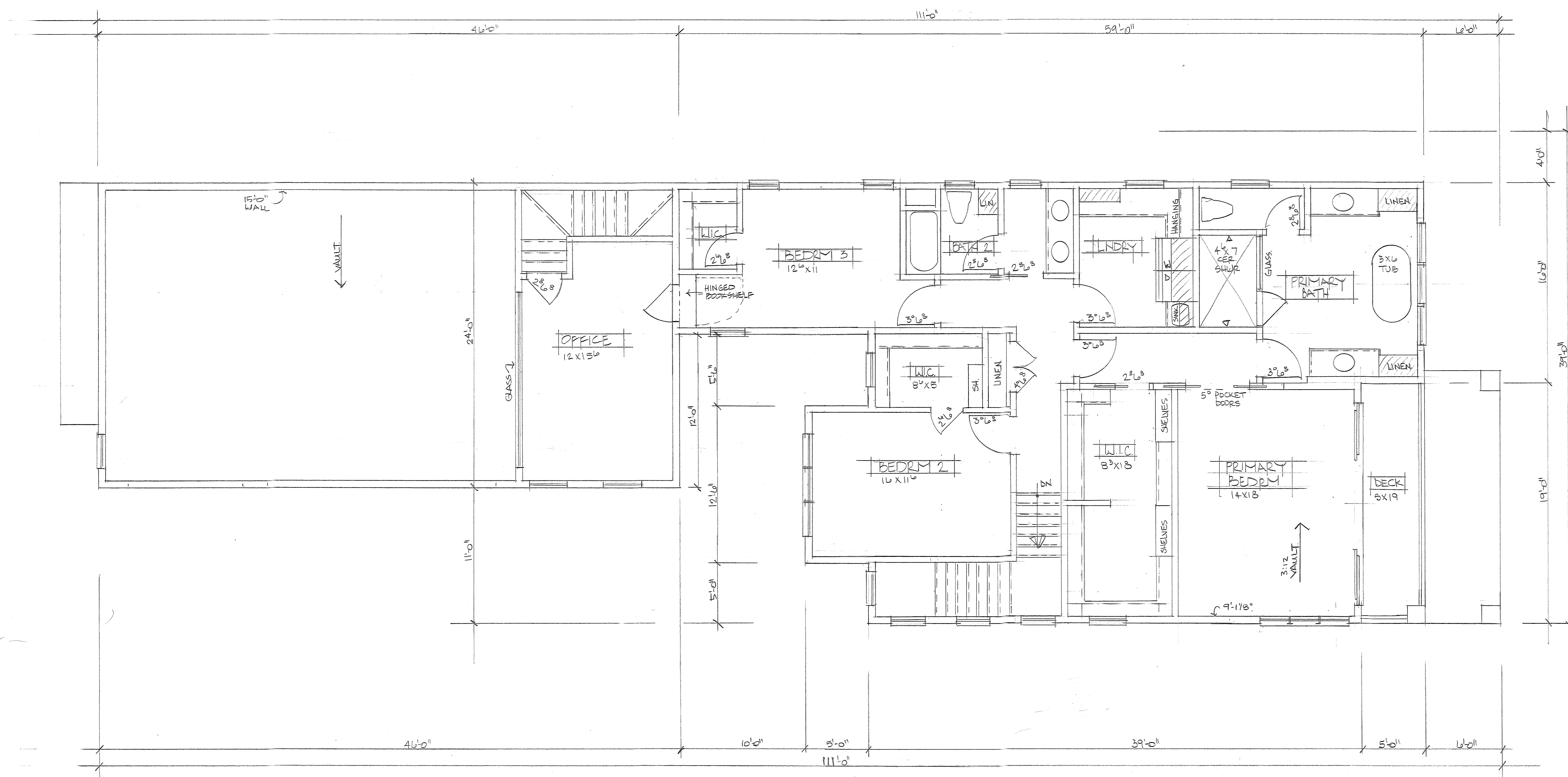
Scale 1/4"=1'-0"

Drawn TS

Job

Sheet

Of 4 Sheets 4



MEETING MINUTES (Draft)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 6/3/2026

Submitted by Michael Kraemer – secretary

COMMISSIONERS PRESENT: – Andy Sorenson - Chairman, Michael Kraemer, Casey Muhm, Michael McKenzie

COMMISSIONERS ABSENT: Michelle Maiers-Atakpu

OTHERS PRESENT: City Mayor – Jennifer Arsenant, Ben Wikstrom – City Planner, Marcus Johnson – City Engineer, Jeff Welle – Divine Custom Homes, Joe Holka (319 Wildwood Ave), Darren DeYoung (309 Wildwood Ave),

1. CALL TO ORDER: Chairman - Sorenson called meeting to order at 7:00 PM.
2. PUBLIC FORUM
 - a. None
3. REGULAR AGENDA
 - a. Item 1 – CUP 309 Wildwood Ave.
 - i. Introduction of CUP Permit application by City Planner
 - ii. Discuss project and options
 1. City Engineer Johnson indicated that the site layout he had requested was submitted and reviewed.
 - iii. At 7:09 PM Chairman Sorenson opened the meeting to public hearing on the proposed CUP application and invited anyone present who wanted to speak to the topic. With no requests to speak the public hearing on the application was closed at 7:11 PM.
 - iv. Recommend Approval with Findings and Conditions or Denial with findings.
 1. Advisory Motion by Kraemer, 2nd by Muhm: The City Council consider granting the CUP **with conditions as identified in the City Planners report.** Advisory vote: Yes – 4, No – 0.
 - i. **Conditions:** Planning Commission recommendation of approval of the variance is contingent on compliance with the conditions as presented in City Planner’s report.
 - b. Item 2 – 315 Wildwood Ave Concept Plan Review
 - i. City Planner Wikstrom introduced the proposed concept building and site plans as presented by the applicant.
 - ii. Discussion

1. The Planning Commission discussion acknowledged City Planner's recommendation for compliance with all City Codes including but not limited to setbacks, retaining wall design, site grading, "Legacy" tree replacement, impervious surface thresholds, etc.
2. The primary point of consideration and discussion was the viability of the structure's concept design meeting the City Code 35' maximum building height threshold.
 - a. On this point Planning Commission discussion acknowledged the following:
 - i.* The pre-existing Lot is long and narrow with challenging topography changes across the site.
 - ii.* This lot's topography creates unique site development challenges. (I.e. The lot has a high elevation in the center one-third of the lot and then severely drops in elevation in both the front (street side) and back (lake side) yards.)
 - iii.* Despite design efforts identified in the concept plans using flatter roof slopes, minimal ceiling heights on each floor, minimal truss depths, and cascading roof lines to mimic the site topography, the severe elevation changes in the lot tends to expose the front (38') and back (39) ends of the house structure, exceeding the City Code max height (35).
 - iv.* The "average" exposed structure height is anticipated to be within the City Code height threshold of 30'.

ADJOURN 8:46 PM

- c. Motion by Muhm, 2nd by Mc Kenzie to adjourn meeting. Vote: Yes - 5, No – 0.
Motion passed.



Sir Lines-A-Lot is an Equal Opportunity Employer

PROPOSAL

To:	City Of Birchwood Village	Contact:	
Address:	207 Birchwood Ave. Birchwood, MN 55110	Phone:	
		Email:	
Project Name:	Birchwood Village 2026 Striping	Bid Number:	H26-0723
Project Location:	Birchwood Village, MN	Bid Date:	5/6/2026

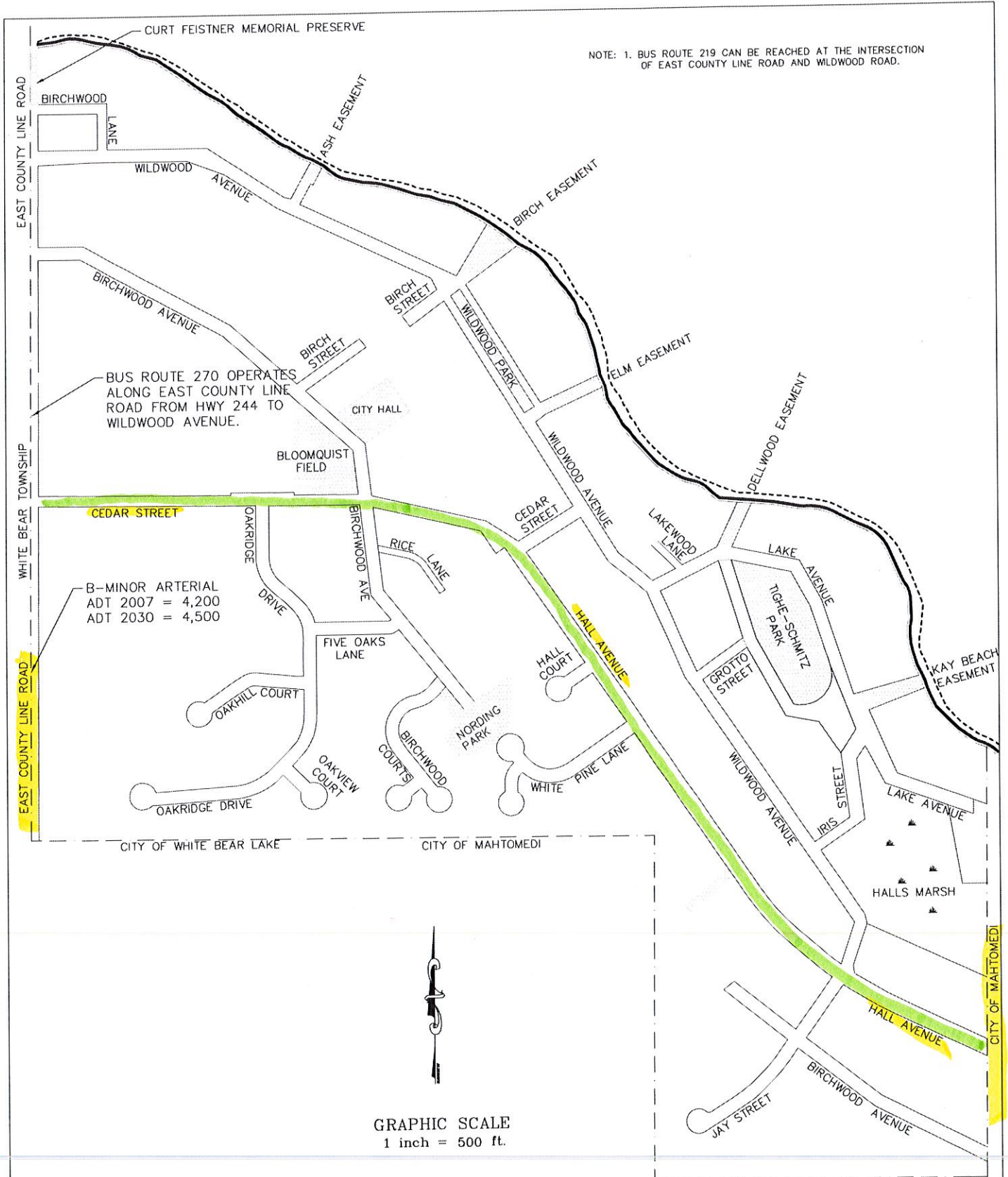
Item #	Item Description	Estimated	Unit	Unit Price	Total Price
A. Base Bid					
1	MOBILIZATION	1.00	LS	\$1,500.00	\$1,500.00
2	4" DOUBLE SOLID LINE PAINT	4,680.00	LF	\$0.40	\$1,872.00
Total Price for above A. Base Bid Items:					\$3,372.00
B. Alternate (Optional Add-On)					
3	4" SOLID LINE PAINT	9,360.00	LF	\$0.20	\$1,872.00
Total Price for above B. Alternate (Optional Add-On) Items:					\$1,872.00

Total Bid Price: \$5,244.00

Notes:

- 1. This quote includes **ONE** mobilization to complete the entire project. Additional, if requested, are **\$950.00** each.
- 2. Does not include any interim or temporary pavement markings. Interim markings are NOT incidental to this quote. No installation or removal of temporary tape or TRPM's.
- 3. Does not include any signage, brooming, late season markings, parking stall/trail striping, or pavement marking removals.
- 4. Owner/engineer must be on site to assist and approve layout of all new pavement markings.
- 5. If awarded, the prime contractor must include the terms & conditions of this proposal within the contract.
- 6. Sir Lines-A-Lot requires a minimum of 5 business days notice to schedule our work and must receive up-to-date plans prior to scheduling.
- 7. This quote is valid for up to 60 Days after Bid Date. Must receive signed quote or contract within this timeframe.
- 8. All pavement markings are quoted as surface applied PAINT only. Not ground in or wet reflective.
- 9. Final quantities will be invoiced.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Sir-Lines-A-Lot Authorized Signature: _____ Estimator: TJ Phillips (612) 434-0090 tj.phillips@linesalot.com
---	--



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

RE: Estimate for Birchwood Village by Monday

From randy bdstriping.com <randy@bdstriping.com>

Date Mon 6/8/2026 6:08 AM

To Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>

Therese,

Please accept this email as our proposal to stripe the area outlined and specified on your attachment for \$4,250. We only use high grade, high wear traffic paints. We will take care of any traffic control that may be necessary during the process and will coordinate the actual work with you to make sure we do not interfere with any other activity.

Payment will be due 30 days from the date of the invoice.

I will be out on a job all day today but feel free to call me and I will answer any questions.

Thank you!

Randy Schwake

B&D Striping, LLC

P.O. Box 2453

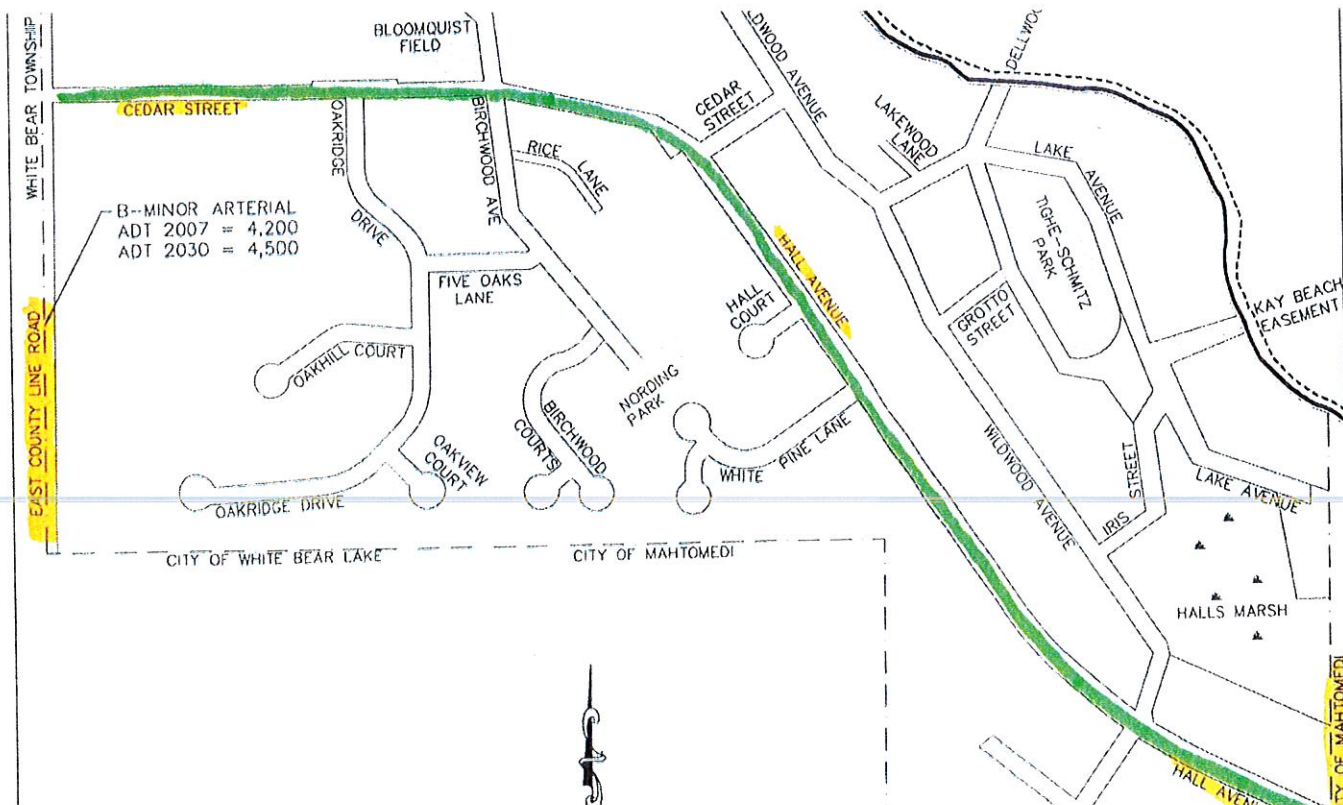
Inver Grove Hts, MN 55076

P: 651.340.4970

C: 651.269.8965

randy@bdstriping.com

4680 LF - 4" yellow/center Double
9360 LF - 4" white/Outside Line





REGULAR MEETING OF CITY COUNCIL

**City of Birchwood Village
Washington County, MN**

May 12th, 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 Mayor Arsenault called the meeting to order at 6:45 p.m.

ROLL CALL All present

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

Mayor Arsenault opened the public forum.

Barton Winter spoke regarding desired Tighe-Schmitz rink improvements including leveling the rink and tree removal.

APPROVAL of AGENDA

On a motion made by Councilmember Weier, seconded by Councilmember Sperl the agenda was approved as amended, including the addition of City Business Item No. 6, which was not previously included on the agenda. All in favor. Motion carried.

AGENDA (Amended)

CITY BUSINESS

1. Planning and Zoning RFP interviews

The RFP respondents were told that they will have 20 minute 'interviews' and that the Counsel will be expecting responses to the questions previously-provided and any follow-up questions you may have. The Order below was communicated in advance to each.

- a. Scott Saehr (Saehr Consulting)
- b. Elwyn Tinklenberg and Diane Kraft Miller (The Falls Agency)
- c. Ben Wikstom

* Denotes item that supporting documentation will be provided

RFP respondents were asked the same series of 5 questions as well as questions from council members and provided responses.

2. **City Engineer's Report (Memorandum provided)*** CM Hankins commented on improving communication regarding road work. Mayor Arsenault discussed the possibility of having an open house regarding upcoming road maintenance/improvements.
3. **Consideration of Reinstatement of 'Roads' Committee (Arsenault)*** Resolution 2026-07 Roads Committee was not reinstated, will be included for consideration again at next CC meeting.
4. **Discussion of Variance and CUP fees (staff/Clerk)**
Amy DeYoung spoke regarding fees for landscaping project. CM Weier moved to recommend that CUP fees change to a \$500 fee and a \$2500 escrow to be used for planner and engineering fees as needed, and variance fees change to a \$1,000 fee and a \$4,000 escrow to be used for planner and engineering fees as needed. CM Hankins seconded the motion. All in favor. Motion carried.
APPROVED
5. **Discussion over the elimination of canine licensing***
On a motion made by CM Eisele, seconded by CM Sperl it was decided to eliminate canine licensing in Birchwood and remove the language from the code. All in favor. Motion carried.
APPROVED
6. **(Added during CC Meeting per Councilmember Weier)**
Connection Committee
Discussed 4th of July Parade and whether it will be a city-sponsored event or Community Club event, as well as insurance requirements.
ACTION: City Attorney will draft and provide information for Community Club re 4th of July Parade for meeting on 5/21.
On a motion made by CM Eisele, seconded by CM Sperl it was resolved to contribute \$350 to connections Committee Ice Cream Social event. All in favor. Motion carried.
APPROVED

CONSENT AGENDA

1. Meeting Minutes from April 14, 2026 City Council Meeting*
2. April Treasurer's Financial Summary*
3. April Claims Signature Template*
4. April Claims History*
5. April Financial Statement*

* Denotes items that have supporting documentation provided

6. **April Disbursements*** (pulled for discussion) Discussed invoice from Manship for water testing and hydrant flushing that is potentially incomplete. Invoice was pulled from disbursements. On a motion made by CM Hankins seconded by CM Eisele disbursements were approved with the exception of the invoice from Manship. All in favor. Motion carried APPROVED
7. **April Receipts***
8. **Approval of donation/contribution to WBL Fireworks Celebration 'Fund'***
APPROVED
9. **Approval of donation of time and materials for Tighe-Schmitz hockey rink project*** Resolution 2026-08
APPROVED

On a motion made by CM Sperl and seconded by CM Weier it was approved to accept the Consent Agenda except for item 6. All in favor. Motion carried.

On a motion by CM Hankins and seconded by CM Eisele, Consent Agenda item 6 was approved with the exception of the invoice from Manship. All in favor. Motion carried.

ANNOUNCEMENTS

Washington County Sheriff's Report*

Tennis Sanitation Q1 Report*

Lake Links Equipment/Procurements Update

Work scheduled to begin within the upcoming weeks.

Drainage Issues/Concerns at Wildwood/Jay

To be looked into as an area of concern.

Xcel Energy will be working in the City upgrading their gas-service lines now that road-restrictions are eased and they will have their crew in/on Birchwood Court the week of May 18th and then the area of Birchwood and Jay the following week with Q3 (the contractor). Letters should be arriving to affected residents this week following locate tickets being generated.

Elections Update (2026)

Candidate filing starts May 19th - June 2nd.

Congratulations on City Cleanup Day.

Discussed successful Cottonwood tree removal on Lakewood Drive. Resident Dan Werra volunteered to contribute stump grinding services.

* Denotes items that have supporting documentation provided

Nominations to be opened for 4th of July parade Grand Marshal.

ADJOURN

Motion to adjourn at 9:43 p.m. by Councilmember Hankins seconded by councilmember Weier. All in favor. Motion carried.

RESOLUTION 2026-09

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

APPROVING FOURTH OF JULY ACTIVITIES

At the regular meeting of the City Council of the City of Birchwood Village held on Tuesday, June 9, 2026, with the following members present: Mayor Arsenault and Council members, Sperl, Eisele, Hankins and Weier; the Birchwood Village City Council resolved:

WHEREAS, the City of Birchwood is a Municipality as defined in Minnesota, and,

WHEREAS, the City of Birchwood has previously authorized the 4th of July Parade road closure and had maintenance place barricades before the event and remove them after the festivities conclude, and,

WHEREAS, the City of Birchwood has provided an additional sanitary toilet at Elm Easement for the 4th of July parade during the festivities and had the toilet picked up after the parade event.

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

1. That the City of Birchwood hereby authorizes the road closure for the 75th annual Birchwood Village 4th of July Parade and will provide road barriers to be placed for during that event and contact the Sherriff's office notifying them of the road closure.
2. That the City of Birchwood village will provide a sanitary toilet at Elm Easement for the 4th of July parade event and will remove it following the event.

Voting in Favor:

Voting Against:

Abstaining Vote:

Resolution duly seconded and passed this 9th June, 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	
2201	05/18/2026	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pot hole patching / repairs: Reference provided map from B&M. Sweep out pot hole, fill and compact. All inclusive to material, delivery, equipment and labor.	24	275.00	6,600.00
	Patch water main cut out approx., 7x18' on Cedar and Birchwood Av. Cut, remove and prep; compact and fill patch. Pave to 3" thick.	1	2,350.00	2,350.00
	Patch water main cut out, Wildwood Av. @ Wildwood Park. 9x10'. 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	11,300.00
TAX	0.00
TOTAL	\$11,300.00

Accepted By

Accepted Date

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

Estimate



Brush Removal Only

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

2202

DATE

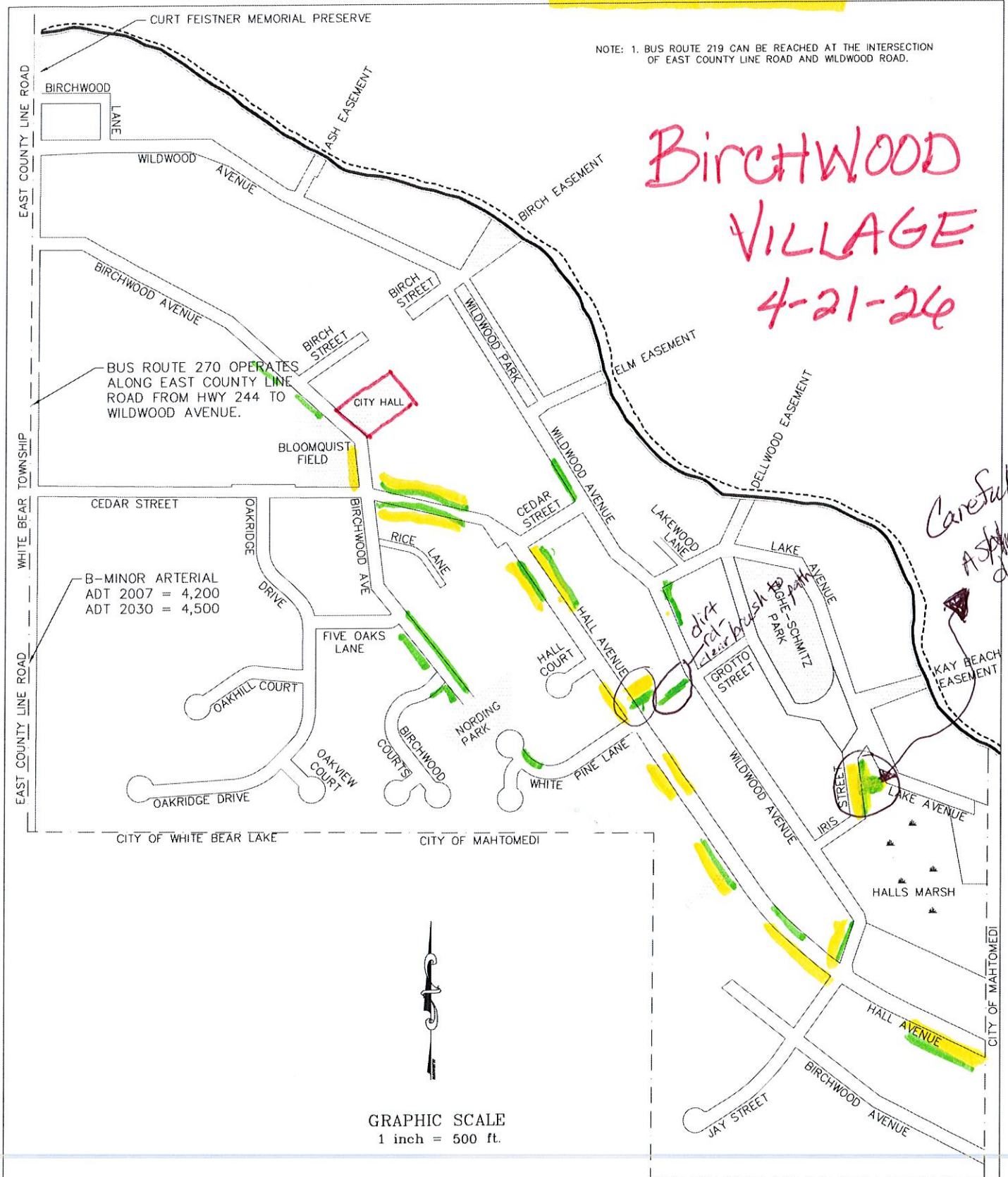
05/18/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Birchwood Village brush trimming and removal. As described on brush removal map (green). Remove, haul away and dispose.	1	2,650.00	2,650.00T
**In lieu of any deposit or pre-payment; we request payment upon final project completion and inspection.				
	SUBTOTAL			2,650.00
	TAX			0.00
	TOTAL			\$2,650.00

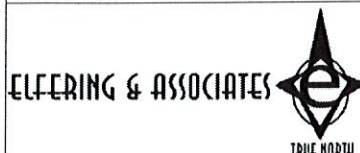
Accepted By

Accepted Date

brush removal
shoulder dirt removal



UPDATED 9/08



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

CITY OF BIRCHWOOD VILLAGE STREET SYSTEM

FIGURE
III

Estimate



ADDRESS

Therese Bellinger
 Birchwood Village
 207 Birchwood Avenue
 Birchwood Village, MN 55110

ESTIMATE #	DATE	
6968	05/22/2026	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	TR	2026 hazardous marked tree list. Price includes chip brush, haul logs and cut stumps low as possible. We'll need permission to close roads when necessary and set up and work off private property (mainly driveways) due to limited set up options, avoid utility/power lines and avoid closing roads when unnecessary and avoidable.	1	0.00	0.00
	TR	1. 20 Birchwood Ave, diseased 20" Green As	1	1,400.00	1,400.00
	TR	2. 5 Birchwood Ave, diseased 34" Green Ash	1	2,600.00	2,600.00
	TR	3. Ash Beach, 25" dead White Oak	1	1,800.00	1,800.00
	TR	4. Elm Beach, diseased 15" Green Ash	1	1,600.00	1,600.00
	TR	5. 360 Wildwood, diseased 17" Green Ash	1	1,000.00	1,000.00
	TR	6. Tighe-Schmitz Park, two trees near playground. Two diseased 16", 11" Green Ash.	1	1,300.00	1,300.00
	TR	7. Kay Beach near water, diseased 16" Green Ash.	1	1,300.00	1,300.00
	TR	8. Tighe-Schmitz Park near pavilion. Remove uprooted/fallen multi stem Boxelder.	1	700.00	700.00
	TR	9. 413 Lake Ave, diseased 18" Green Ash.	1	1,700.00	1,700.00
	TR	10. Corner of Village Hall and Cedar, remove five marked trees.	1	1,200.00	1,200.00
	TR	11. Next to City Hall garage, diseased 12" Green Ash.	1	900.00	900.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	TR	12. Across from 203 Birchwood Ave, remove four trees and fallen Red Oak top, leave trunk standing and remove unmarked, but hazardous dead and leaning White Oak 11".	1	2,700.00	2,700.00
	TR	13. Remove dead 19" Red Oak	1	1,200.00	1,200.00
	TR	14. 235 Cedar, remove 15" American Elm and 6" Boxelder.	1	1,100.00	1,100.00
	TR	15. Across from 364 Hall, remove three marked Black Locust all around 7".	1	500.00	500.00
	Discount	Discount if you agree to line items 1-16 by 6/30/26.	1	-3,000.00	-3,000.00

Thank you, Tyler	SUBTOTAL	18,000.00
	TAX	0.00
Woodchuck Tree Care 7310 Jocelyn Rd. N. Stillwater, MN 55082	TOTAL	\$18,000.00

Accepted By

Accepted Date

Estimate



ADDRESS

Therese Bellinger
 Birchwood Village
 207 Birchwood Avenue
 Birchwood Village, MN 55110

ESTIMATE #	DATE	
6969	05/23/2026	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	TR	Remove three marked diseased Green Ash (13", 12", 14") near 14 White Pine Ln. Chip brush, haul logs and cut stumps low as possible. We'll need permission from the home owner to possibly access and set up our turf friendly aerial unit on their property.	1	2,700.00	2,700.00

Thank you, Tyler

SUBTOTAL

2,700.00

TAX

0.00

TOTAL

\$2,700.00

Woodchuck Tree Care
 7310 Jocelyn Rd. N.
 Stillwater, MN 55082

Accepted By

Accepted Date

Monthly Treasurer's Financial Summary

City of Birchwood Village
Month Ending: May 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 May, \$22,948 was collected. Of that amount \$15,360 was from building permits, \$2,946 was from interest, \$560 was from kayak/canoe permits, the bulk of the remainder came from Sewer & Water receipts.

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 \$57,557. Sewer and Water totalled \$6,093 for the month. Music in the Park along with the fireworks donation totalled \$3,200, while the remainder came from the General fund. The big items in the General fund were payroll, fire, tree removal, and recycling.

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:

- * Checks dated for June that appear on the Claims report will be reflected in the June financial statements.
- * After meeting with Mayor Arsenault and Council Member Sperl, it has been decided that Road & Bridge expenses will be put back in the General Fund. The reason behind this is to keep the history of the budget overages or budget savings from previous years consistent with the fund in which the expenses are paid out of.
- * Schroeder Process Automation and Controls, LLC is the new maintenance service company for lift station maintenance and repairs. The recommendation came from White Bear Public Works. You will see a new claim this month.
- * You may notice that the beginning balance of the General fund has changed. This is due to the 3rd quarter 2025 fire payment to the City of White Bear Lake being lost in the mail. The check was voided and reissued this month. The voiding caused the beginning balance to increase by the amount of the voided check.

City of Birchwood Village
June 9, 2026 City Council Meeting

CLAIMS LIST APPROVAL SHEET

6/9/2026

Claims Total **\$ 81,612.76**

Number of Checks	<u>52</u>
Check Voids	<u>0</u>

Signature Approvals

<u>Jennifer Arsenault, Mayor</u>	<u>Date</u>
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<u>Ryan Eisele, City Council</u>	<u>Date</u>
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<u>Ryan Hankins, City Council</u>	<u>Date</u>
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<u>Bridget Sperl, City Council</u>	<u>Date</u>
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<u>Katherine Weier, City Council</u>	<u>Date</u>
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Date Range : 5/6/2026 To 6/2/2026

<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>
05/11/2026	Evolv	Fee charged May	7962*	E7962	Yes	\$49.00	100-41501-437	\$49.00
05/11/2026	TOSHIBA AMERICA BUSINESS SOLUTIONS	May Monthly Usage Allowance	7961*	34017	Yes	\$10.62	100-41911-314	\$10.62
05/12/2026	CITY OF WHITE BEAR LAKE FIRE	2025 3rd Quarter Fire Service Charge - Reissue, first pmt lost	7965*	34018	Yes	\$14,995.75	100-42201-314	\$14,995.75
05/13/2026	IRS - US TREASURY	Federal Taxes - Q2 2026 - April Payment	7963	EFT051326A	Yes	\$2,177.19	100-41401-100	\$1,360.56
							100-41401-100	\$318.20
							100-41401-100	\$498.43
05/13/2026	MN DEPARTMENT OF REVENUE	MN State Tax eFiling - 2026 Q2-April Payment	7964	EFT051326B	Yes	\$346.70	100-41401-115	\$299.98
							100-41401-115	\$46.72
05/13/2026	Xcel 4094-1	Gas Service 3/18-4/16/26 200 Wildwood Lift Station	7939*	X7939	Yes	\$35.12	605-49465-380	\$35.12
05/13/2026	Xcel 9369-0	Gas 407 Lake Lift Station 3/18-4/16/26	7940*	X7940	Yes	\$26.99	605-49465-380	\$26.99
05/15/2026	PERA	Pera Office Payroll 4/19-4/25 tb,ak,jr	7967*	P7967	Yes	\$626.96	100-41401-121	\$532.90
							100-45207-121	\$94.06
05/18/2026	Hoist, LLC	Website development fee/retainer	7968*	34019	Yes	\$2,500.00	100-41955-300	\$2,500.00
05/18/2026	Xcel 2335-4	Water Tower Electric 3/22-4/20/26	7938*	X7938	Yes	\$10.84	601-49415-380	\$10.84
05/19/2026	Anyday Now/ Tom Lutmer	Music in the Park- June 14	7980*	34035	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	Artrio/Maas, Ellen	Music in the Park - July 12	7983*	34038	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	BELLINGER, THERESE	Reimbursement for Adobe--May	7978*	34029	Yes	\$31.15	100-41955-200	\$31.15
05/19/2026	CORE & MAIN	hydrant oil	7970*	34021	Yes	\$402.00	601-49415-220	\$402.00
05/19/2026	Fabulous Fairlanes/John Barrett	Music In The Park - August 30	7988*	34043	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	Folk Revival-c/o David Swanson	Music in the Park - June 28	7982*	34037	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	H.A. KANTRUD, P.A.	Attorney Fees for July	7972*	34023	Yes	\$2,500.00	100-41601-300	\$2,500.00
05/19/2026	Harmonic Relief/ Robert Gestner	Music In The Park - June 21	7981*	34036	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	Jennifer Eckes	Music In The Park - Aug 9	7986*	34041	Yes	\$300.00	210-45101-440	\$300.00

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Check #</u>	<u>Approved</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
05/19/2026	John Wikstrom	May Planner Fees	7976*	34027	Yes	\$1,600.00	100-41925-300	\$1,600.00
05/19/2026	Legacy Celtic Music LLC	Music in the Park - August 16	7987*	34042	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	LRS PORTABLES, LLC	May Portable Potty	7969*	34020	Yes	\$124.00	100-45207-314	\$124.00
05/19/2026	METROPOLITAN COUNCIL - ENV. SERVICE	June Waste Water Services	7973*	34024	Yes	\$5,169.16	605-49465-217	\$5,169.16
05/19/2026	Riff Rangers/ Dale Dahlquist	Music in the Park- July 19	7984*	34039	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	Scottie Miller	Music in the Park- Aug 2	7985*	34040	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	STOLTZMAN, CRIS	Videography - Council Mtg--5/12/26 5 hours	7974*	34025	Yes	\$137.80	100-41950-314	\$137.80
05/19/2026	Sweet Rhubarb / Priscilla Thomas	Music in the Park-June 7	7979*	34034	Yes	\$300.00	210-45101-440	\$300.00
05/19/2026	Water Conservation Service Inc.	Water Leak Locates and mileage	7975*	34026	Yes	\$417.20	601-49425-300	\$417.20
05/19/2026	Woodchuck Tree Care	Remove Cottonwood 363 Lakewood Lane	7977*	34028	Yes	\$8,600.00	100-43135-300	\$8,600.00
06/01/2026	BOLTON & MENK, INC.	May 2026 City Council meeting and general city engineering	7989*	34044	Yes	\$2,865.00	100-41925-300	\$300.00
							100-41925-300	\$2,565.00
06/01/2026	BOLTON & MENK, INC.	705 Hall Ave Permit Review	7990*	34045	Yes	\$171.00	100-41925-300	\$171.00
06/01/2026	BOLTON & MENK, INC.	2026 street maintenance engineering and design	7991*	34046	Yes	\$12,726.50	201-41925-300	\$2,660.00
							201-41925-300	\$10,066.50
06/01/2026	City of St. Anthony Village	2nd Q 2026 Utility Billing	7995*	34050	Yes	\$4,464.84	601-41501-314	\$4,464.84
06/01/2026	COMPANION ANIMAL CONTROL LLC	Animal Control Services - May	7992*	34047	Yes	\$145.00	100-41916-314	\$145.00
06/01/2026	MANSHIP PLUMBING & HEATING INC	Water standby;Locates for gas line Birchwood Ave, Ct, Jay;city hall faucet;general locates	7993*	34048	Yes	\$2,820.00	601-49415-314	\$800.00
							601-49415-314	\$1,320.00
							601-49415-314	\$220.00
							601-49415-314	\$480.00
06/01/2026	Minnesota Department of Health	Community Water Supply Service Connection Fee for 4/1-6/30	7994*	34049	Yes	\$1,346.00	601-49415-437	\$1,346.00

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Check #</u>	<u>Approved</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
06/01/2026	Schroeder Process Automation and Co	Lift station maintenance and repairs	7996*	34051	Yes	\$2,207.50	100-49465-300	\$2,207.50
06/01/2026	Swing Souffle	Music in the Park 2026	8005*	34058	Yes	\$300.00	210-45101-440	\$300.00
06/01/2026	Techie Dudes	Monthly Service Charges-Cloud Storage, Backup, MS Email	7998*	TD7998	Yes	\$493.82	100-41955-314	\$493.82
06/01/2026	The Capri Big Band	Music in the Park 2026	8004*	34057	Yes	\$300.00	210-45101-440	\$300.00
06/01/2026	Therese Bellinger	Reimbursement for postage for cup notice, 2 umbrellas for office	7999*	34053	Yes	\$32.80	100-49495-200	\$22.80
							100-41911-200	\$10.00
06/01/2026	TSE, INC. WORK ACCOUNT	Janitorial services May	8000*	34054	Yes	\$71.30	100-41940-314	\$35.65
							100-41940-314	\$35.65
06/01/2026	USS MINNESOTA ONE MT LLC	Solar Energy - Apr	7997*	34052	Yes	\$961.88	605-49465-380	\$546.95
							100-41940-380	\$113.16
							605-49465-380	\$301.77
06/01/2026	Washington County - Property & Tax	2026 Special Assessment Fees	8001*	34055	Yes	\$5.76	100-41550-314	\$5.76
06/01/2026	White Bear Lawn and Snow, LLC	Spring clean up; mowing and trimming	8002*	34056	Yes	\$3,650.00	100-45210-314	\$1,490.00
							100-45207-314	\$1,390.00
							100-45208-314	\$770.00
06/01/2026	Xcel 2307-8	Street Lighting 4/3-5/2/2026	7966*	X7966	Yes	\$1,437.33	100-43160-380	\$1,437.33
06/02/2026	Dan Werra	Reimbursement for stump grinding and grass seed	8010*	34061	Yes	\$378.11	100-45207-220	\$342.56
							100-45207-220	\$35.55
06/02/2026	LRS PORTABLES, LLC	June Portable Potty	8008*	34059	Yes	\$124.00	100-45207-314	\$124.00
06/02/2026	Menards - Oakdale	Concrete mix, 2x4	8011*	34062	Yes	\$13.46	100-41940-400	\$13.46
06/02/2026	Merrick Inc.	Summer Newsletter	8009*	34060	Yes	\$174.44	100-49435-300	\$174.44
06/02/2026	TELECOM CONSTRUCTION	Escrow Refund for ROW Permit 25-0105, 232 Cedar St	8013*	34064	Yes	\$3,000.00	100-49250-810	\$3,000.00
06/02/2026	WBL Conservation District	2026 Fiscal Year Community Assessment for WBLCD	8012*	34063	Yes	\$1,163.54	100-46101-437	\$1,163.54

<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>
Total For Selected Claims								\$81,612.76

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

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	\$ 692,794.00	\$ 618,106.92
Licenses & Permits	\$ 41.67	\$ -	\$ (41.67)	\$ 208.33	\$ 3,828.01	\$ 3,619.68	\$ 500.00	\$ 1,411.75
Building Permits	\$ 5,416.67	\$ 15,360.96	\$ 9,944.29	\$ 27,083.33	\$ 25,413.17	\$ (1,670.16)	\$ 65,000.00	\$ 33,031.07
Kayak/Canoe Permits	\$ 158.33	\$ 560.00	\$ 401.67	\$ 791.67	\$ 2,155.00	\$ 1,363.33	\$ 1,900.00	\$ 2,095.00
Zoning Permits	\$ 25.00	\$ -	\$ (25.00)	\$ 125.00	\$ -	\$ (125.00)	\$ 300.00	\$ 988.50
Animal Licenses	\$ 8.33	\$ -	\$ (8.33)	\$ 41.67	\$ 75.00	\$ 33.33	\$ 100.00	\$ 1,905.00
Small City Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,579.00
Federal Grants & Aids	\$ 266.00	\$ -	\$ (266.00)	\$ 1,330.00	\$ -	\$ (1,330.00)	\$ 3,192.00	\$ -
City/Town Hall Rent	\$ 20.83	\$ -	\$ (20.83)	\$ 104.17	\$ 675.00	\$ 570.83	\$ 250.00	\$ 670.00
Court Fines	\$ 83.33	\$ 198.31	\$ 114.98	\$ 416.67	\$ 711.60	\$ 294.93	\$ 1,000.00	\$ 2,066.41
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 2,008.89	\$ 2,008.89	\$ -	\$ 5,431.00
Interest Earning	\$ 3,875.00	\$ 2,946.33	\$ (928.67)	\$ 19,375.00	\$ 16,153.34	\$ (3,221.66)	\$ 46,500.00	\$ 44,292.94
Contributions of Donations from Private Sources	\$ 20.83	\$ -	\$ (20.83)	\$ 104.17	\$ -	\$ (104.17)	\$ 250.00	\$ 720.00
Refund-Reimbursement-Dividend	\$ 666.67	\$ 400.00	\$ (266.67)	\$ 3,333.33	\$ 400.00	\$ (2,933.33)	\$ 8,000.00	\$ 7,091.31
Escrows Deposits	\$ 3,541.67	\$ -	\$ (3,541.67)	\$ 17,708.33	\$ 1,000.00	\$ (16,708.33)	\$ 42,500.00	\$ 12,850.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 14,124.33	\$ 19,465.60	\$ 5,341.27	\$ 70,621.67	\$ 60,473.32	\$ (10,148.35)	\$ 862,286.00	\$ 742,238.90
GENERAL FUND DISBURSEMENTS								
Ordinances & Proceedings	\$ 166.67	\$ -	\$ 166.67	\$ 833.33	\$ 379.26	\$ 454.07	\$ 2,000.00	\$ 984.04
Mayor - Council	\$ 765.00	\$ -	\$ 765.00	\$ 3,825.00	\$ 1,397.94	\$ 2,427.06	\$ 9,180.00	\$ 4,072.65
Clerk - Treasurer	\$ 14,257.13	\$ 10,538.86	\$ 3,718.27	\$ 71,285.63	\$ 58,769.62	\$ 12,516.01	\$ 171,085.50	\$ 109,279.09
Elections	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 12,000.00	\$ -
Assessing	\$ 579.17	\$ -	\$ 579.17	\$ 2,895.83	\$ 6,744.70	\$ (3,848.87)	\$ 6,950.00	\$ 7,578.54
Legal Services	\$ 2,925.00	\$ 2,500.00	\$ 425.00	\$ 14,625.00	\$ 17,500.00	\$ (2,875.00)	\$ 35,100.00	\$ 34,500.00
Grants	\$ 175.00	\$ -	\$ 175.00	\$ 875.00	\$ -	\$ 875.00	\$ 2,100.00	\$ 2,125.77
Planning & Zoning	\$ 1,931.25	\$ -	\$ 1,931.25	\$ 9,656.25	\$ -	\$ 9,656.25	\$ 23,175.00	\$ 19,300.00
Office Operations Supplies	\$ 458.33	\$ 610.13	\$ (151.80)	\$ 2,291.67	\$ 1,440.94	\$ 850.73	\$ 5,500.00	\$ 7,341.82
City Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00
Insurance - Employee	\$ 283.33	\$ 190.26	\$ 93.07	\$ 1,416.67	\$ 761.04	\$ 655.63	\$ 3,400.00	\$ 19,165.00
Animal Control	\$ 108.33	\$ -	\$ 108.33	\$ 541.67	\$ 580.00	\$ (38.33)	\$ 1,300.00	\$ 2,078.00
Software Expense	\$ 175.00	\$ -	\$ 175.00	\$ 875.00	\$ -	\$ 875.00	\$ 2,100.00	\$ 3,197.41
General Fund Engineering Expense	\$ 2,403.33	\$ 1,600.00	\$ 803.33	\$ 12,016.67	\$ 33,067.50	\$ (21,050.83)	\$ 28,840.00	\$ 27,590.50
General Government Buildings & Plant	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 6,250.00	\$ 5,360.91	\$ 889.09	\$ 15,000.00	\$ 6,611.47
City Insurance	\$ 1,458.33	\$ -	\$ 1,458.33	\$ 7,291.67	\$ -	\$ 7,291.67	\$ 17,500.00	\$ 13,511.00
Cable Equipment & Service	\$ 100.00	\$ 137.80	\$ (37.80)	\$ 500.00	\$ 551.20	\$ (51.20)	\$ 1,200.00	\$ 3,334.75
Phone/IT	\$ 300.00	\$ 3,480.11	\$ (3,180.11)	\$ 1,500.00	\$ 12,959.16	\$ (11,459.16)	\$ 3,600.00	\$ 6,546.10
Police	\$ 8,258.38	\$ -	\$ 8,258.38	\$ 41,291.88	\$ -	\$ 41,291.88	\$ 99,100.50	\$ 48,674.78
Fire	\$ 5,357.08	\$ 14,995.75	\$ (9,638.67)	\$ 26,785.42	\$ 47,138.25	\$ (20,352.83)	\$ 64,285.00	\$ 59,983.00
Building Inspections Administration	\$ 3,791.67	\$ -	\$ 3,791.67	\$ 18,958.33	\$ 23,866.39	\$ (4,908.06)	\$ 45,500.00	\$ 21,548.11
Other Protection	\$ 5.83	\$ -	\$ 5.83	\$ 29.17	\$ -	\$ 29.17	\$ 70.00	\$ 48,480.77
Tree Care	\$ 416.67	\$ -	\$ 416.67	\$ 2,083.33	\$ -	\$ 2,083.33	\$ 5,000.00	\$ 1,020.00
Tree Removal	\$ 1,250.00	\$ 8,600.00	\$ (7,350.00)	\$ 6,250.00	\$ 12,200.00	\$ (5,950.00)	\$ 15,000.00	\$ -
Recycle	\$ 1,700.00	\$ 3,715.00	\$ (2,015.00)	\$ 8,500.00	\$ 7,395.00	\$ 1,105.00	\$ 20,400.00	\$ 19,872.00
Parks	\$ 5,166.67	\$ 895.84	\$ 4,270.83	\$ 25,833.33	\$ 15,004.04	\$ 10,829.29	\$ 62,000.00	\$ 42,676.58
Lawn Care - Maintenance	\$ 687.50	\$ -	\$ 687.50	\$ 3,437.50	\$ -	\$ 3,437.50	\$ 8,250.00	\$ -
Water Resources	\$ 95.83	\$ -	\$ 95.83	\$ 479.17	\$ -	\$ 479.17	\$ 1,150.00	\$ 1,148.28
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 299.00	\$ (299.00)	\$ -	\$ 1,651.86
Unallocated Expenditures	\$ 41.67	\$ -	\$ 41.67	\$ 208.33	\$ 719.75	\$ (511.42)	\$ 500.00	\$ 98.00
Escrow Refunds	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	\$ 12,500.00	\$ 4,000.00	\$ 8,500.00	\$ 30,000.00	\$ 33,141.67
Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 883.00
Roads - Streets & Road Maintenance	\$ 8,333.33	\$ -	\$ 8,333.33	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 100,000.00	\$ 10,669.97
Roads - Street Sweeping	\$ 333.33	\$ -	\$ 333.33	\$ 1,000.00	\$ 3,500.00	\$ 1,000.00	\$ 4,000.00	\$ -
Roads - Ice & Snow Removal	\$ 10,000.00	\$ -	\$ (1,250.00)	\$ 40,000.00	\$ 51,154.00	\$ (21,154.00)	\$ 50,000.00	\$ 69,914.15
Roads - Street Lighting	\$ 1,416.67	\$ -	\$ (4,211.76)	\$ 4,250.00	\$ 8,015.26	\$ (4,200.50)	\$ 17,000.00	\$ 16,374.70
TOTAL GENERAL FUND DISBURSEMENTS	\$ 77,690.50	\$ 48,263.75	\$ 12,548.32	\$ 358,285.83	\$ 312,803.96	\$ 38,546.63	\$ 862,286.00	\$ 644,683.01

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL OPERATING FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ (287,664.17)	\$ (252,330.64)	\$ 28,398.29

City of Birchwood Village
Statement of Receipts and Disbursements - SPECIAL REVENUE PROJECTS FUND
As of May 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								
Music In the Park/Fireworks Donations	\$ -	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00
Lake Links Project	\$ 14,000.00	\$ 342.00	\$ 13,658.00	\$ 42,000.00	\$ 342.00	\$ 41,658.00	\$ 70,000.00	\$ -
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ 14,000.00	\$ 3,542.00	\$ 13,658.00	\$ 42,000.00	\$ 3,542.00	\$ 41,658.00	\$ 70,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -CAPITAL PROJECTS FUND
As of May 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 May 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	\$ 1,208.33	\$ -	\$ (1,208.33)	\$ 14,500.00	\$ 14,875.00	\$ 375.00	\$ 14,500.00	\$ 14,000.00
TOTAL DOCK ASSOCIATION REVENUE	\$ 1,208.33	\$ -	\$ (1,208.33)	\$ 14,500.00	\$ 14,875.00	\$ 375.00	\$ 14,500.00	\$ 14,000.00
DOCK ASSOCIATION DISBURSEMENTS								
Recreation	\$ 333.33	\$ -	\$ 333.33	\$ 666.67	\$ -	\$ 666.67	\$ 4,000.00	\$ 3,200.00
TOTAL DOCK ASSOCIATION DISBURSEMENTS	\$ 333.33	\$ -	\$ 333.33	\$ 666.67	\$ -	\$ 666.67	\$ 4,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -WATER FUND
As of May 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	\$ -	\$ 1,227.55	\$ (1,227.55)	\$ -	\$ 32,797.73	\$ (32,797.73)	\$ -	\$ 90,185.75
Water Utility User Fee	\$ -	\$ 709.49	\$ (709.49)	\$ -	\$ 32,833.93	\$ (32,833.93)	\$ -	\$ 65,072.77
Water Main-Break Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.90
Special Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 327.63	\$ (327.63)	\$ -	\$ 1,598.17
State Surcharge	\$ -	\$ 38.57	\$ (38.57)	\$ -	\$ 1,799.01	\$ (1,799.01)	\$ -	\$ 3,278.95
Administrative Fee Move/Out	\$ -	\$ -	\$ -	\$ -	\$ 383.21	\$ (383.21)	\$ -	\$ 157.09
Lift Station Replacement	\$ -	\$ 310.49	\$ (310.49)	\$ -	\$ 14,184.09	\$ (14,184.09)	\$ -	\$ 24,159.28
Delinquent Water Fees	\$ -	\$ -	\$ -	\$ -	\$ 186.76	\$ (186.76)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 108.46	\$ (108.46)	\$ -	\$ 335.36	\$ (335.36)	\$ -	\$ 1,145.98
Sewer Consumption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62.78)
Sewer Minimum Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46.46)
TOTAL WATER FUND RECEIPTS	\$ -	\$ 2,394.56	\$ (2,394.56)	\$ -	\$ 82,847.72	\$ (82,847.72)	\$ -	\$ 185,522.65
WATER FUND DISBURSEMENTS								
Financial Administration	\$ -	\$ -	\$ -	\$ -	\$ 4,464.84	\$ (4,464.84)	\$ -	\$ 17,236.47
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.36
Water Utility	\$ -	\$ 412.84	\$ (412.84)	\$ -	\$ 27,323.34	\$ (27,323.34)	\$ -	\$ 106,107.59
Water/Sewer Emergency	\$ -	\$ 417.20	\$ (417.20)	\$ -	\$ 25,611.18	\$ (25,611.18)	\$ -	\$ 24,396.70
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ 185.22	\$ (185.22)	\$ -	\$ 740.88
TOTAL WATER FUND DISBURSEMENTS	\$ -	\$ 830.04	\$ (830.04)	\$ -	\$ 57,584.58	\$ (57,584.58)	\$ -	\$ 148,577.00

City of Birchwood Village
Statement of Receipts and Disbursements -SEWER FUND
As of May 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	\$ -	\$ 595.82	\$ (595.82)	\$ -	\$ 25,515.70	\$ (25,515.70)	\$ -	\$ 63,561.94
Sewer Minimum Charge	\$ -	\$ 442.78	\$ (442.78)	\$ -	\$ 21,838.49	\$ (21,838.49)	\$ -	\$ 53,607.06
Sewer Only	\$ -	\$ -	\$ -	\$ -	\$ 88.25	\$ (88.25)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 49.58	\$ (49.58)	\$ -	\$ 177.98	\$ (177.98)	\$ -	\$ 825.70
TOTAL SEWER FUND RECEIPTS	\$ -	\$ 1,088.18	\$ (1,088.18)	\$ -	\$ 47,620.42	\$ (47,620.42)	\$ -	\$ 117,994.70
SEWER FUND DISBURSEMENTS								
Office Operations Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.52
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Water Utility	\$ -	\$ -	\$ -	\$ -	\$ 1,588.83	\$ (1,588.83)	\$ -	\$ 2,320.50
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ -
Utility Locates	\$ -	\$ 32.40	\$ (32.40)	\$ -	\$ 117.50	\$ (117.50)	\$ -	\$ 353.75
Sewer Utility	\$ -	\$ 5,231.27	\$ (5,231.27)	\$ -	\$ 24,705.79	\$ (24,705.79)	\$ -	\$ 98,643.82
Sewer Engineering Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,040.50	\$ (2,040.50)	\$ -	\$ 62,599.50
TOTAL SEWER FUND DISBURSEMENTS	\$ -	\$ 5,263.67	\$ (5,263.67)	\$ -	\$ 31,452.62	\$ (31,452.62)	\$ -	\$ 164,458.09

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL DEDICATED FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ (28,166.67)	\$ 102,763.94	\$ 130,930.61

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

Fund	Beginning Balance	Actual Receipts	Actual Disbursements	Transfers In / (Out)	Ending Balance
Operating Funds:					
General Fund	\$ 1,089,316.98	\$ 60,473.32	\$ 312,803.96	\$ -	\$ 836,986.34
Operating Funds Total	\$ 1,089,316.98	\$ 60,473.32	\$ 312,803.96	\$ -	\$ 836,986.34
Dedicated Funds:					
Special Revenue Projects Fund	\$ -	\$ -	\$ 3,542.00	\$ -	\$ (3,542.00)
Capital Projects Fund	\$ (184,721.72)	\$ 50,000.00	\$ -	\$ -	\$ (134,721.72)
Dock Association Fund	\$ 31,823.05	\$ 14,875.00	\$ -	\$ -	\$ 46,698.05
Water Fund	\$ 119,543.77	\$ 82,847.72	\$ 57,584.58	\$ -	\$ 144,806.91
Sewer Fund	\$ (4,529.39)	\$ 47,620.42	\$ 31,452.62	\$ -	\$ 11,638.41
Dedicated Funds Total	\$ (37,884.29)	\$ 195,343.14	\$ 92,579.20	\$ -	\$ 64,879.65
Total	\$ 1,051,432.69	\$ 255,816.46	\$ 405,383.16	\$ -	\$ 901,865.99

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/04/2026	US Bank	34008*	Credit Card Pmt- Stamps, Office/hall Supplies, Round Tables for hall, AT&T, Quantum Fiber	N	Office Operations Supplies	100-41911-200-	\$ 49.53
		34008*				100-41911-200-	\$ 159.98
		34008*			Phone/IT	100-41955-321-	\$ 289.38
		34008*				100-41955-321-	\$ 100.00
		34008*			Postage/Postal Permits	100-49495-322-	\$ 390.00
	Total For Check	34008					\$ 988.89
05/04/2026	Techie Dudes	TD7956*	Monthly Service Charges-Cloud Storage, Backup, MS Email	N	Phone/IT	100-41955-314-	\$ 559.58
	Total For Check	TD7956					\$ 559.58
05/05/2026	Gopher State One Call	34009*	March 24 Tickets	N	Utility Locates	605-49455-314-	\$ 32.40
	Total For Check	34009					\$ 32.40
05/05/2026	Tennis Sanitation, LLC	34010*	Recycling Serv: Mar through Apr 2026	N	Recycle	100-43300-314-	\$ 3,715.00
	Total For Check	34010					\$ 3,715.00
05/05/2026	Carson Schifsky	34011*	Escrow final reimbursement for 425 Lake Ave	N	Escrow Refunds	100-49250-810-	\$ 1,000.00
	Total For Check	34011					\$ 1,000.00
05/05/2026	White Bear Lake Fireworks Fund	34012*	Annual Contribution - 2026	N	Recreation	210-45101-430-	\$ 200.00
	Total For Check	34012					\$ 200.00
05/05/2026	Delta Dental of Minnesota	D7935*	Employee Dental and Vision Insurance May	N	Insurance - employee	100-41912-130-	\$ 167.19
		D7935*				100-41912-130-	\$ 23.07
	Total For Check	D7935					\$ 190.26
05/07/2026	Payroll Period Ending 04/25/2026	34013	Office Payroll 4/19-4/25	N	Clerk - Treasurer	100-41401-100-	\$ 1,674.35
	Total For Check	34013					\$ 1,674.35
05/07/2026	Payroll Period Ending 04/25/2026	34014	Office Payroll 4/19-4/25	N	Clerk - Treasurer	100-41401-100-	\$ 961.14
	Total For Check	34014					\$ 961.14

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

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<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
05/07/2026	Payroll Period Ending 04/25/2026	34015	Office Payroll 4/19-4/25	N	Clerk - Treasurer	100-41401-100-	\$ 1,173.89
	Total For Check	34015					\$ 1,173.89
05/07/2026	Payroll Period Ending 04/25/2026	34016	Office Payroll 4/19-4/25	N	Parks	100-45207-100-	\$ 552.45
	Total For Check	34016					\$ 552.45
05/11/2026	Evolv	E7962*	Fee charged May	N	Financial Administration	100-41501-437-	\$ 49.00
	Total For Check	E7962					\$ 49.00
05/12/2026	TOSHIBA AMERICA BUSINESS SOLUTIONS	34017*	May Monthly Usage Allowance	N	Office Operations Supplies	100-41911-314-	\$ 10.62
	Total For Check	34017					\$ 10.62
05/12/2026	CITY OF WHITE BEAR LAKE FIRE	34018*	2025 3rd Quarter Fire Service Charge - Reissue, first pmt lost	N	Fire	100-42201-314-	\$ 14,995.75
	Total For Check	34018					\$ 14,995.75
05/13/2026	IRS - US TREASURY	EFT051326A	Federal Taxes - Q2 2026 - April Payment	N	Clerk - Treasurer	100-41401-100-	\$ 1,360.56
		EFT051326A				100-41401-100-	\$ 318.20
		EFT051326A				100-41401-100-	\$ 498.43
	Total For Check	EFT051326A					\$ 2,177.19
05/13/2026	MN DEPARTMENT OF REVENUE	EFT051326B	MN State Tax eFiling - 2026 Q2-April Payment	N	Clerk - Treasurer	100-41401-115-	\$ 299.98
		EFT051326B				100-41401-115-	\$ 46.72
	Total For Check	EFT051326B					\$ 346.70
05/13/2026	Xcel 4094-1	X7939*	Gas Service 3/18-4/16/26 200 Wildwood Lift Station	N	Sewer Utility	605-49465-380-	\$ 35.12
	Total For Check	X7939					\$ 35.12
05/13/2026	Xcel 9369-0	X7940*	Gas 407 Lake Lift Station 3/18-4/16/26	N	Sewer Utility	605-49465-380-	\$ 26.99
	Total For Check	X7940					\$ 26.99
05/15/2026	PERA	P7967*	Pera Office Payroll 4/19-4/25 tb,ak,jr	N	Clerk - Treasurer	100-41401-121-	\$ 532.90
		P7967*			Parks	100-45207-121-	\$ 94.06
	Total For Check	P7967					\$ 626.96
05/18/2026	Hoist, LLC	34019*	Website development fee/retainer	N	Phone/IT	100-41955-300-	\$ 2,500.00

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

76

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		34019					\$ 2,500.00
05/18/2026	Xcel 2335-4	X7938*	Water Tower Electric 3/22-4/20/26	N	Water Utility	601-49415-380-	\$ 10.84
Total For Check		X7938					\$ 10.84
05/19/2026	LRS PORTABLES, LLC	34020*	May Portable Potty	N	Parks	100-45207-314-	\$ 124.00
Total For Check		34020					\$ 124.00
05/19/2026	CORE & MAIN	34021*	hydrant oil	N	Water Utility	601-49415-220-	\$ 402.00
Total For Check		34021					\$ 402.00
05/19/2026	H.A. KANTRUD, P.A.	34023*	Attorney Fees for July	N	Legal Services	100-41601-300-	\$ 2,500.00
Total For Check		34023					\$ 2,500.00
05/19/2026	METROPOLITAN COUNCIL - ENV. SERVICE	34024*	June Waste Water Services	N	Sewer Utility	605-49465-217-	\$ 5,169.16
Total For Check		34024					\$ 5,169.16
05/19/2026	STOLTZMAN, CRIS	34025*	Videography - Council Mtg--5/12/26 5 hours	N	Cable Eqpmt and Service	100-41950-314-	\$ 137.80
Total For Check		34025					\$ 137.80
05/19/2026	Water Conservation Service Inc.	34026*	Water Leak Locates and mileage	N	Wtr/Swr Emergency	601-49425-300-	\$ 417.20
Total For Check		34026					\$ 417.20
05/19/2026	John Wikstrom	34027*	May Planner Fees	N	General Fund Engineering Expense	100-41925-300-	\$ 1,600.00
Total For Check		34027					\$ 1,600.00
05/19/2026	Woodchuck Tree Care	34028*	Remove Cottonwood 363 Lakewood Lane	N	Tree Removal	100-43135-300-	\$ 8,600.00
Total For Check		34028					\$ 8,600.00
05/19/2026	BELLINGER, THERESE	34029*	Reimbursement for Adobe--May	N	Phone/IT	100-41955-200-	\$ 31.15
Total For Check		34029					\$ 31.15
05/21/2026	Payroll Period Ending 05/16/2026	34030	Office payroll 5/3-5/16/2026	N	Clerk - Treasurer	100-41401-100-	\$ 1,410.57
Total For Check		34030					\$ 1,410.57
05/21/2026	Payroll Period Ending 05/16/2026	34031	Office payroll 5/3-5/16/2026	N	Clerk - Treasurer	100-41401-100-	\$ 1,039.23
Total For Check		34031					\$ 1,039.23
05/21/2026	Payroll Period Ending 05/16/2026	34032	Office payroll 5/3-5/16/2026	N	Clerk - Treasurer	100-41401-100-	\$ 1,173.89

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

77

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		34032					\$ 1,173.89
05/21/2026	Payroll Period Ending 05/16/2026	34033	Office payroll 5/3-5/16/2026	N	Parks	100-45207-100-	\$ 125.33
Total For Check		34033					\$ 125.33
05/21/2026	Sweet Rhubarb / Priscilla Thomas	34034*	Music in the Park-June 7	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34034					\$ 300.00
05/21/2026	Anyday Now/ Tom Lutmer	34035*	Music in the Park- June 14	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34035					\$ 300.00
05/21/2026	Harmonic Relief/ Robert Gestner	34036*	Music In The Park - June 21	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34036					\$ 300.00
05/21/2026	Folk Revival-c/o David Swanson	34037*	Music in the Park - June 28	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34037					\$ 300.00
05/21/2026	Artrio/Maas, Ellen	34038*	Music in the Park - July 12	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34038					\$ 300.00
05/21/2026	Riff Rangers/ Dale Dahlquist	34039*	Music in the Park- July 19	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34039					\$ 300.00
05/21/2026	Scottie Miller	34040*	Music in the Park- Aug 2	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34040					\$ 300.00
05/21/2026	Jennifer Eckes	34041*	Music In The Park - Aug 9	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34041					\$ 300.00
05/21/2026	Legacy Celtic Music LLC	34042*	Music in the Park - August 16	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34042					\$ 300.00
05/21/2026	Fabulous Fairlanes/John Barrett	34043*	Music In The Park - August 30	N	Recreation	210-45101-440-	\$ 300.00
Total For Check		34043					\$ 300.00
Total For Selected Checks							\$ 57,557.46

Fund Name: All Funds
Date Range: 05/01/2026 To 05/31/2026

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
05/01/2026	Comiskey, Brandon	171736603*	Zoning Permit-439 Birchwood CT, Z26-0003	(05/01/2026) - ACH	N	Building Permits	100-32211-	\$ 120.00
								\$ 120.00
05/04/2026	Malles, Ron	171736596*	kayak rack rental	(05/04/2026) - eft	N	Kayak/Canoe Permits	100-32212-	\$ 40.00
								\$ 40.00
05/05/2026	Werra, Dan	171736597*	kayak rack rental (2)	(05/05/2026) - cash	N	Kayak/Canoe Permits	100-32212-	\$ 80.00
								\$ 80.00
05/11/2026	Belisle, Ashley	171736598*	Kayak rack rental (2)	(05/11/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 80.00
								\$ 80.00
05/12/2026	MN Management & Budget	171736618	Court Fines	(05/12/2026) -	N	Fines	100-35105-	\$ 198.31
								\$ 198.31
05/14/2026	Stiles, Kenzie	171736605*	Rightaway Permit, 26-0026, 543 Wildwood Ave	(05/14/2026) - ach	N	Building Permits	100-32211-	\$ 274.50
								\$ 274.50
05/15/2026	Lanaugh, Bill	171736606*	Rightaway Permit, 26-0030, Birchwood Gas Line	(05/15/2026) - ach	N	Building Permits	100-32211-	\$ 274.50
								\$ 274.50
05/18/2026	Dupey, Dwight & Michelle	171736599*	Kayak rack rental (2)	(05/18/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 80.00
								\$ 80.00
05/18/2026	Retrogreen Energy	171736607*	Building Permit, 26-0028, 613 Wildwood Ave	(05/18/2026) - ach	N	Building Permits	100-32211-	\$ 200.00
								\$ 200.00
05/19/2026	Bachman, Alan	171736600*	kayak rack rental ck #14255	(05/19/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 40.00
								\$ 40.00

Fund Name: All Funds

Date Range: 05/01/2026 To 05/31/2026

79

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
05/19/2026	Hullsiek, Bill	171736608*	Building Permit, 26-0032, 700-B Birchwood Ave	(05/19/2026) - ach	N	Building Permits	100-32211-	\$ 13,679.75
								\$ 13,679.75
05/20/2026	Hyman, Rachael	171736609*	Water Meter Replacement and Service--1/2 Payment	(05/20/2026) - ach	N	Special Water Charges	100-37115-	\$ 400.00
								\$ 400.00
05/21/2026	Morehead, Emily	171736601*	kayak rack rental (2) ck#230	(05/21/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 80.00
								\$ 80.00
05/21/2026	Webber, Sarah	171736602*	kayak rack rental ck#17533	(05/21/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 40.00
								\$ 40.00
05/21/2026	North Anoka Plumbing	171736610*	Plumbing Permit, 26-0035, 131 Wildwood, Ave	(05/21/2026) - ach	N	Building Permits	100-32211-	\$ 151.00
								\$ 151.00
05/22/2026	Harris, Sara	171736611*	Building Permit, 26-0033, 424 Birchwood Ct	(05/22/2026) - ach	N	Building Permits	100-32211-	\$ 142.46
								\$ 142.46
05/22/2026	Lanaugh, Bill	171736612*	Rightaway Permit, 26-0034, Jay St and Birchwood Gas Line	(05/22/2026) - ach	N	Building Permits	100-32211-	\$ 274.50
								\$ 274.50
05/27/2026	Fleck, Susan	171736615*	kayak rack rental ck #11588	(06/02/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 40.00
								\$ 40.00
05/27/2026	Heisdorffer, Jamie	171736616*	kayak rack rental (2) ck#332	(06/02/2026) - ck	N	Kayak/Canoe Permits	100-32212-	\$ 80.00
								\$ 80.00
05/29/2026	Krech Exteriors	171736604*	26-0036 409 Birchwood Ave Building Permit	(05/29/2026) - eft	N	Building Permits	100-32211-	\$ 244.25
								\$ 244.25
05/30/2026	4 M Fund	171736619	May 26 interest	(05/30/2026) -	N	Interest Earning	100-36210-	\$ 2,749.14
							100-36210-	\$ 197.19

Fund Name: All Funds
Date Range: 05/01/2026 To 05/31/2026

80

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
								<u>\$ 2,946.33</u>
05/31/2026	Residents - via St Anthony Village	171736617	Utility Billing Receipts for May 2026	(05/31/2026) -	N	Water Consumption	601-37111-	\$ 1,227.55
							601-37112-	\$ 709.49
							601-37116-	\$ 38.57
							601-37119-	\$ 310.49
							601-37160-	\$ 108.46
							605-37211-	\$ 595.82
							605-37212-	\$ 442.78
							605-37260-	\$ 49.58
								<u>\$ 3,482.74</u>
Total for Selected Receipts								<u>\$ 22,948.34</u>



BIRCHWOOD

MONTHLY NEWSLETTER | MAY-JUNE 2026



MOTORCYCLES RETURN TO THE ROADS

Rising temperatures mean many things in Minnesota: Flowers blooming, birds singing, and motorcycles returning to our roads. And after a long winter off, spring and early summer mean more motorcycle accidents.

Several factors contribute to this annual uptick: Overall increased motorcycle traffic, along with other motorists' inattention; new, inexperienced riders and riders whose skills have gotten rusty in the off-season; road hazards and debris, such as deer and wildlife or gravel from winter road treatments; unpredictable spring weather; and speed and risk-taking because of general enthusiasm.

To help riders stay safe, the [Motorcycle Safety Foundation](#) offers these tips:

- Be visible, with bright clothing and headlight on day and night.
- Assume drivers can't see you, adopting a defensive mindset on the road.
- Gear up, every time: For best protection, full-face helmet and clothing made for riding.
- Proactively assess potential road hazards to avoid them rather than react to them.
- Check your bike before every ride, from oil and battery to lights and brakes.

Other motorists also have a responsibility to be vigilant, taking time to look for motorcycles in blind spots before changing lanes or at intersections before turning, as well as keeping a safe distance when following a bike. Understanding Minnesota's relatively new law allowing lane splitting and lane filtering is also critical; for more information, [check out this PDF](#).

With everyone doing their part, here's to a safe and enjoyable summer on the road.

NUMBER OF
INCIDENTS

13

TRAFFIC
STOPS

5

CITATIONS

3

WC26020641 DISTURBANCE

1XX WILDWOOD AVENUE

At 1:45pm on May 3, a deputy received a report of a neighbor dispute involving children riding motorized bicycles on public roadways. The kids rode by the home of a neighbor, who yelled at them and waved a shovel in their direction. The children's father then went over to confront the neighbor, who continued to yell and then began to wave a broom in the father's direction. No physical contact was made between any parties. The father requested the deputy speak to the neighbor; the deputy told the neighbor that his actions were inappropriate and easily could have become criminal if any contact had been made. Likewise, the deputy also advised the father to be aware of city ordinances regarding motorized bikes.



MESSAGE FROM THE SHERIFF

Change is the one constant of life, and that saying certainly holds true at the Sheriff's Office, where in late May I was proud to lead the second Oath of Office ceremony of 2026. These seven new deputies, who successfully completed all four phases of field training, bring a fresh sense of team unity, connection to their community and commitment to their future with Washington County. In this group we noted many two's: Two grew up right here in Washington County, two are in the Army National Guard, two went to Minnesota State University-Mankato, two went to Rasmussen University, two went to Hennepin Tech, one just had their second child, and one has twin boys.

Please welcome (L to R) deputies Lauren Rowe, Kendrah Beranek, Paul Ouellette, Megan Lisowy, Lukas Blomquist, Reed Vandewalker and Anvaar Wilson. We thank you for your commitment to service and to doing the right thing as you proudly wear the Sheriff's Office uniform.



In service,

Dan Starry
Sheriff Dan Starry

Incident Date	Case#	Address	Event Description
5/1/2026 3:40:31 PM	WC26020357	XXX Cedar St, BIRCHWOOD VILLAGE	ANIMAL BITE
5/2/2026 1:44:00 PM	WC26020493	CEDAR ST / BIRCHWOOD AVE, BIRCHWOOD VILLAGE	TRAFFIC STOP
5/3/2026 1:45:06 PM	WC26020641	XXX Wildwood Ave, BIRCHWOOD VILLAGE	DISTURBANCE
5/6/2026 6:12:00 PM	WC26021207	HALL AVE & WILDWOOD AVE, BIRCHWOOD VILLAGE	TRAFFIC STOP
5/9/2026 11:55:46 AM	WC26021750	XXX Wildwood Ave, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
5/11/2026 3:15:41 PM	WC26022052	XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE	TRAFFIC STOP
5/11/2026 5:07:50 PM	WC26022077	Hall Ave / Wildwood Ave, BIRCHWOOD VILLAGE	DRIVING COMPLAINT
5/13/2026 4:10:46 AM	WC26022370	XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
5/14/2026 6:17:25 PM	WC26022730	Lake Ave / Iris St, BIRCHWOOD VILLAGE	TRAFFIC HAZARD
5/24/2026 11:47:24 AM	WC26024595	Unknown, BIRCHWOOD VILLAGE	DRIVING COMPLAINT
5/24/2026 1:21:10 PM	WC26024614	XXX Birchwood Ave, BIRCHWOOD VILLAGE	911 ABANDONED/HANGUP/OPEN LINE
5/26/2026 8:42:47 AM	WC26024957	3XXX East County Line Rd, BIRCHWOOD VILLAGE	WELFARE CHECK
5/28/2026 11:37:04 AM	WC26025431	XXX Jay St, BIRCHWOOD VILLAGE	DISTURBANCE

WASHINGTON COUNTY SHERIFFS OFFICE

84

15015 62nd St N Stillwater, MN 55082

Tel: 651-430-7600

Advanced Parameters

Citation CreatedOn within previous month
and CitationOfficer involvementType_Des... does not contain Approv
and CitationEvent address_city_Description starts with Birchwood Village
and Citation CreatedOn within 1 May, 2026 and 31 May, 2026 23:59
and Citation AgencyId is in list 6f1669a5-0a35-c258-d76d-08d46d84660b

Results (3 unique records)

Number	Case Number	Officer	Street Address	Cross Street	City	Violation	Type	Created On	Officer Involvement
820020261560	WC26020493	Corniea, Ryan R WC1297	CEDAR ST / BIRCHWOOD AVE		BIRCHWOOD VILLAGE	168.09.4 Motor Vehicle Registration - Operate Vehicle With Expired Registration	NON-MOVING VIOLATION	May 4, 2026, 2:32:33 PM	REPORT
820020261623	WC26021207	Rossow, Tia WC16384	HALL AVE & WILDWOOD AVE		BIRCHWOOD VILLAGE	169.79.1 Traffic Regulation - Vehicle Registration/Permit/Plates Required	MOVING VIOLATION	May 7, 2026, 8:52:24 AM	REPORT
820020261689	WC26022052	Gibney, Henry P WC13269	207 BIRCHWOOD AVE	BIRCH ST/CEDAR ST	BIRCHWOOD VILLAGE	169.20.3(b) Traffic Regulation - Driver Fails to Stop for STOP Sign.	MOVING VIOLATION	May 12, 2026, 1:49:07 PM	REPORT



Re: Please include in June CC meeting

From: City Support <CitySupport@cityofbirchwood.com>
Date: Thu 5/14/2026 2:28 PM
To: Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>

Yes, here is the link to the posting: cityofbirchwood.com/notices/public-notices/ I am including this link in the newsletter as well.

Thank you,
 G

Newsletter

From: Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>
Sent: Thursday, May 14, 2026 1:28 PM
To: City Support <CitySupport@cityofbirchwood.com>
Subject: Fw: Please include in June CC meeting

G—let's visit about the consumer confidence report soon. Did this get posted on the website?

Thanks. T.

From: City Admin <CityAdmin@cityofbirchwood.com>
Sent: Thursday, May 14, 2026 12:50 PM
To: City Support <CitySupport@cityofbirchwood.com>
Cc: Therese Bellinger <Therese.Bellinger@cityofbirchwood.com>
Subject: Please include in June CC meeting

- SWPPP MS4 Public Meeting (held in either May or June City Council meeting) – publish the hearing in the White Bear Press and include the SWPPP (Sec. 202.100) in the Council Packet. Questions: contact Cole Landgraf at MN Pollution Control Agency - cole.landgraf@state.mn.us, 651-757-2880

- CCR (Consumer Confidence Report) post online & in the newsletter – work with John Manship. MUST INCLUDE WBL CCR INFO OR LINK IN OURS. [Click here to go to the MDH CCR webpage.](#)

CC meeting



Construction Notice

June 1, 2026

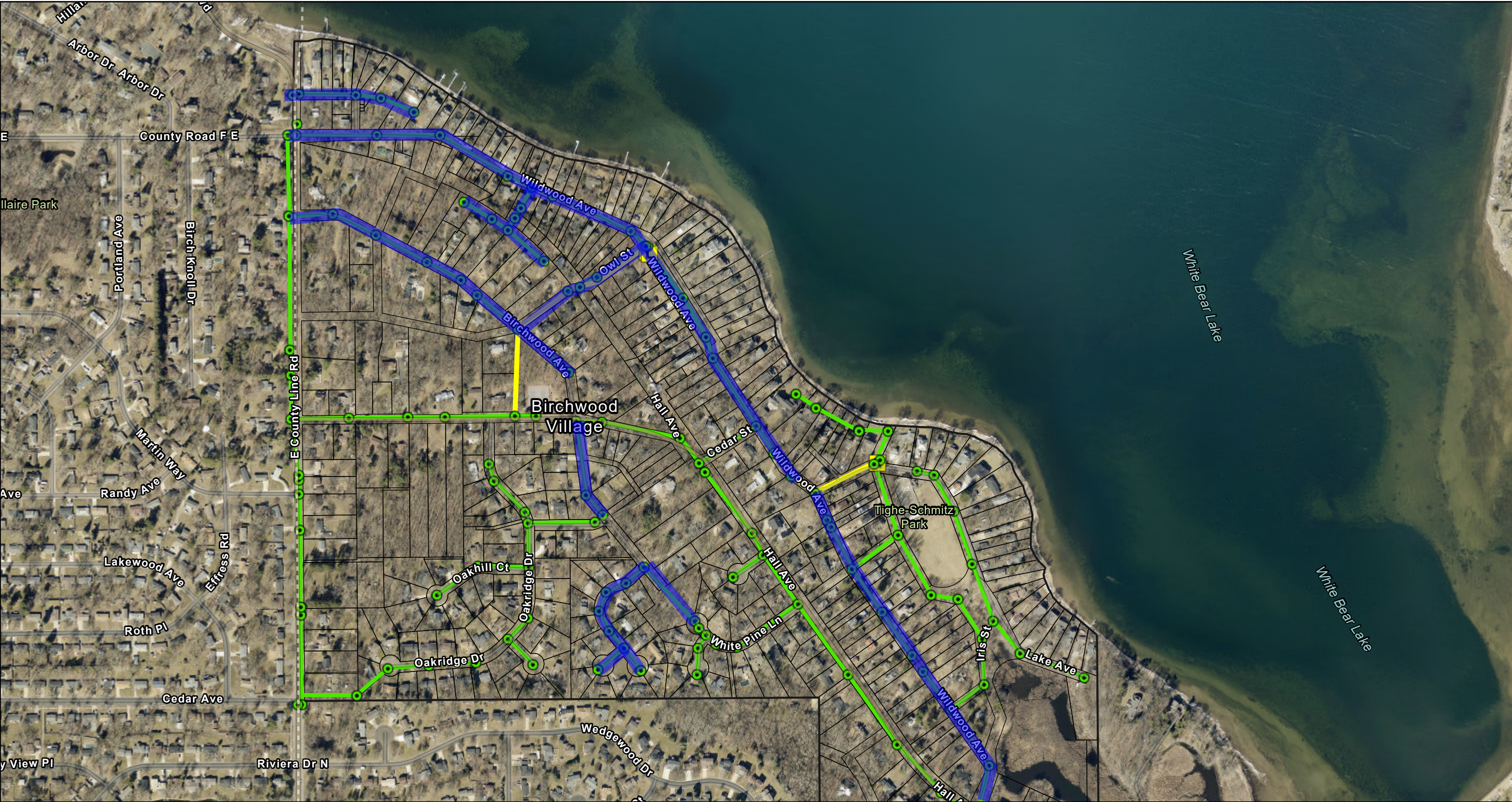
Construction Starts June 3rd	Duration 2-4 weeks	Description of Work Cleaning & Televising
--	------------------------------	---

The City will be cleaning and televising part of the sanitary sewer system and all storm sewer throughout town. Residents can expect minimal delays during this work. Thank you for your patience and cooperation.

During sanitary sewer cleaning, residents may hear equipment in the area and could notice brief sewer odors or gurgling in drains. These conditions are temporary, and crews will work to minimize any disruption while maintenance is completed.

We apologize for any inconvenience this may cause. If you have any questions or concerns during construction, please call **MARCUS JOHNSON** at **507-440-0537**.

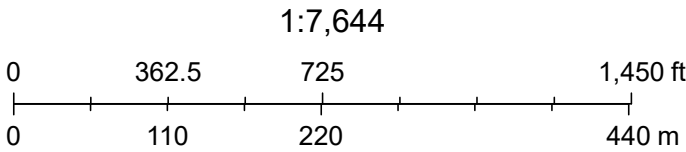
Sanitary Sewer City Map - Map 1 of 2



4/8/2026, 1:18:18 PM

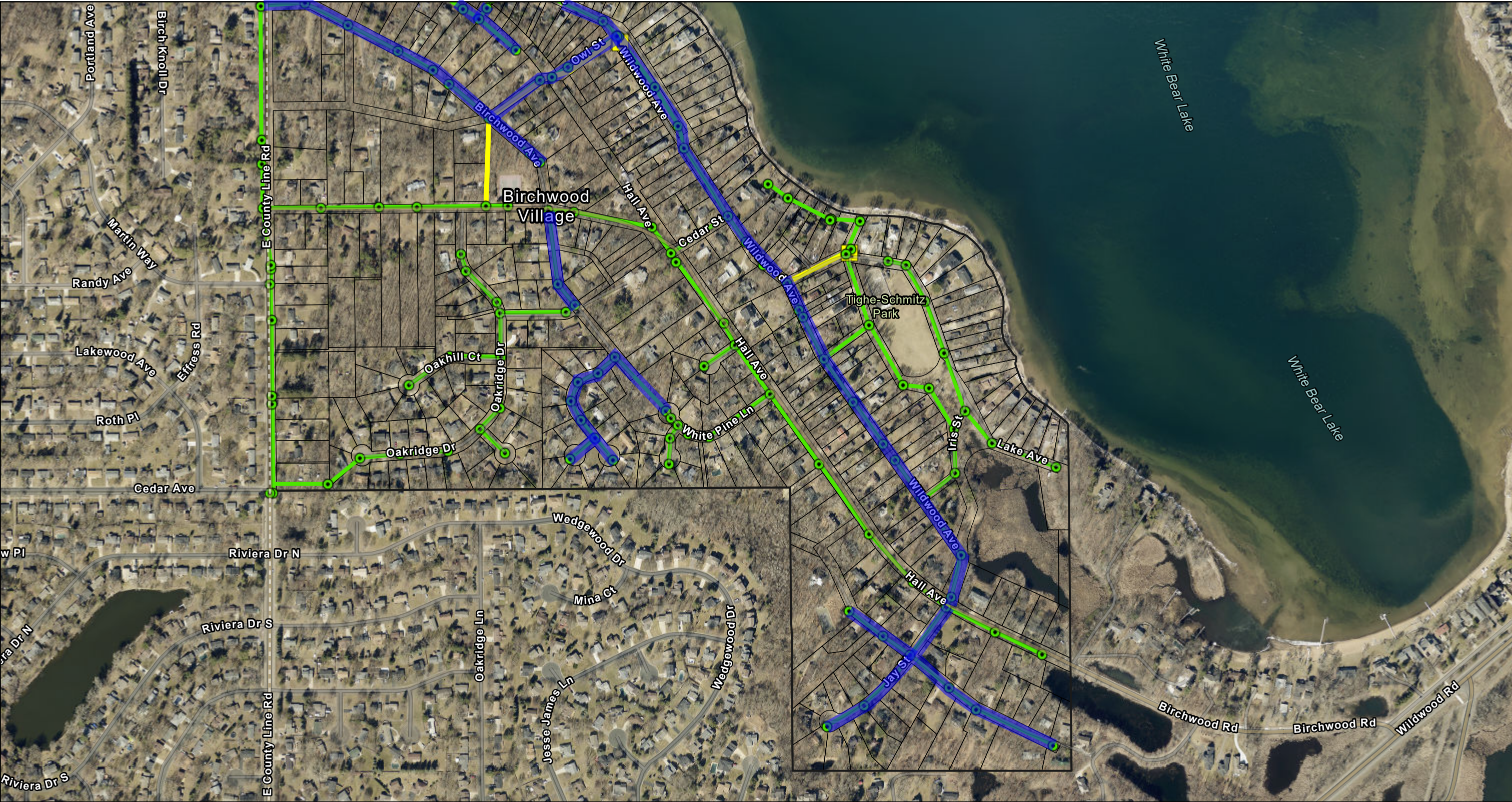
LEGEND

CLEANING AND TELEVISIONING LOCATIONS



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

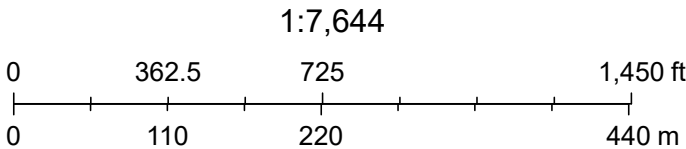
Sanitary Sewer City Map - Map 2 of 2



4/8/2026, 1:03:59 PM

LEGEND

CLEANING AND TELEVISIONING LOCATIONS



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

2027 MUNICIPAL WASTEWATER CHARGE (MWC)**City of Birchwood Village**

For 2027, the estimated wastewater service fee for your community is **\$64,144.08, a change of 3.41% from 2026**. The table below details your wastewater flow, in millions of gallons (mg), and allocated cost of service:

Community Allocation	2027	2026	2025
Metered flow (mg)	15.99	16.12	16.09
Unmetered flow (mg)	1.54	1.76	1.54
Total flow (mg)	17.53	17.88	17.63
Percent of regional flow	0.02%	0.02%	0.02%
Municipal wastewater charge	\$64,144	\$62,030	\$61,582
Cost change from prior	3.41%	0.73%	-3.82%

Your fee is based on the portion of wastewater flow discharged from your community to the regional system in the past year (2025) multiplied by the regional wastewater charge for the next year (2027). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.

Region	2027	2026	2025
Regional allocated flow (mg)	88,992.84	90,689.12	85,129.27
Flow change from prior	-1.87%	6.53%	4.63%
Regional wastewater charge	\$325,634,000	\$314,622,000	\$297,360,000
Cost change from prior	3.5%	5.8%	5.6%

Some wastewater may enter or leave your community but not be included in the metered flow total. These unmetered flows are shown below. Assigned wastewater volumes per unit, such as single-family unit (SFU) or residential equivalent connection (REC), vary based on past flow response to wet weather, age of services, and other available data.

Flow from Birchwood Village = 1.54 mg; added to allocated flow:

To:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes
White Bear Lake	(22 + 0) SFU x 70,000	0.38	0.38	0.39	0.39	

Flow to Birchwood Village = 0.00 mg; deducted from allocated flow:

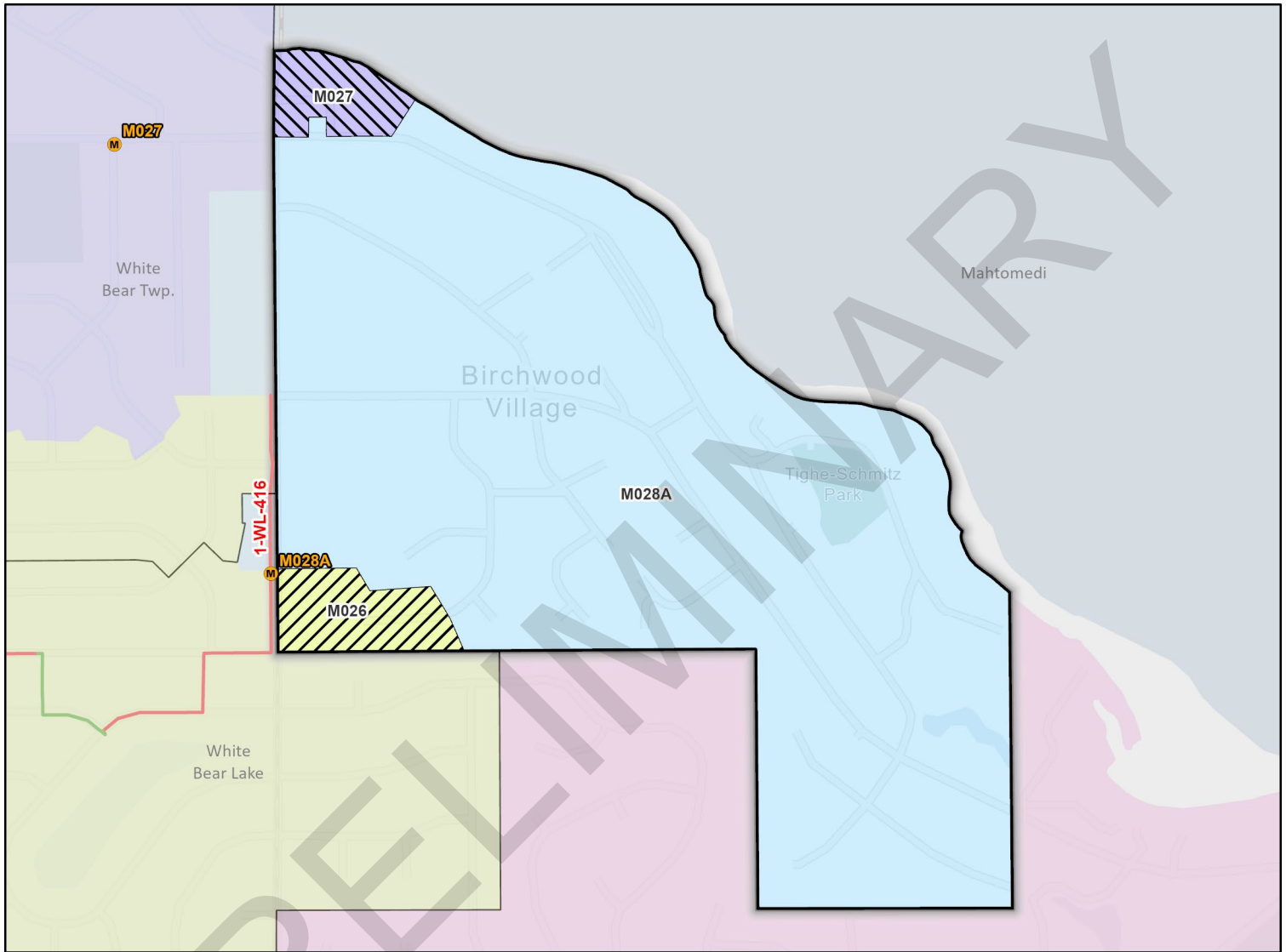
From:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes

Unmetered flow total = 1.54 mg

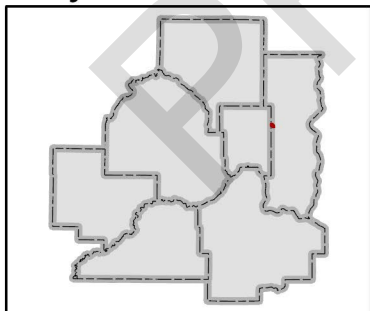
Community Map; see next page for details.



City of Birchwood Village



City of Birchwood Village MCES Facilities



MXXX Metershed

M Meters

Interceptors

— Gravity

— Forcemain

**Unmetered
(Flow From)**

 Not Adjusted

 Adjusted