



REGULAR MEETING OF CITY COUNCIL

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

September 8th, 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

CITY BUSINESS

1. Auditor Presentation (Abdo) on audit results
2. Variance Requests for 135 Wildwood Avenue (Approve/Deny) post-Planning Commission* pgs. 1-15
3. Variance Request for 315 Wildwood Avenue (Approve/Deny) post-Planning Commission* pgs. 16-30
4. Preliminary Budget discussion (and planning for special meeting if needed)* pgs. 31-33
 - a) Resolution approving preliminary budget/levy for 2027 and declaring date for public input and final approval* pg. 34
5. Schedule Second Open House event for viewing of televising results

CONSENT AGENDA

1. Approve City Council Meeting Minutes from August 12, 2026* pgs. 35-37
2. Approve hire for temporary worker-status (Danny Werra)
3. Approve Resolution to transfer \$124,721.00 to capital improvement fund from General Fund* pg. 38
4. Approve July Financials (carryover)* pgs. 39-41

* Denotes item that have supporting documentation provided

5. **August Treasurer's Financial Summary* pg. 42**
6. **August Claims Signature Template* pg. 43**
7. **August Claims History* pgs. 44-46**
8. **August Financial Statement* pgs. 47-49**

ANNOUNCEMENTS

1. **Sheriff's Monthly Report* pgs. 50-52**
2. **Lawn to Meadow Webinar* pg. 53**

ADJOURN

* Denotes items that have supporting documentation provided

memo

To: Birchwood Village Planning Commission
Alan Kantrud, City Administrator

From: Ben Wikstrom, Planning Consultant

CC:

Date: August 27, 2026 Meeting

Re: 135 Wildwood Avenue Structure Setback Variances (impervious percentage pending)

Background and Proposal

Mary and Brad Hapka, residents at 135 Wildwood Avenue, are requesting approval of setback variances to allow construction of a detached garage along Wildwood Avenue. The proposed setbacks are 0' from the right-of-way (30' required), and 1.4' from the side property line (10' required). These setbacks are the same as the existing garage – shown below in pictures and on the attached survey), but they are seeking to replace that garage and increase the width and depth. The existing garage is 22' by 22', while the proposed garage is 30' X 26'.

The applicants, depending on the outcome of the setback variances, may be required to apply for an impervious surface variance because of the increase, although they are intending to renovate structures and landscaping on the lake side of the property (which will require a CUP for land disturbance activity, at a minimum), and the overall calculations and effects on stormwater management are not known at this point. There will be impervious surface removed if the garage expansion is allowed, and there are ways to mitigate the increase depending on what is allowed. The City Engineer and Planner have met with the applicants on site to discuss the project(s), but the logical first step is for the garage replacement and proposal to be reviewed and decided upon prior to a complete design of the entire yard renovation and possible impervious surface and stormwater management designs. Should they not be allowed to expand the garage based on variance standards applicable to the setbacks (neighborhood character and reasonableness), there is no point in requiring a complete design of impervious management and mitigation.

This is to be considered a new structure for the purposes of hearing these variance applications, rather than an expansion of the existing structure. Based on the non-conforming location, an expansion would not be possible by ordinance and state statute.

Ordinances

<u>Lot line or Land Boundary</u>	<u>Fences and Landscaping Barriers</u>	<u>Driveways & Walkways</u>	<u>All Other Structures</u>
Municipal Street and County Road Front, Back, and Side Lot Line	10 ft.	0	30 ft.
Municipal street or County Road Front, Back, And Side Lot Line for Non address side of Corner lot	10 ft.	0	25 ft.
Ordinary High Water Level of Lost Lake	75 ft.	75 ft.	75 ft.
Ordinary High Water Level of White Bear Lake, Hall's Marsh, and other wetlands	50 ft.	50 ft.	50 ft.
All Other Lot Lines	0 ft.	1 ft.	10 ft.
<u>302.045 4.</u>			

Other pertinent ordinance language and supplementary information can be found below.

304.040 Standards for Variances.

Variances may be granted when the applicant for the variance establishes:

- 1. That there are practical difficulties in complying with the zoning ordinance;*
- 2. That the proposed structure or use is in harmony with the general purposes and intent of the ordinance; and*
- 3. That the proposed structure or use is consistent with the City's comprehensive plan.*

"Practical difficulties", as used in connection with the granting of a variance, means that

- i.) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance,*
- ii.) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and*
- iii.) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.*

Perhaps a clearer understanding of how "practical difficulties" are determined is found by a League of Minnesota Cities summary of their relation to State Statute:

A. Practical difficulties

“Practical difficulties” is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or that does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner’s problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

Submittal and Plans

The Hapkas have submitted elevations for garage, as well as a survey showing existing and proposed conditions (see below and attached).

Discussion and Staff Comment

As with the other application on the Planning Commission’s agenda, this is a simple request, as the proposed garage can be seen as meeting the general intent of the ordinance (accessory structure on a lot with a single-family home) and generally in harmony with the comprehensive plan (accessory use to the single-family home).

This application comes down to the Planning Commission’s, and ultimately the City Council’s, interpretation of practical difficulty, insofar as it relates to the reasonableness of the proposal and the character of the neighborhood. The uniqueness of the property is considered the narrow lot, not subdivided by the applicant, with a home that has long existed in its current location (limiting the buildable area options), not chosen by the applicant.

A Google street view of the property (note distance to actual street), and a picture taken on site (note scale with person):



Some examples of garages in the neighborhood not meeting setbacks (Google street views):

145 Wildwood



150s-160s Wildwood

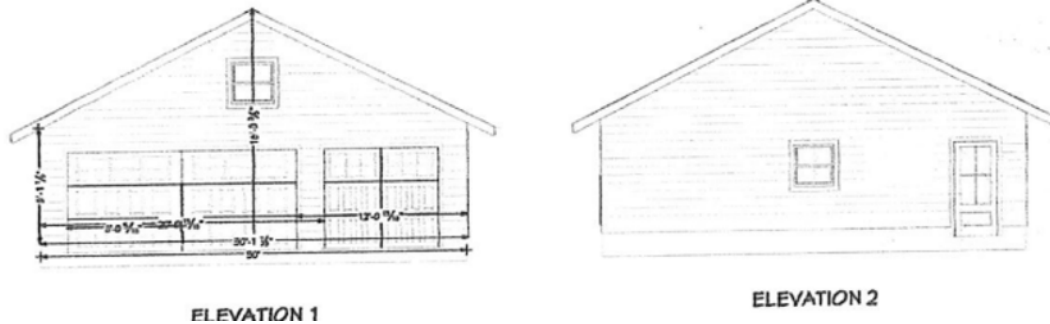


127-129 Wildwood (note applicant's garage in background; picture predates construction of 131 Wildwood)



The garage at 131 Wildwood, on the neighboring property, certainly is of a scale and mass that is larger than the proposed garage on 135 Wildwood. That garage was granted variance for setbacks as an attached structure, and was moved back from the right-of-way as far as possible (old garage was in line with the 135 Wildwood existing garage). However, that structure, especially being adjacent to the subject property, should be considered as part of the character of the neighborhood.

The proposed garage at 135 Wildwood:



As mentioned in the opening paragraphs, this is not to be considered an expansion of the structure, but rather a new build with setback variances. Keep in mind that the applicants, should they be denied, may still rebuild the existing garage in the same location with the same footprint. I believe it has been decided that the height could not be increased, as that is considered to be an expansion in state law, even if the structure height is below ordinance requirements (NOTE: I am unaware of what the ordinance amendment is that is being heard at this meeting and whether that will affect or negate the following point). However, that doesn't mean that, based on the ordinance definition of height, a different design with a different "massing" as viewed from the road is not possible. A mansard roof to, in this case, match the house design, *could* allow the same measured height, as could flat, butterfly, gambrel, jerkinhead, skillion, saltbox, and other designs. (One of the reasons stated by the applicant for a larger footprint is to allow a larger face area of the street-facing wall to allow somewhat standard, 8-foot high garage doors – see pictures of existing above.) Staff does not anticipate such a change in design, but it is worth keeping in mind that different designs with the same height, that greatly change the structure's appearance, are possible. I have heard discussion and opinions from land use attorneys related to this statute, but because they don't work for Birchwood and it was decided that any research done with outside attorneys – even without presentation as a written opinion rendered - may put the City in grave legal peril, I cannot share those discussions.

Recommendation

As with the concurrent variance application, staff does not have a recommendation, due to the subjectivity allowable when applying the ordinance and statutory standards for variances (reasonableness and neighborhood character). If the commission and council believe that the applicant should simply not be allowed a larger garage than existing – that a 30-foot by 26-foot garage is not reasonable - or that they should change the location of an expanded garage to meet the ordinance (likely not possible, as any placement on the street side will be somewhere within the setbacks), or that the character of the neighborhood will be greatly affected with approval, then recommend and vote accordingly. If the commission and council believe there is merit to the practical difficulties, by the definitions above, faced by the applicant and the design and location proposed, then recommend and vote according to those beliefs.

CERTIFICATE OF SURVEY

~for~ **BRAD AND MARY HAPKA**
~of~ **135 WILDWOOD AVENUE**
BIRCHWOOD, MN 55110

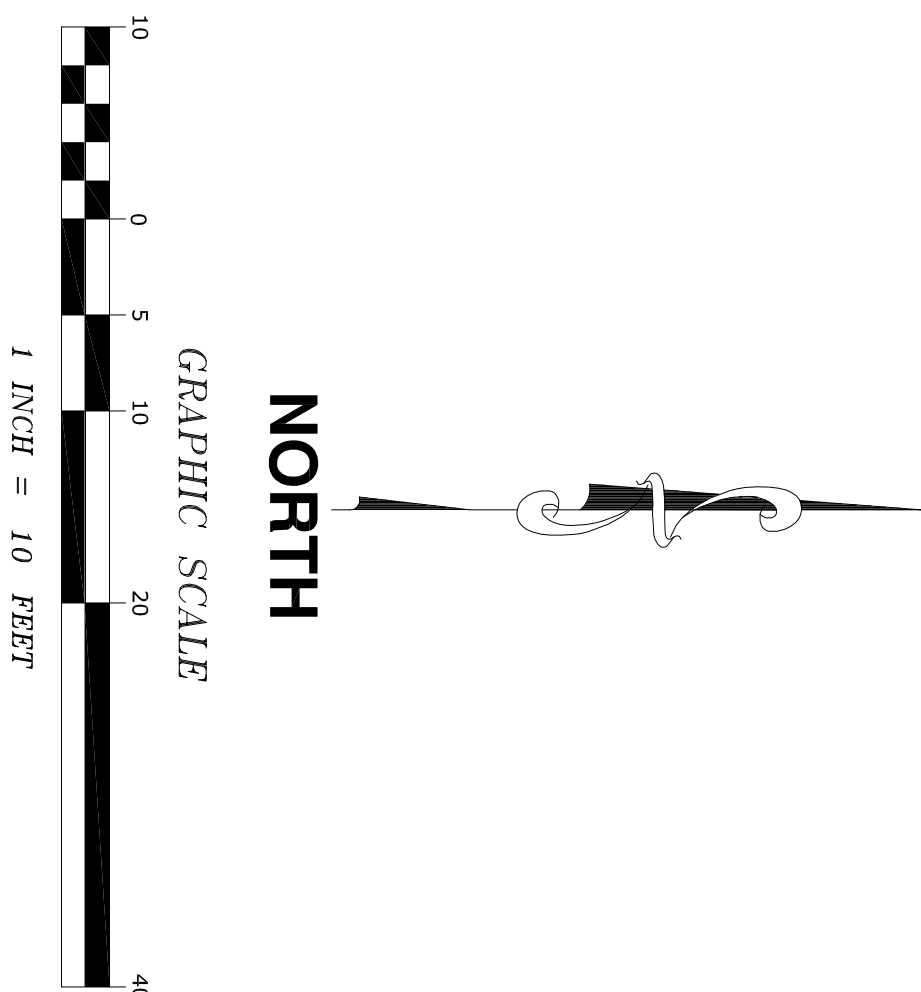
EXISTING LEGAL DESCRIPTION

(Per Document No. 4416166)

Lot "B" in Block 3 of LAKEWOOD PARK 1ST DIVISION, and all that part of Lot 1, and of Wildwood Avenue (now vacated) in BIRCHWOOD ADDITION, which lies between the East and West lines of said Lot "B", extended in straight lines in a northeasterly direction to the shore of White Bear Lake, according to the plat thereon on file and of record in the office of the Register of Deeds, Washington County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 06/03/26.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 30-030-21-22-0069.
- Curb shots are taken at the top and back of curb.
- 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.



E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel (651) 361-8200 Fax (651) 361-8701
www.egrud.com



BENCHMARK

DNR PAINT MARK ON SLAB OF
PUMPHOUSE AT MATOSKA PARK
ELEVATION: 928.74 (MSL 1912)

EXISTING

IMPERVIOUS COVERAGE

TOTAL BOUNDARY AREA (TO OHW):	7,761 sq. ft.
EXISTING BITUMINOUS:	194 sq. ft.
EXISTING CONCRETE:	299 sq. ft.
EXISTING PAVERS:	293 sq. ft.
EXISTING BUILDINGS:	1,680 sq. ft.
TOTAL IMPERVIOUS SURFACE:	2,466 sq. ft.
PERCENT IMPERVIOUS:	31.78%
EXISTING BITUMINOUS:	133 sq. ft.
EXISTING CONCRETE:	189 sq. ft.
EXISTING PAVERS:	233 sq. ft.
EXISTING HOUSE:	1,199 sq. ft.
PROPOSED GARAGE:	780 sq. ft.
TOTAL IMPERVIOUS SURFACE:	2,594 sq. ft.
PERCENT IMPERVIOUS:	33.42%

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES POWER POLE
- DENOTES FENCE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES PAVER SURFACE
- DENOTES ROCKS

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 7/27/2026 License No. 41578

DRAWN BY: CHB	JOB NO: 2604968T	DATE: 06/10/26
CHECK BY: JER	FIELD CREW: DT/CT	CMB
1	6-22-26	ADD SET MONUMENTS
2	7-27-26	PROPOSED GARAGE
3		DATE
NO.	DATE	DESCRIPTION
		BY

135 Wildwood Ave
"Hapka"



**CITY OF BIRCHWOOD VILLAGE
VARIANCE APPLICATION**

207 Birchwood Ave., Birchwood, MN 55110
651-426-3403 • info@cityofbirchwood.com

FOR OFFICIAL USE ONLY
(per Minn. Stat. 15.99)

Application Received Date: 7/14/26

Amount Paid: \$ 1,000 App, \$4,000 Escrow

Date of Payment: 7/14/26

Payment Type:

- Cash
- Check (Number: 289,200)
- Credit Card

Application Complete:

☒ Yes

☐ No - Other

Deficiency: _____

Date of Determination: _____

Date Notice of Deficiency Sent: _____

☐ Application Withdrawn by Applicant
Date: _____

- ☐ Variance Deadline Extended, because:
- ☐ Applicant requested extension.
- ☐ City staff require additional time to evaluate the application.
- ☐ The state or another agency must review the application.
- ☐ The application was received too late for city staff to process and place on the agenda of the next Planning Commission meeting.

Date Variance Extension Letter Sent: _____

Length of Extension: _____ days

Completed applications for variances submitted on or before the **first of each month** will generally be considered by the Planning Commission at its next meeting on the fourth Thursday of that month. Applications submitted after the first of the month will generally be considered the following month.

**Planning Commission and City Council
City of Birchwood Village**

Re: Variance Application – 135 Wildwood Avenue

Dear Commissioners and Council Members,

Brad and I respectfully submit the enclosed application requesting approval of front yard setback, side yard setback, and impervious surface variances associated with replacing our detached garage.

Our existing garage has occupied this location for many years and has become functionally obsolete for today's residential needs. Rather than relocating the garage or changing the established character of our property, we propose to construct a new garage in substantially the same location while modestly increasing its size from approximately 22 feet by 22 feet to 30 feet by 26 feet.

This project represents an investment in the long-term improvement of our home. It replaces an aging structure with one that is safer, more durable, and more compatible with modern residential use while maintaining the established relationship of the garage to the home and surrounding neighborhood.

We understand that the project requires variances because Minnesota law does not permit expansion of a legally nonconforming structure. As discussed with the City's Planning Consultant, our request is therefore processed as a replacement structure requiring location variances. We also understand that stormwater management will be reviewed by the City Engineer, and we are committed to implementing any required drainage improvements.

We respectfully believe this application satisfies each of the City's variance criteria. The request is reasonable, is based on practical difficulties unique to our property, preserves the residential character of the neighborhood, and represents the minimum relief necessary to accomplish the project.

Thank you for your time and consideration. We appreciate the opportunity to improve our property while respecting the character of Birchwood Village and look forward to working with the Planning Commission and City Council throughout the review process.

Respectfully submitted,

Brad Hapka

Mary Hapka

Upon recommendation of the Planning Commission, the City Council will consider and decide the variance application.

A. Applicant's Name:

Brad and Mary Hapka

Telephone:

Home:

Work/Cell:

651-270-7606

Mary Hapka

B. Address (Street, City, State, ZIP):

135 Wildwood Ave. Birchwood Village, MN 55110

C. Property Owner's Name (If different from above):

Telephone

Home:

Work/Cell: 651-270-7606 Mary Hapka

D. Location of Project:

135 Wildwood Ave. Birchwood Village, MN 55110

E. Legal Description:

F. Description of Proposed Project:

We would like to make much needed improvements for garage, to replace it and modestly increase size.

G. Specify each section of the City Code for which a variance is sought. (Variances are not to be granted for the provisions of 301.050 but instead may be granted for other sections of chapters 200 or 300 that cause the existing or proposed structure or use to be non-conforming).

H. Explain how you wish to vary from the applicable provisions of the ordinance:

We are requesting approval of front yard setback, side yard setback and impervious surface variances associated with replacing our detached garage.

I. Please attach a site plan or accurate survey as may be required by ordinance, a Plot plan drawn to scale showing existing and proposed new and changed structures on the lot, and existing structures on adjacent lots. See attached.

J. Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

☒ Yes

☐ No

Why or why not?

The garage plan remains very consistent with other garages in our neighborhood.

2. In your opinion, is the variance consistent with the comprehensive plan?

☒ Yes

☐ No

Why or why not?

It is a garage in a residential area which is consistent with this neighborhood.

3. In your opinion, does the proposal put property to use in a reasonable manner? (See attached)

Yes, we would like to replace our aging garage in essentially the same area but increasing size modestly from 22 x 22 to 26 x 26'. Which we need for vehicles and storage needs.

☒ Yes ☐ No

Why or why not?

Consistent with other garages in neighborhood.

4. In your opinion, are there circumstances unique to the property?

☒ Yes ☐ No

Why or why not?

Our lot is 50' we would like to update and modernize our garage.

5. In your opinion, will the variance maintain the essential character of the locality?

☒ Yes ☐ No

Why or why not?

Our garage plan keeps to the current character of our property and surrounding neighbors garages.

K. Are other governmental permits required for the project, including requirements of the Rice Creek Watershed District? Please attach copies of permits, or evidence they are unnecessary.

☐ Yes ☒ No

Which permits are required?

L. After the proposed project, will the impervious surface of the lot exceed 25 percent?

☒ Yes ☐ No

See attached survey and garage plan.

Please include the information in the following table.

	EXISTING	PROPOSED	CHANGE
1. Total Square Footage of Lot	7761	7761	0
2. Maximum Impervious Surface	31.78	35.6	3.82
3. Roof Surface	1080	1976	296
4. Sidewalks	592 294 293	0	
5. Driveways	194	0	
6. Other Impervious Surface	—	—	
7. Total of Items 3-6	2466	2762	296
8. Impervious Surface Infiltrated	0	0	0
9. Item 8 subtracted from Item 7			
10. Percent Impervious Surface	31.78	35.6	3.82

The Planning Commission and City Council must make affirmative findings on each of the five criteria in question J in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria have been satisfied.

The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.

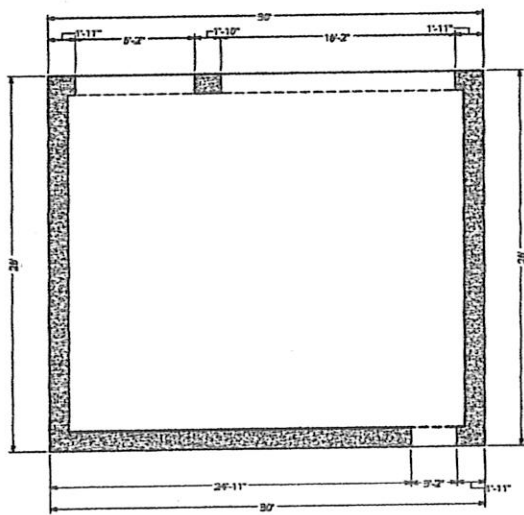
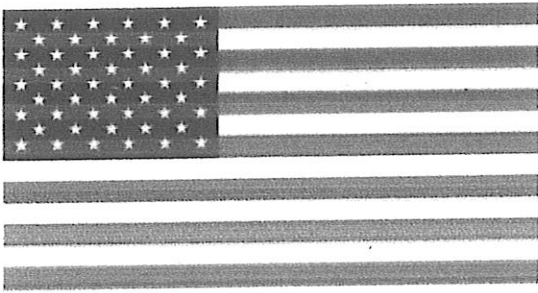
The applicant declares that they are familiar with application fees and other associated costs and with the procedural requirements of the City Code and other applicable ordinances, and that, with the exception of the City Code listed in question G, the proposed project conforms to the City Code, that the information provided in and enclosed herewith is complete and that all documents represented are true and correct representations of the actual project/building that will be built in conformance with such representation if approved.

Applicant's Signature: Mary 2. Hapka

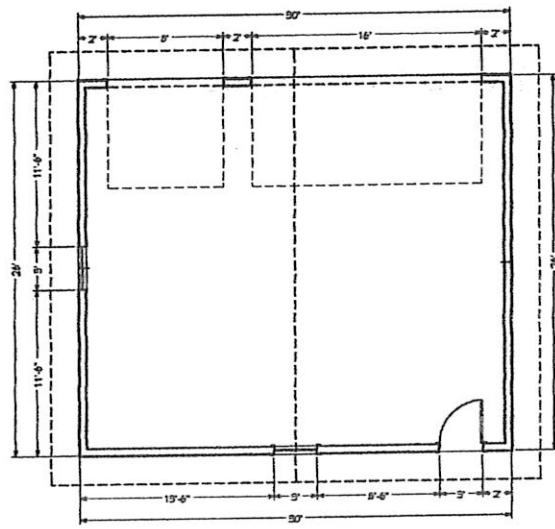
Date: 7/14/2026

Fee Owner's Signature: Mary 2. Hapka

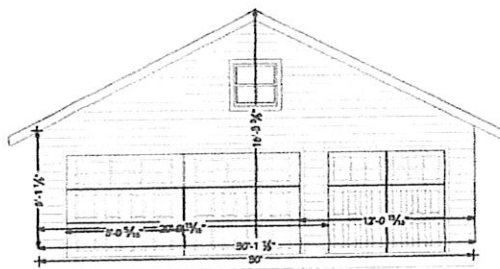
Date: 7/14/2026



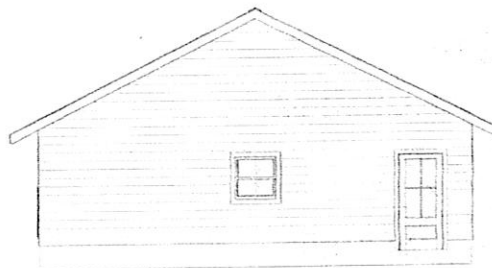
FOUNDATION



1ST FLOOR

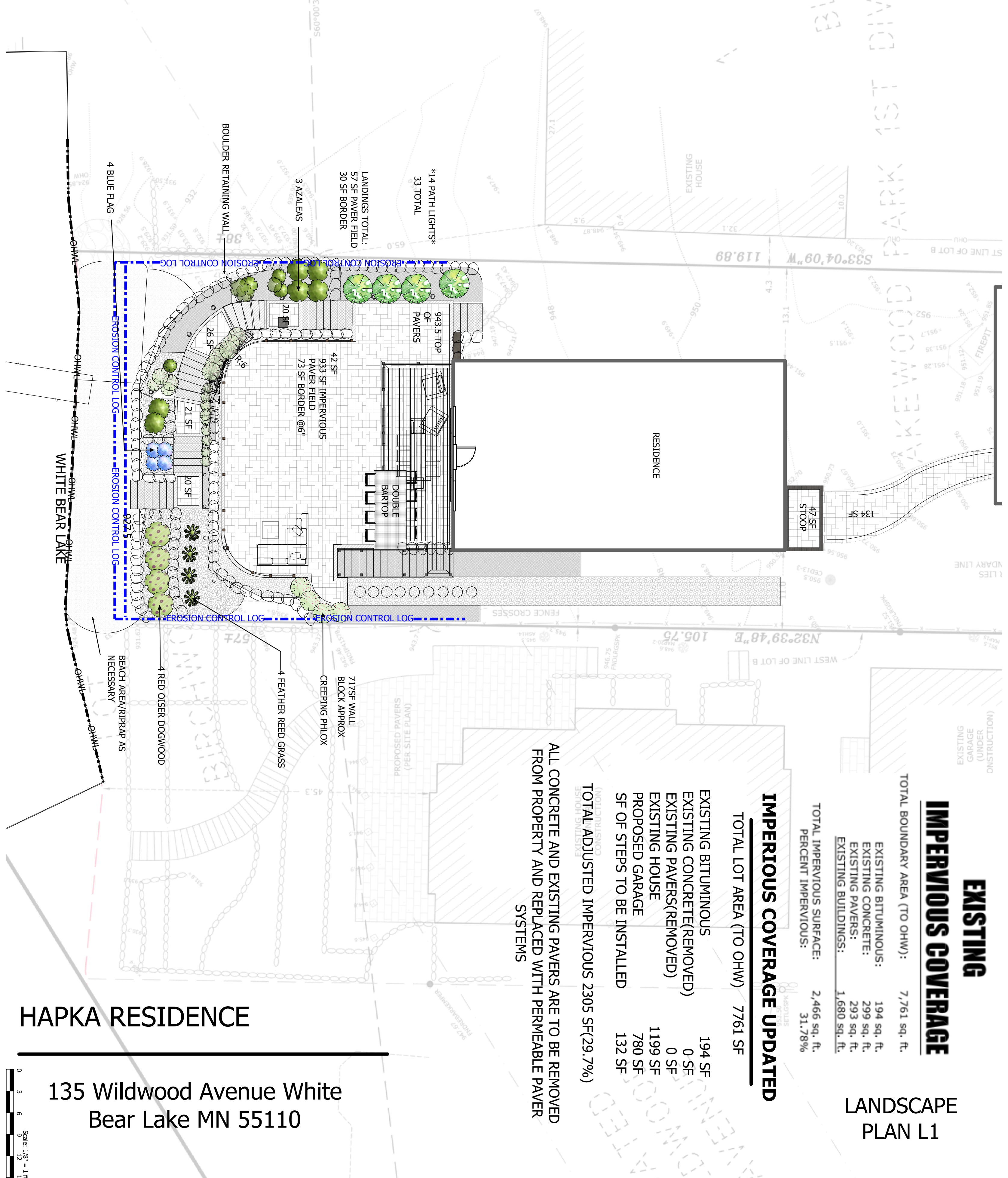


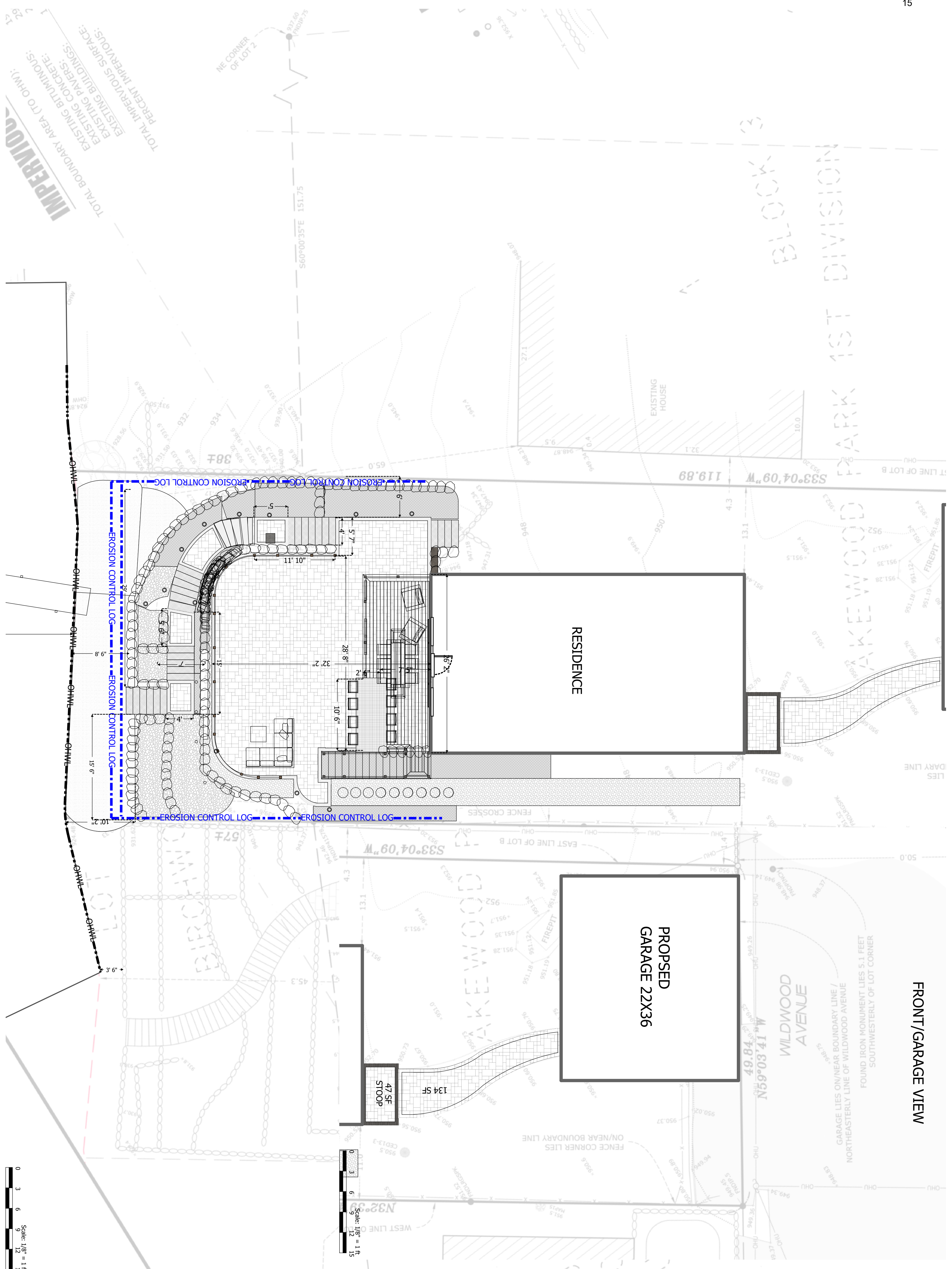
ELEVATION 1



ELEVATION 2

SHEET TITLE:		Garage Plan
PROJECT DESCRIPTION:		Hapka Residence
DRAWING PROVIDED BY:		Nelson's General Solutions
DATE:		7/17/2028
SCALE:		1/8"=1'
SHEET:		A-1
DESIGNER:		R. HAILEY III DESIGN





memo

To: Birchwood Village Planning Commission
 Alan Kantrud, City Administrator

From: Ben Wikstrom, Planning Consultant

CC:

Date: August 27, 2026 Meeting

Re: 315 Wildwood Avenue Building Height Variance

Background and Proposal

Jeff Welle of Divine Custom Homes, on behalf of property owners Joe and Andrea Holka, is requesting a variance from the maximum height of a structure to allow construction of a single-family home at 315 Wildwood Avenue. The proposed house has a “tallest point” of 39’ from the lowest grade.

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

Ordinances

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.

Other pertinent ordinance language and supplementary information can be found below.

304.040 Standards for Variances.

Variances may be granted when the applicant for the variance establishes:

- 1. That there are practical difficulties in complying with the zoning ordinance;*
- 2. That the proposed structure or use is in harmony with the general purposes and intent of the ordinance; and*
- 3. That the proposed structure or use is consistent with the City’s comprehensive plan.*

“Practical difficulties”, as used in connection with the granting of a variance, means that

- i.) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance,*

- ii.) *ii.) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and*
- iii.) *iii.) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.*

Perhaps a clearer understanding of how “practical difficulties” are determined is found by a League of Minnesota Cities summary of their relation to State Statute:

A. Practical difficulties

“Practical difficulties” is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or that does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner’s problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

Submittal and Plans

Mr. Welle has submitted elevations for the house, as well as a survey showing existing and proposed conditions (see attached). As noted during the concept review of this project, the main points of discussion, or things to keep in mind, are the following:

- 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.

Discussion and Staff Comment

This is a simple request, as the proposed house can be seen as meeting the general intent of the ordinance (average height is well below the maximum allowed, and tallest point is a minimal part of the structure as viewed from the lake side), and generally in harmony with the comprehensive plan (single-family home which happens to be proposed on a narrow, sloped, buildable lake lot).

This application comes down to the Planning Commission's and City Council's interpretation of practical difficulty, insofar as it relates to the reasonableness of the proposal and the character of the neighborhood. The uniqueness of the property can leave room for interpretation as well, but in general, the narrow lot (30+ narrower than is allowed by ordinance) with significant slope will lend to a design of a very long and narrow house, especially when the setbacks are adhered to, with low elevations/heights when viewed from the street, and high elevations/heights when viewed from the lake.

A similar design, recently built in Wisconsin, shows the type of roof proposed on this site (NOTE: this house appears to be lower than the proposed structure; shown only for a design example in reality rather than just elevation drawings):



As mentioned earlier, the average height of the structure will be well below that allowed by ordinance (30'), but the peak height is 4' taller than the maximum allowed. The way the ordinance is written and structure heights are measured, other than flat-roof homes (which are allowed to be 32'), it is unlikely that Birchwood Village will ever have a house – at least on properties with anything more than minimal grade changes - that approaches the allowable average height yet stays within the maximum height limitations. Perhaps that was the goal when the ordinance was written.

Staff does not have access to the building plans of nearby homes to know whether there are any that are taller than the 35' maximum currently allowed, which would speak to the neighborhood character. The fact that this house is well behind the setback from the ordinary high water line (50' required, 93.9' proposed) and in line with the adjacent homes, means that the house will not appear to be towering over the lake. Whether that, along with the other factors mentioned above, is enough to maintain the character of the neighborhood, is for the commission and council to decide.

Recommendation

Staff does not have a recommendation, due to the subjectivity allowable when applying the ordinance and statutory standards for variances (reasonableness and neighborhood character). If the commission and council believe that the applicant should simply change the design of the house to meet the ordinance, then recommend and vote accordingly. If the commission and council believe there is merit to the practical difficulties, by the definitions above, faced by the applicant and the design solutions proposed, then recommend and vote that way.

Contact: Contractor
Jeff Welle
952-449-1177



CITY OF BIRCHWOOD VILLAGE
VARIANCE APPLICATION

207 Birchwood Ave., Birchwood, MN 55110
651-426-3403 • info@cityofbirchwood.com

315 Wildwood²⁰
Ave
RE: HOLKA

NO CHECKS WRITTEN
DUE TO POSSIBLE FEE
CHANGES PER PHONE CALL
FROM CITY OFFICE

FOR OFFICIAL USE ONLY
(per Minn. Stat. 15.99)

Application Received Date: _____ Amount Paid: \$ _____

Date of Payment: _____

Payment Type:

- Cash
- Check (Number: _____)
- Credit Card

Application Complete:

Yes

No - Other

Deficiency: _____

Date of Determination: _____

Date Notice of Deficiency Sent: _____

☐ Application Withdrawn by Applicant
Date: _____

- ☐ Variance Deadline Extended, because:
- ☐ Applicant requested extension.
- ☐ City staff require additional time to evaluate the application.
- ☐ The state or another agency must review the application.
- ☐ The application was received too late for city staff to process and place on the agenda of the next Planning Commission meeting.

Date Variance Extension Letter Sent: _____

Length of Extension: _____ days

Completed applications for variances submitted on or before the first of each month will generally be considered by the Planning Commission at its next meeting on the fourth Thursday of that month. Applications submitted after the first of the month will generally be considered the following month.

☒ Yes ☐ No

Why or why not?

THE HOME IS DESIGNED TO FIT
THE PROPERTY

4. In your opinion, are there circumstances unique to the property?

☒ Yes ☐ No

Why or why not?

DEALING WITH ELEVATION CHANGE
ON BOTH STREET AND LAKE SIDE

5. In your opinion, will the variance maintain the essential character of the locality?

☒ Yes ☐ No

Why or why not?

THE HOME IS LINED UP BETWEEN
THE NEIGHBORING HOUSES

K. Are other governmental permits required for the project, including requirements of the Rice Creek Watershed District? Please attach copies of permits, or evidence they are unnecessary.

☒ Yes ☐ No

Which permits are required?

IN PROCESS WITH RICE CREEK

- L. After the proposed project, will the impervious surface of the lot exceed 25 percent?

☒ Yes ☐ No

Please include the information in the following table.

	EXISTING	PROPOSED	CHANGE
1. Total Square Footage of Lot	15,497		
2. Maximum Impervious Surface			
3. Roof Surface			
4. Sidewalks			
5. Driveways			
6. Other Impervious Surface			
7. Total of Items 3-6			
8. Impervious Surface Infiltrated			
9. Item 8 subtracted from Item 7			
10. Percent Impervious Surface	29.97		

The Planning Commission and City Council must make affirmative findings on each of the five criteria in question J in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria have been satisfied.

The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.

Upon recommendation of the Planning Commission, the City Council will consider and decide the variance application.

A. Applicant's Name:

JOE & ANDREA HOLKA

Telephone:

402-568-6023

Home:

~~612-568-6023~~

Work/Cell:

OWNER REP: JEFF WELLE 952-449-1177 Jeff.Welle@DivinCustomHome.com

B. Address (Street, City, State, ZIP):

1000 1st AVE N - UNIT W1107, ST PETERSBURG, FL 33705

C. Property Owner's Name (If different from above):

Telephone

SAME AS ABOVE

Home:

Work/Cell:

D. Location of Project: 315 WILDWOOD AVE

E. Legal Description: P.I.D. 30-030-21-21-0042

F. Description of Proposed Project: NEW CONSTRUCTION SINGLE FAMILY HOME

G. Specify each section of the City Code for which a variance is sought. (Variances are not to be granted for the provisions of 301.050 but instead may be granted for other sections of chapters 200 or 300 that cause the existing or proposed structure or use to be non-conforming). 302

H. Explain how you wish to vary from the applicable provisions of the ordinance:

MAX HEIGHT INCREASED TO 39'-0"

✓ I. Please attach a site plan or accurate survey as may be required by ordinance, a Plot plan drawn to scale showing existing and proposed new and changed structures on the lot, and existing structures on adjacent lots.

J. Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

☒ Yes

☐ No

Why or why not?

THE STREET SIDE VIEW IS BELOW 35 FT

2. In your opinion, is the variance consistent with the comprehensive plan?

☒ Yes

☐ No

Why or why not?

3. In your opinion, does the proposal put property to use in a reasonable manner?

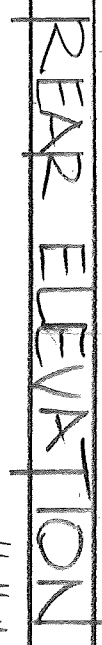
The applicant declares that they are familiar with application fees and other associated costs and with the procedural requirements of the City Code and other applicable ordinances, and that, with the exception of the City Code listed in question G, the proposed project conforms to the City Code, that the information provided in and enclosed herewith is complete and that all documents represented are true and correct representations of the actual project/building that will be built in conformance with such representation if approved.

Applicant's Signature: 

Date: 7-7-26

Fee Owner's Signature: 

Date: 7-7-26


$$1/4 = 1/2$$

13. 1

FRONT ELEVATION

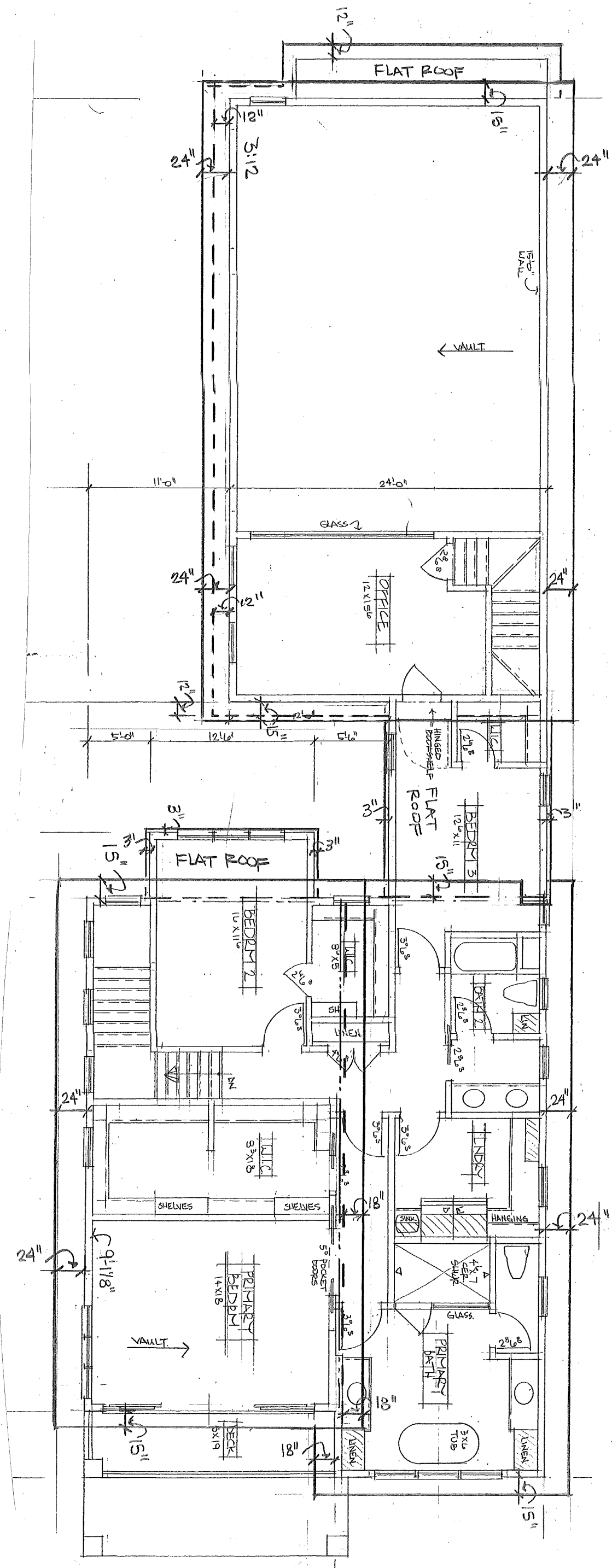
$$A'' = I \oplus 0$$

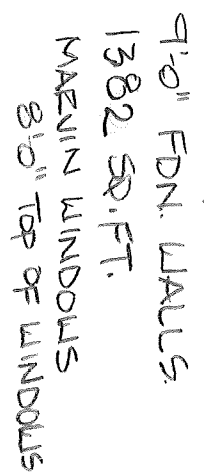
JOE & ANDREA HOLKA
315 WILDLWOOD AVE., BIRCHWOOD MN.

315 WILDWOOD AVE., BIRCHWOOD MN.

REVISIONS	BY

Date	5-14-20
Scale	1/4" = 1'-0"
Drawn	TS
Job	
Sheet	
Of 1	Sheets 6




$$Q_1 = +1$$
[illegible]

JOE & ANDREA HOLKA
315 WILLOWOOD AVE., BIRCHWOOD, MN.

315 WILDWOOD AVE., BIRCHWOOD, MN.

Date 5-14-26

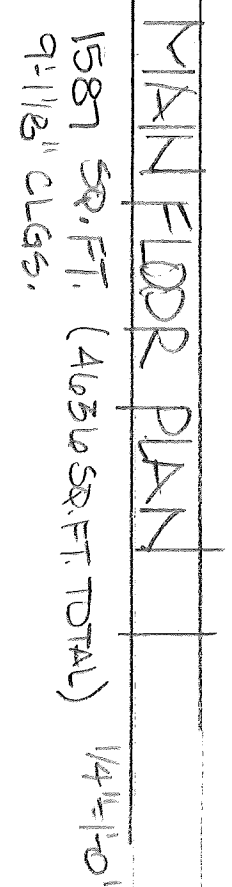
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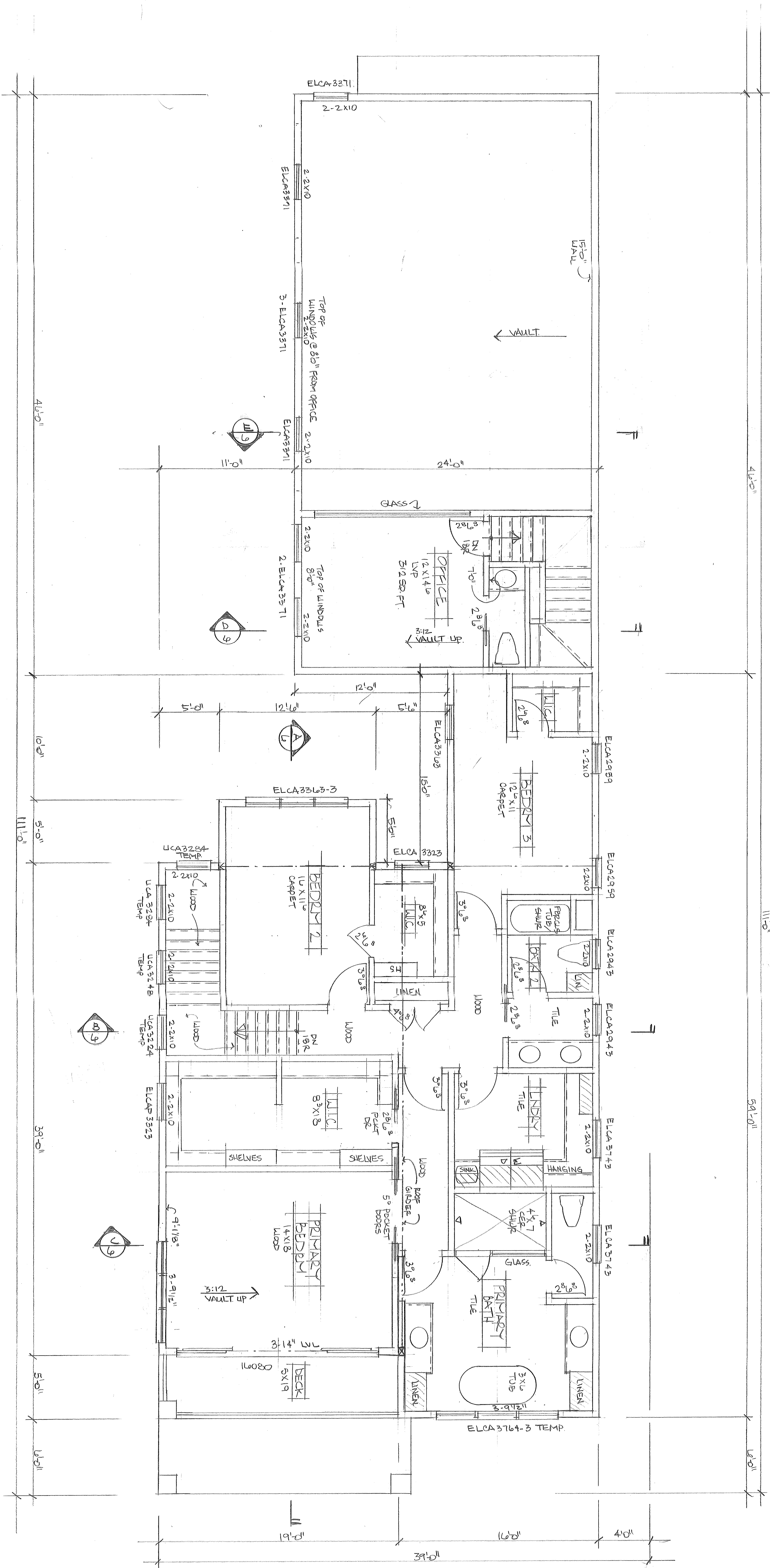
Job

Sheet

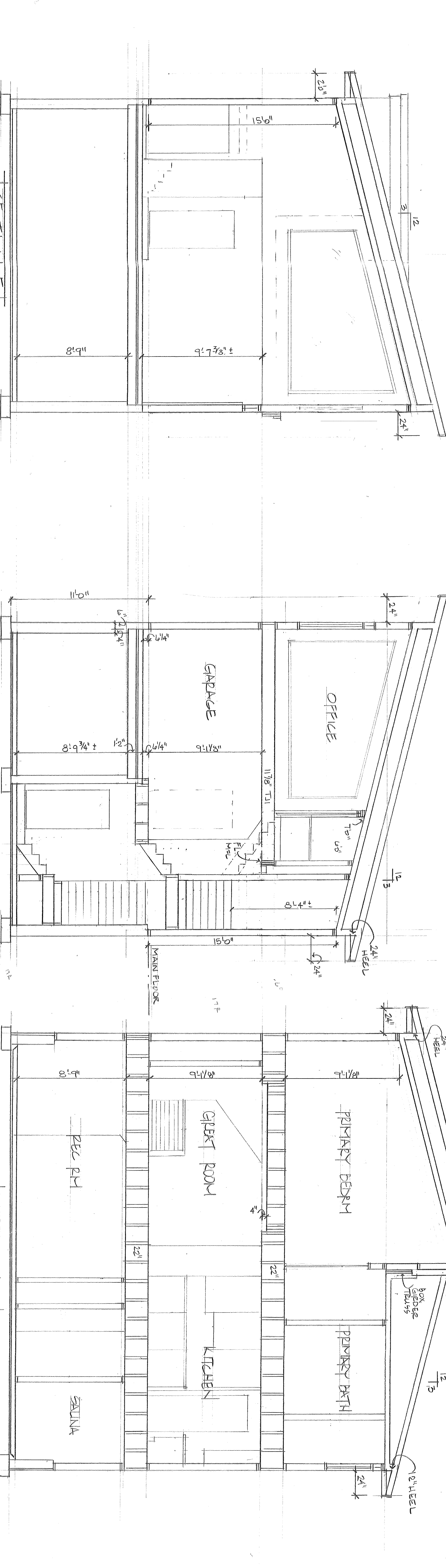
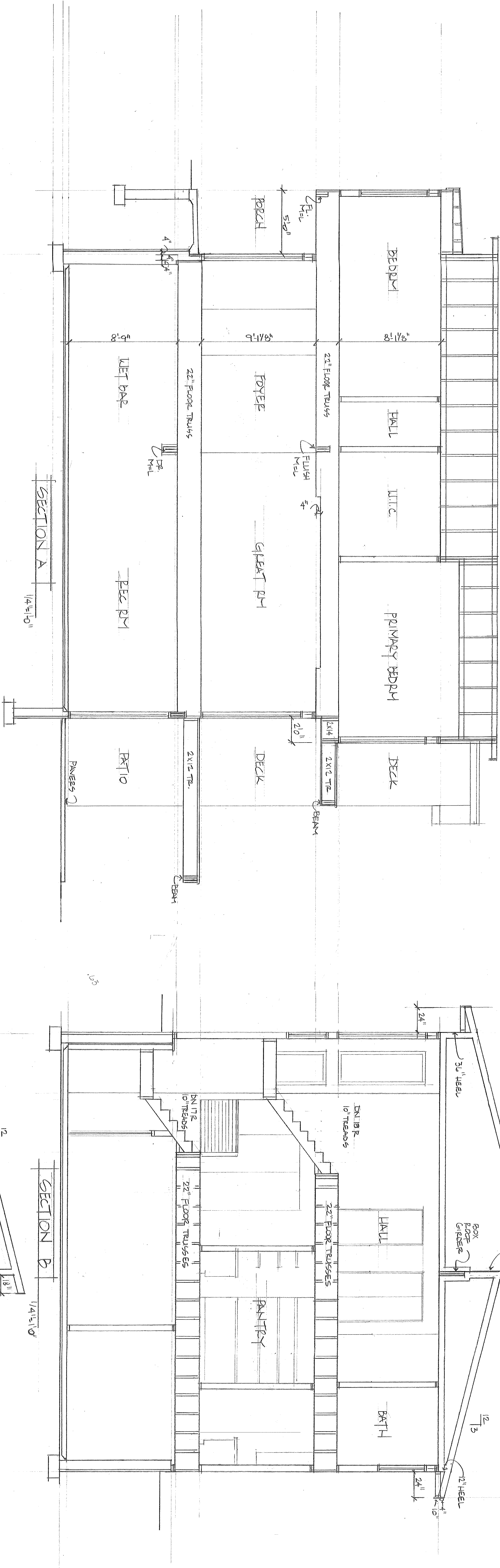
Of 5 Sheets 4



JOE & ANDREA HOLKA
315 WILDWOOD AVE., BIRCHWOOD, MN



UPPER LEVEL FLOOR PLAN
11'28" @ UPPER + 312" @ OFFICE = 1940 SQ. FT. TOTAL
8'11" @ CLG.
MAKING WINDOWS
7'10" TOP OF WINDOWS



REVISIONS	BY

JOE & ANDREA HOLKA
315 WILDLWOOD AVE., BIRCHWOOD MN.

Date	5-14-26
Scale	1/4"=1'-0"
Drawn	TS
Job	
Sheet	
Of 6	Sheets 10

TAX LEVY

\$ 712,794.00 \$ 795,938.00

11.66%

GENERAL FUND:	2025	2026	2026	2027
	Actual	Actual (Thru 8/31)	Budget	Proposed Budget

GENERAL FUND RECEIPTS

General Property Taxes	\$ 618,106.92	\$ 355,882.17	\$ 692,794.00	\$ 770,938.00
Licenses & Permits	\$ -	\$ -	\$ 500.00	\$ 500.00
Building Permits	\$ 35,401.32	\$ 48,238.52	\$ 65,000.00	\$ 65,000.00
Kayak/Canoe Permits	\$ 2,095.00	\$ 2,315.00	\$ 1,900.00	\$ 2,500.00
Zoning Permits	\$ -	\$ -	\$ 300.00	\$ 300.00
Animal Licenses	\$ 1,935.00	\$ 75.00	\$ 100.00	\$ 100.00
Small City Aid	\$ 11,579.00	\$ -	\$ -	\$ 11,750.00
Federal Grants & Aids	\$ -	\$ -	\$ 3,192.00	\$ 3,200.00
State Grants & Aids	\$ -	\$ 6,497.00	\$ -	\$ -
City/Town Hall Rent	\$ 670.00	\$ 675.00	\$ 250.00	\$ 700.00
Court Fines	\$ 2,066.41	\$ 1,014.89	\$ 1,000.00	\$ 1,000.00
Park Fees	\$ 5,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Miscellaneous	\$ 431.00	\$ 893.89	\$ -	\$ -
Interest Earning	\$ 44,292.94	\$ 26,201.12	\$ 46,500.00	\$ 39,000.00
Community Engagement Contributions	\$ -	\$ 38.00	\$ -	\$ -
Contributions of Donations from Private Sources	\$ 720.00	\$ 199.00	\$ 250.00	\$ 250.00
Refund-Reimbursement-Dividend	\$ 7,091.31	\$ 6,900.83	\$ 8,000.00	\$ 6,500.00
Escrows Deposits	\$ 12,850.00	\$ 3,500.00	\$ 42,500.00	\$ 30,000.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 742,238.90	\$ 454,430.42	\$ 862,286.00	\$ 933,738.00

11.28%

GENERAL FUND DISBURSEMENTS

Ordinances & Proceedings	\$ 984.04	\$ 869.76	\$ 2,000.00	\$ 1,500.00
Mayor - Council	\$ 4,072.65	\$ 1,397.94	\$ 9,180.00	\$ 9,180.00
Clerk - Treasurer	\$ 109,279.09	\$ 103,007.86	\$ 171,085.50	\$ 171,085.50
Elections	\$ -	\$ 1,600.00	\$ 12,000.00	\$ 1,650.00
Assessing	\$ 7,578.54	\$ 6,770.46	\$ 6,950.00	\$ 7,950.00
Legal Services	\$ 34,500.00	\$ 25,000.00	\$ 35,100.00	\$ 36,400.00
Grants	\$ 2,125.77	\$ -	\$ 2,100.00	\$ 2,150.00
Planning & Zoning	\$ 12,900.00	\$ 11,200.00	\$ 23,175.00	\$ 24,000.00
Office Operations Supplies	\$ 7,341.82	\$ 2,410.77	\$ 5,500.00	\$ 5,500.00
City Training & Development	\$ 1,330.00	\$ -	\$ -	\$ -
Insurance - Employee	\$ 19,165.00	\$ 1,585.50	\$ 3,400.00	\$ 4,800.00
Animal Control	\$ 2,078.00	\$ 1,160.00	\$ 1,300.00	\$ 1,800.00
Software Expense	\$ 3,197.41	\$ -	\$ 2,100.00	\$ 2,100.00
General Fund Engineering Expense	\$ 33,990.50	\$ 57,859.57	\$ 28,840.00	\$ 60,000.00
General Government Buildings & Plant	\$ 6,416.50	\$ 8,288.67	\$ 15,000.00	\$ 15,000.00
City Insurance	\$ 13,511.00	\$ 12,129.00	\$ 17,500.00	\$ 17,500.00
Cable Equipment & Service	\$ 3,334.75	\$ 785.46	\$ 1,200.00	\$ 1,200.00
Phone/IT	\$ 6,854.38	\$ 20,056.78	\$ 3,600.00	\$ 4,500.00
Police	\$ 97,087.17	\$ 49,550.27	\$ 99,100.50	\$ 102,750.00
Fire	\$ 44,987.25	\$ 63,209.50	\$ 64,285.00	\$ 71,160.00
Building Inspections Administration	\$ 21,548.11	\$ 24,656.15	\$ 45,500.00	\$ 45,500.00
Other Protection	\$ 68.38	\$ -	\$ 70.00	\$ 70.00
Tree Care	\$ 1,020.00	\$ -	\$ 5,000.00	\$ 5,000.00
Tree Removal	\$ -	\$ 46,900.00	\$ 15,000.00	\$ 15,000.00
Recycle	\$ 19,872.00	\$ 11,075.00	\$ 20,400.00	\$ 21,150.00
Parks	\$ 34,676.58	\$ 26,731.71	\$ 62,000.00	\$ 73,892.50
Parks - Tighe Schmidt	\$ -	\$ 3,439.00	\$ -	\$ -
Lawn Care - Maintenance	\$ 8,000.00	\$ 11,901.15	\$ 8,250.00	\$ 15,000.00
Community Engagement Expenses	\$ -	\$ 483.34	\$ -	\$ 750.00
Water Resources	\$ 1,148.28	\$ 1,163.54	\$ 1,150.00	\$ 1,150.00
Miscellaneous	\$ 1,651.86	\$ 308.00	\$ -	\$ -
Unallocated Expenditures	\$ 98.00	\$ -	\$ 500.00	\$ 500.00
Escrow Refunds	\$ 33,141.67	\$ 7,000.00	\$ 30,000.00	\$ 30,000.00
Utility Reimbursement	\$ -	\$ 668.97	\$ -	\$ -
Newsletter	\$ 883.00	\$ 359.66	\$ -	\$ 500.00
Roads - Streets & Road Maintenance	\$ 198,526.89	\$ 41,017.41	\$ 100,000.00	\$ 100,000.00
Roads - Street Sweeping	\$ 9,000.00	\$ 3,500.00	\$ 4,000.00	\$ 7,000.00
Roads - Ice & Snow Removal	\$ 69,914.15	\$ 51,154.00	\$ 50,000.00	\$ 61,000.00
Roads - Street Lighting	\$ 14,964.61	\$ 16,005.17	\$ 17,000.00	\$ 17,000.00
TOTAL GENERAL FUND DISBURSEMENTS	\$ 825,247.40	\$ 613,244.64	\$ 862,286.00	\$ 933,738.00

Includes WBLCD Assessn
Increased 3.5%

Increased 3.5%

The actual in 2025 includ

Upcoming Road Projects

Increased 3.5%
Contract

Increased 3.5%

Includes Garage Project

Average of 2025/2026

SPECIAL REVENUE FUND:		2025 Actual	YTD Actual	Annual Budget	Annual Budget
SPECIAL REVENUE FUND RECEIPTS					
State Grants & Aid - Lake Links Grant	\$	-	\$ -	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND RECEIPTS	\$	-	\$ -	\$ 70,000.00	\$ -
SPECIAL REVENUE FUND DISBURSEMENTS					
Lake Links Project	\$	-	\$ 31,571.20	\$ 70,000.00	\$ -
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$	-	\$ 31,571.20	\$ 70,000.00	\$ -

CAPITAL PROJECT FUND:		2025 Actual	YTD Actual	Annual Budget	Annual Budget
CAPITAL PROJECT RECEIPTS					
General Property Taxes	\$	-	\$ 10,000.00	\$ 20,000.00	\$ 25,000.00
EPA Grant - Liftstation Replacement	\$	458,669.00	\$ -	\$ -	\$ -
RCWD Grant - Liftstation Replacement	\$	50,000.00	\$ 50,000.00	\$ -	\$ -
TOTAL CAPITAL PROJECT FUND RECEIPTS	\$	508,669.00	\$ 60,000.00	\$ 20,000.00	\$ 25,000.00
CAPITAL PROJECT FUND DISBURSEMENTS					
Capital Project Engineering Expense - Liftstation Replac	\$	487,062.55	\$ -	\$ -	\$ -
TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$	487,062.55	\$ -	\$ -	\$ -

PARKS - DOCKs ASSOCIATION FUND:		2025 Actual	YTD Actual	Annual Budget	Annual Budget
PARKS - DOCKs ASSOCIATION REVENUE					
Dock/Lift Permit Fee	\$	14,000.00	\$ 14,875.00	\$ 14,500.00	\$ 14,500.00
TOTAL PARKS - DOCKs ASSOCIATION REVENUE	\$	14,000.00	\$ 14,875.00	\$ 14,500.00	\$ 14,500.00
PARKS - DOCKs ASSOCIATION DISBURSEMENTS					
Music in the Park Fireworks Donation	\$	3,200.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00
TOTAL DOCK ASSOCIATION DISBURSEMENTS	\$	3,200.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00

WATER FUND:		2025 Actual	YTD Actual	Annual Budget	Annual Budget
WATER FUND RECEIPTS					
Water Consumption	\$	90,185.75	\$ 61,394.18	\$ -	\$ -
Water Utility User Fee	\$	65,072.77	\$ 55,737.68	\$ -	\$ -
Water Main-Break Surcharge	\$	33.90	\$ -	\$ -	\$ -
Special Water Charges	\$	1,598.17	\$ 30.82	\$ -	\$ -
State Surcharge	\$	3,278.95	\$ 3,134.14	\$ -	\$ -
Administrative Fee Move/Out	\$	157.09	\$ 704.90	\$ -	\$ -
Lift Station Replacement	\$	24,159.28	\$ 23,001.23	\$ -	\$ -
Delinquent Water Fees	\$	-	\$ 186.76	\$ -	\$ -
Penalties & Forfeited Discounts	\$	1,145.98	\$ 588.91	\$ -	\$ -
Sewer Consumption	\$	(62.78)	\$ -	\$ -	\$ -
Sewer Minimum Charge	\$	(46.46)	\$ -	\$ -	\$ -
TOTAL WATER FUND RECEIPTS	\$	185,522.65	\$ 144,778.62	\$ -	\$ -
WATER FUND DISBURSEMENTS					
Financial Administration	\$	17,236.47	\$ 8,929.68	\$ -	\$ -
Utility Reimbursement	\$	95.36	\$ -	\$ -	\$ -
Water Utility	\$	105,983.42	\$ 56,870.23	\$ -	\$ -
Water/Sewer Emergency	\$	24,396.70	\$ 25,611.18	\$ -	\$ -
Newsletter	\$	740.88	\$ -	\$ -	\$ -
TOTAL WATER FUND DISBURSEMENTS	\$	148,452.83	\$ 91,411.09	\$ -	\$ -

SEWER FUND:	2025 Actual	YTD Actual	Annual Budget	Annual Budget
SEWER FUND RECEIPTS				
Sewer Consumption	\$ 63,561.94	\$ 44,212.94	\$ -	\$ -
Sewer Minimum Charge	\$ 53,607.06	\$ 35,531.43	\$ -	\$ -
Sewer Only	\$ -	\$ 88.25	\$ -	\$ -
Penalties & Forfeited Discounts	\$ 825.70	\$ 325.42	\$ -	\$ -
TOTAL SEWER FUND RECEIPTS	\$ 117,994.70	\$ 80,158.04	\$ -	\$ -
SEWER FUND DISBURSEMENTS				
Office Operations Supplies	\$ 140.52	\$ -	\$ -	\$ -
Storm Drainage	\$ 400.00	\$ -	\$ -	\$ -
Water Utility	\$ 2,320.50	\$ 2,656.19	\$ -	\$ -
Water/Sewer Emergency	\$ -	\$ 3,000.00	\$ -	\$ -
Utility Locates	\$ 353.75	\$ 249.80	\$ -	\$ -
Sewer Utility	\$ 98,643.82	\$ 57,925.12	\$ -	\$ -
Sewer Engineering Expense	\$ 62,599.50	\$ 2,040.50	\$ -	\$ -
TOTAL SEWER FUND DISBURSEMENTS	\$ 164,458.09	\$ 65,871.61	\$ -	\$ -

RESOLUTION 2026-13

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

CERTIFICATION OF THE PRELIMINARY 2027 BUDGET LEVY

At the regular meeting of the City Council of the City of Birchwood Village held on Tuesday, September 8, 2026, with the following members present: Mayor Arsenault and Council members, Eisele, Hankins, Weier and Sperl; the Birchwood Village City Council resolved:

WHEREAS, The City is required to approve and report to Washington County its Preliminary Budget and Levy for 2027 on or before September 30, 2026 as well as announce when the final budget and levy will be approved and public input will be taken, and

WHEREAS, The City of Birchwood Village's Treasurer has prepared a preliminary budget and levy for the City Council to review, revise and approve, and

WHEREAS, The City of Birchwood Village has discussed and revised the preliminary budget and levy to its satisfaction for purposes of certifying the same pursuant to Minnesota Statute §275.065 Subdivision 1.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby preliminarily adopts a budget of \$_____ for 2027 which equates to a ____% increase in the levy on property in the City, and

BE IT FURTHER RESOLVED that the City Council of the City of Birchwood Village hereby declares that the final levy shall be discussed, adjusted and approved following an opportunity for the public to be heard on the matter no earlier than 6:45PM on December 8, 2026 during the regularly-scheduled City Council meeting.

Voting in Favor:

Voting Against:

Abstaining Vote:

Resolution duly seconded and passed this 8th of September, 2026.

Jennifer Arsenault Mayor

Attest:

H. Alan Kantrud City Clerk



MINUTES OF THE CITY COUNCIL

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 12, 2026
6:45 P.M.

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

MISSION STATEMENT

The Birchwood Village City Council is dedicated to enhancing the quality of life for all residents by fostering a safe, inclusive, and thriving community. We are committed to responsible governance and transparent decision-making. Through collaboration with residents, businesses, and local organizations, we strive to improve public services and infrastructure while preserving the unique character of our city. Our goal is to make Birchwood Village a better place to live and grow for generations to come.

MEMBERS

Jennifer Arsenault, Mayor
Bridget Sperl, City Council
Kathy Weier, City Council
Ryan Eisele, City Council
Ryan Hankins, City Council

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

ROLL CALL All CMs present

APPROVAL OF CITY COUNCIL AGENDA On a motion by CM Hankins and seconded by CM Weier the agenda was approved as amended, with the addition of announcements 4, 5, and 6. All Aye.

PUBLIC FORUM Mayor Arsenault opened the public forum. Michelle Young spoke regarding the pavement of Hall Court. (Point 3) Points 1, 3, 4, and 5 are to be discussed at next City Council meeting. Mayor Arsenault closed the public forum.

1. Deer Concerns in City* pg. 1
2. Traffic Safety at South Shore Blvd* pg. 2 Vegetation will be cut down to improve visibility. Mayor Arsenault has reached out to White Bear Township and Bolton and Menk for next steps.
3. Pave Roadway at 5 Hall Court* pg. 3
4. Memorial Bench at Ash Beach* pg. 4 **ACTION:** to be discussed by Parks Committee
5. Fishhook Concern at Kay Beach* pg. 5 **ACTION:** to be discussed by Parks Committee

PRESENTATIONS Marcus Johnson from Bolton and Menk presented regarding City Business item 1. Mr. Johnson recommended alternate 2 (city hall parking lot with edge mill and an overlay) from the Bituminous Roadways bid.

CITY BUSINESS-ACTION ITEMS

1. Consider/Award Bid for 2026 City Street Maintenance Project(s) * pgs. 6-48 **On a motion by CM Weier and seconded by CM Hankins it was approved to accept the base bid and alternate 2 from Bituminous Roadways. All Aye.**
2. Discussion of traffic concerns at Wildwood and Century Avenue
ACTION: Marcus Johnson tasked with presenting options at next City Council meeting that can be implemented by Birchwood to improve safety
3. Appointment of Focus Group members for Road Planning* pg. 49
On a motion by CM Hankins and seconded by CM Sperl it was approved to appoint Max Kirshbaum, Kristin Stolte, Mary Hapka, Jozsef Hegedus, and Maureen Seibert to the Road Planning Focus Group. All Aye.
4. Discussion regarding duplicate City Code chapters* pgs. 50-52
ACTION: Code sections 802, 611 will be reviewed for duplicity and edits presented at next City Council Meeting. On a motion by CM Hankins and seconded by CM Eisele it was approved to table item 4 until next CC Meeting. All Aye.

CONSENT AGENDA On a motion by CM Weier and seconded by CM Sperl Consent Agenda items 1, 3,4,6,9, and 10 were approved. All Aye.

1. Approve Council Meeting Minutes from July 14, 2026* pgs. 53-54
2. Approve Treasurer's Financial Summary July 2026* pg. 55 **discrepancy found, to be addressed at next CC Meeting**
3. Approve July Claims Signature Template* pg. 56 **discrepancy found, to be addressed at next CC Meeting**
4. Approve July Claims History* pgs. 57-60
5. Approve July Financial Statement* pgs. 61-63
6. Approve July Disbursements and Receipts
7. Approve City **Administrator** Engagement Agreement **as Amended*** pgs. 64-90
On a motion by CM Weier and seconded by CM Hankins the City Administrator Engagement Agreement was approved as Ameneded. All Aye.
8. **Approve City Attorney Professional Services Agreement as amended**
On a motion by CM Weier and seconded by CM Eisele the City Attorney Professional Services Agreement was approved as Ameneded. All Aye.
9. Approve Policy Document regarding conflicts* pgs. 91-103
10. Approve City Planner Contract* pgs. 104-110

ANNOUNCEMENTS/FYI/UPCOMING EVENTS-

1. Washington County Sheriff's Report* pgs. 111-115
2. 2050 Comp Plan Project Kick-off and call for work-group members
3. Tennis Sanitation Report-2nd Quarter* pg. 116

4. Connections Committee Update. **"Flannel Fest" Planned for October 25th. Birchwood Ave will be temporarily blocked off on either side of the City Hall parking lot to allow for the event to take place.**
5. Website Update **New website is live**
6. Tighe Schmitz Project **Construction begins early September**

ADJOURN On a motion by CM Sperl and seconded by CM Weier it was approved adjourn the meeting at 8:23 p.m. All Aye.

RESOLUTION 2026-14

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

TRANSFER OF MONIES FROM GENERAL FUND TO CAPITAL FUND

At the regular meeting of the City Council of the City of Birchwood Village held on Tuesday, September 8, 2026, with the following members present: Mayor Arsenault and Council members, Eisele, Hankins, Weier and Sperl; the Birchwood Village City Council resolved:

WHEREAS, The City recently conducted an audit provided by an outside firm of its 'books', and

WHEREAS, The City's auditors noticed invoicing for some street work in 2025 that was coded to the City's Capital Projects fund rather than to the General Fund, and

WHEREAS, The City's auditors recommend administratively-moving funds from the General Fund to the Capital Fund to best-reflect where the monies were used as the expenses have been previously reported as belonging to the Capital Fund.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the administrative movement of \$124,721.00 FROM the City's General Fund TO the City's Capital Projects Fund.

Voting in Favor:
Voting Against:
Abstaining Vote:

Resolution duly seconded and passed this 8th of September, 2026.

Jennifer Arsenault Mayor

Attest:

H. Alan Kantrud City Clerk

City of Birchwood Village
Statement of Receipts and Disbursements - GENERAL FUND
As of July 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	\$ 346,397.00	\$ 347,828.86	\$ 1,431.86	\$ 346,397.00	\$ 355,882.17	\$ 9,485.17	\$ 692,794.00	\$ 618,106.92
Licenses & Permits	\$ 41.67	\$ -	\$ (41.67)	\$ 291.67	\$ -	\$ (291.67)	\$ 500.00	\$ -
Building Permits	\$ 5,416.67	\$ 1,428.57	\$ (3,988.10)	\$ 37,916.67	\$ 44,899.52	\$ 6,982.85	\$ 65,000.00	\$ 35,401.32
Kayak/Canoe Permits	\$ 158.33	\$ -	\$ (158.33)	\$ 1,108.33	\$ 2,235.00	\$ 1,126.67	\$ 1,900.00	\$ 2,095.00
Zoning Permits	\$ 25.00	\$ -	\$ (25.00)	\$ 175.00	\$ -	\$ (175.00)	\$ 300.00	\$ -
Animal Licenses	\$ 8.33	\$ -	\$ (8.33)	\$ 58.33	\$ 75.00	\$ 16.67	\$ 100.00	\$ 1,935.00
Small City Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,579.00
Federal Grants & Aids	\$ 266.00	\$ -	\$ (266.00)	\$ 1,862.00	\$ -	\$ (1,862.00)	\$ 3,192.00	\$ -
State Grants & Aids	\$ -	\$ 6,497.00	\$ 6,497.00	\$ -	\$ 6,497.00	\$ 6,497.00	\$ -	\$ -
City/Town Hall Rent	\$ 20.83	\$ -	\$ (20.83)	\$ 145.83	\$ 675.00	\$ 529.17	\$ 250.00	\$ 670.00
Court Fines	\$ 83.33	\$ 303.29	\$ 219.96	\$ 583.33	\$ 1,014.89	\$ 431.56	\$ 1,000.00	\$ 2,066.41
Park Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 5,000.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 408.89	\$ 408.89	\$ -	\$ 431.00
Interest Earning	\$ 3,875.00	\$ 3,823.49	\$ (51.51)	\$ 27,125.00	\$ 22,665.43	\$ (4,459.57)	\$ 46,500.00	\$ 44,292.94
Contributions of Donations from Private Sources	\$ 20.83	\$ -	\$ (20.83)	\$ 145.83	\$ -	\$ (145.83)	\$ 250.00	\$ 720.00
Refund-Reimbursement-Dividend	\$ 666.67	\$ -	\$ (666.67)	\$ 4,666.67	\$ 5,573.75	\$ 907.08	\$ 8,000.00	\$ 7,091.31
Escrows Deposits	\$ 3,541.67	\$ -	\$ (3,541.67)	\$ 24,791.67	\$ 1,000.00	\$ (23,791.67)	\$ 42,500.00	\$ 12,850.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 360,521.33	\$ 359,881.21	\$ (640.12)	\$ 445,267.33	\$ 442,926.65	\$ (2,340.68)	\$ 862,286.00	\$ 742,238.90
GENERAL FUND DISBURSEMENTS								
Ordinances & Proceedings	\$ 166.67	\$ 221.25	\$ (54.58)	\$ 1,166.67	\$ 677.76	\$ 488.91	\$ 2,000.00	\$ 984.04
Mayor - Council	\$ 765.00	\$ -	\$ 765.00	\$ 5,355.00	\$ 1,397.94	\$ 3,957.06	\$ 9,180.00	\$ 4,072.65
Clerk - Treasurer	\$ 14,257.13	\$ 12,184.62	\$ 2,072.51	\$ 99,799.88	\$ 88,804.20	\$ 10,995.68	\$ 171,085.50	\$ 109,279.09
Elections	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 12,000.00	\$ -
Assessing	\$ 579.17	\$ -	\$ 579.17	\$ 4,054.17	\$ 6,750.46	\$ (2,696.29)	\$ 6,950.00	\$ 7,578.54
Legal Services	\$ 2,925.00	\$ 2,500.00	\$ 425.00	\$ 20,475.00	\$ 22,500.00	\$ (2,025.00)	\$ 35,100.00	\$ 34,500.00
Grants	\$ 175.00	\$ -	\$ 175.00	\$ 1,225.00	\$ -	\$ 1,225.00	\$ 2,100.00	\$ 2,125.77
Planning & Zoning	\$ 1,931.25	\$ 3,200.00	\$ (1,268.75)	\$ 13,518.75	\$ 11,200.00	\$ 2,318.75	\$ 23,175.00	\$ 12,900.00
Office Operations Supplies	\$ 458.33	\$ 915.79	\$ (457.46)	\$ 3,208.33	\$ 2,400.15	\$ 808.18	\$ 5,500.00	\$ 7,341.82
City Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00
Insurance - Employee	\$ 283.33	\$ 253.68	\$ 29.65	\$ 1,983.33	\$ 1,585.50	\$ 397.83	\$ 3,400.00	\$ 19,165.00
Animal Control	\$ 108.33	\$ 145.00	\$ (36.67)	\$ 758.33	\$ 1,015.00	\$ (256.67)	\$ 1,300.00	\$ 2,078.00
Software Expense	\$ 175.00	\$ -	\$ 175.00	\$ 1,225.00	\$ -	\$ 1,225.00	\$ 2,100.00	\$ 3,197.41
General Fund Engineering Expense	\$ 2,403.33	\$ 12,010.94	\$ (9,607.61)	\$ 16,823.33	\$ 56,800.94	\$ (39,977.61)	\$ 28,840.00	\$ 33,990.50
General Government Buildings & Plant	\$ 1,250.00	\$ 884.04	\$ 365.96	\$ 8,750.00	\$ 7,464.20	\$ 1,285.80	\$ 15,000.00	\$ 6,416.50
City Insurance	\$ 1,458.33	\$ 10,832.00	\$ (9,373.67)	\$ 10,208.33	\$ 12,129.00	\$ (1,920.67)	\$ 17,500.00	\$ 13,511.00
Cable Equipment & Service	\$ 100.00	\$ 110.24	\$ (10.24)	\$ 700.00	\$ 785.46	\$ (85.46)	\$ 1,200.00	\$ 3,334.75
Phone/IT	\$ 300.00	\$ 1,921.11	\$ (1,621.11)	\$ 2,100.00	\$ 19,509.89	\$ (17,409.89)	\$ 3,600.00	\$ 6,854.38
Police	\$ 8,258.38	\$ -	\$ 8,258.38	\$ 57,808.63	\$ -	\$ 57,808.63	\$ 99,100.50	\$ 97,087.17
Fire	\$ 5,357.08	\$ -	\$ 5,357.08	\$ 37,499.58	\$ 63,209.50	\$ (25,709.92)	\$ 64,285.00	\$ 44,987.25
Building Inspections Administration	\$ 3,791.67	\$ -	\$ 3,791.67	\$ 26,541.67	\$ 23,866.39	\$ 2,675.28	\$ 45,500.00	\$ 21,548.11
Other Protection	\$ 5.83	\$ -	\$ 5.83	\$ 40.83	\$ -	\$ 40.83	\$ 70.00	\$ 68.38
Tree Care	\$ 416.67	\$ -	\$ 416.67	\$ 2,916.67	\$ -	\$ 2,916.67	\$ 5,000.00	\$ 1,020.00
Tree Removal	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 8,750.00	\$ 14,900.00	\$ (6,150.00)	\$ 15,000.00	\$ -
Recycle	\$ 1,700.00	\$ 3,680.00	\$ (1,980.00)	\$ 11,900.00	\$ 11,075.00	\$ 825.00	\$ 20,400.00	\$ 19,872.00
Parks	\$ 5,166.67	\$ 3,537.39	\$ 1,629.28	\$ 36,166.67	\$ 23,655.93	\$ 12,510.74	\$ 62,000.00	\$ 34,676.58
Parks - Tighe Schmidt	\$ -	\$ -	\$ -	\$ -	\$ 2,789.00	\$ (2,789.00)	\$ -	\$ -
Lawn Care - Maintenance	\$ 687.50	\$ 3,005.00	\$ (2,317.50)	\$ 4,812.50	\$ 3,775.00	\$ 1,037.50	\$ 8,250.00	\$ 8,000.00
Community Engagement Expenses	\$ -	\$ 187.72	\$ (187.72)	\$ -	\$ 483.34	\$ (483.34)	\$ -	\$ -
Water Resources	\$ 95.83	\$ -	\$ 95.83	\$ 670.83	\$ 1,163.54	\$ (492.71)	\$ 1,150.00	\$ 1,148.28
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 299.00	\$ (299.00)	\$ -	\$ 1,651.86
Unallocated Expenditures	\$ 41.67	\$ -	\$ 41.67	\$ 291.67	\$ -	\$ 291.67	\$ 500.00	\$ 98.00
Escrow Refunds	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 17,500.00	\$ 7,000.00	\$ 10,500.00	\$ 30,000.00	\$ 33,141.67
Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Reimbursement	\$ -	\$ 41.44	\$ (41.44)	\$ -	\$ 41.44	\$ (41.44)	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ 174.44	\$ (174.44)	\$ -	\$ 883.00
Roads - Streets & Road Maintenance	\$ 12,500.00	\$ 39,945.42	\$ (27,445.42)	\$ 50,000.00	\$ 39,945.42	\$ 10,054.58	\$ 100,000.00	\$ 198,526.89
Roads - Street Sweeping	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 3,500.00	\$ (1,500.00)	\$ 4,000.00	\$ 9,000.00
Roads - Ice & Snow Removal	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 51,154.00	\$ (11,154.00)	\$ 50,000.00	\$ 69,914.15
Roads - Street Lighting	\$ 1,416.67	\$ 5,114.51	\$ (3,697.84)	\$ 9,916.67	\$ 14,567.10	\$ (4,650.43)	\$ 17,000.00	\$ 14,964.61
TOTAL GENERAL FUND DISBURSEMENTS	\$ 71,523.83	\$ 100,690.15	\$ (29,166.32)	\$ 505,166.83	\$ 494,619.60	\$ 10,547.23	\$ 862,286.00	\$ 825,247.40

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL OPERATING FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ (59,899.50)	\$ (51,692.95)	\$ 8,206.55

City of Birchwood Village
Statement of Receipts and Disbursements - SPECIAL REVENUE PROJECTS FUND
As of July 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	\$ 11,666.67	\$ -	\$ (11,666.67)	\$ 46,666.67	\$ -	\$ (46,666.67)	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND RECEIPTS	\$ 11,666.67	\$ -	\$ (11,666.67)	\$ 46,666.67	\$ -	\$ (46,666.67)	\$ 70,000.00	\$ -
SPECIAL REVENUE FUND DISBURSEMENTS								
Music In the Park/Fireworks Donations	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00	\$ -	\$ -	\$ 3,200.00
Lake Links Project	\$ 11,666.67	\$ -	\$ 11,666.67	\$ 58,333.33	\$ 598.50	\$ 57,734.83	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND DISBURSEMENTS	\$ 11,666.67	\$ -	\$ 11,666.67	\$ 58,333.33	\$ 4,398.50	\$ 57,734.83	\$ 70,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -CAPITAL PROJECTS FUND
As of July 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	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 20,000.00	\$ -
EPA Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 458,669.18
RCWD Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
TOTAL CAPITAL PROJECT FUND RECEIPTS	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 60,000.00	\$ 50,000.00	\$ 20,000.00	\$ 508,669.18
CAPITAL PROJECT FUND DISBURSEMENTS								
Capital Project Engineering Expense - Liftstation Replac	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,062.55
TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,062.55

City of Birchwood Village
Statement of Receipts and Disbursements -DOCK ASSOCIATION FUND
As of July 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	\$ 800.00	\$ -	\$ 800.00	\$ 3,200.00	\$ -	\$ 3,200.00	\$ 4,000.00	\$ 3,200.00
TOTAL DOCK ASSOCIATION DISBURSEMENTS	\$ 800.00	\$ -	\$ 800.00	\$ 3,200.00	\$ -	\$ 3,200.00	\$ 4,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -WATER FUND
As of July 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	\$ -	\$ 20,539.74	\$ (20,539.74)	\$ -	\$ 60,702.58	\$ (60,702.58)	\$ -	\$ 90,185.75
Water Utility User Fee	\$ -	\$ 15,235.25	\$ (15,235.25)	\$ -	\$ 55,369.58	\$ (55,369.58)	\$ -	\$ 65,072.77
Water Main-Break Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.90
Special Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 30.82	\$ (30.82)	\$ -	\$ 1,598.17
State Surcharge	\$ -	\$ 886.13	\$ (886.13)	\$ -	\$ 3,112.56	\$ (3,112.56)	\$ -	\$ 3,278.95
Administrative Fee Move/Out	\$ -	\$ 297.58	\$ (297.58)	\$ -	\$ 704.90	\$ (704.90)	\$ -	\$ 157.09
Lift Station Replacement	\$ -	\$ 5,835.09	\$ (5,835.09)	\$ -	\$ 22,851.23	\$ (22,851.23)	\$ -	\$ 24,159.28
Delinquent Water Fees	\$ -	\$ -	\$ -	\$ -	\$ 186.76	\$ (186.76)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 88.68	\$ (88.68)	\$ -	\$ 568.50	\$ (568.50)	\$ -	\$ 1,145.98
Sewer Consumption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62.78)
Sewer Minimum Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46.46)
TOTAL WATER FUND RECEIPTS	\$ -	\$ 42,882.47	\$ (42,882.47)	\$ -	\$ 143,526.93	\$ (143,526.93)	\$ -	\$ 185,522.65
WATER FUND DISBURSEMENTS								
Financial Administration	\$ -	\$ -	\$ -	\$ -	\$ 8,929.68	\$ (8,929.68)	\$ -	\$ 17,236.47
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.36
Water Utility	\$ -	\$ 21,010.70	\$ (21,010.70)	\$ -	\$ 54,150.92	\$ (54,150.92)	\$ -	\$ 105,983.42
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 25,611.18	\$ (25,611.18)	\$ -	\$ 24,396.70
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ 185.22	\$ (185.22)	\$ -	\$ 740.88
TOTAL WATER FUND DISBURSEMENTS	\$ -	\$ 21,010.70	\$ (21,010.70)	\$ -	\$ 88,877.00	\$ (88,877.00)	\$ -	\$ 148,452.83

City of Birchwood Village
Statement of Receipts and Disbursements -SEWER FUND
As of July 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	\$ -	\$ 13,081.78	\$ (13,081.78)	\$ -	\$ 44,101.77	\$ (44,101.77)	\$ -	\$ 63,561.94
Sewer Minimum Charge	\$ -	\$ 9,117.95	\$ (9,117.95)	\$ -	\$ 35,321.26	\$ (35,321.26)	\$ -	\$ 53,607.06
Sewer Only	\$ -	\$ -	\$ -	\$ -	\$ 88.25	\$ (88.25)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 52.96	\$ (52.96)	\$ -	\$ 318.89	\$ (318.89)	\$ -	\$ 825.70
TOTAL SEWER FUND RECEIPTS	\$ -	\$ 22,252.69	\$ (22,252.69)	\$ -	\$ 79,830.17	\$ (79,830.17)	\$ -	\$ 117,994.70
SEWER FUND DISBURSEMENTS								
Office Operations Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.52
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Water Utility	\$ -	\$ 1,067.36	\$ (1,067.36)	\$ -	\$ 2,656.19	\$ (2,656.19)	\$ -	\$ 2,320.50
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ -
Utility Locates	\$ -	\$ 44.55	\$ (44.55)	\$ -	\$ 185.00	\$ (185.00)	\$ -	\$ 353.75
Sewer Utility	\$ -	\$ 7,207.92	\$ (7,207.92)	\$ -	\$ 46,553.08	\$ (46,553.08)	\$ -	\$ 98,643.82
Sewer Engineering Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,040.50	\$ (2,040.50)	\$ -	\$ 62,599.50
TOTAL SEWER FUND DISBURSEMENTS	\$ -	\$ 8,319.83	\$ (8,319.83)	\$ -	\$ 54,434.77	\$ (54,434.77)	\$ -	\$ 164,458.09

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

Fund	Beginning Balance	Actual Receipts	Actual Disbursements	Transfers In / (Out)	Ending Balance
Operating Funds:					
General Fund	\$ 892,460.06	\$ 442,926.65	\$ 494,619.60	\$ -	\$ 840,767.11
Operating Funds Total	\$ 892,460.06	\$ 442,926.65	\$ 494,619.60	\$ -	\$ 840,767.11
Dedicated Funds:					
Special Revenue Projects Fund	\$ -	\$ -	\$ 4,398.50	\$ -	\$ (4,398.50)
Capital Projects Fund	\$ 12,135.20	\$ 60,000.00	\$ -	\$ -	\$ 72,135.20
Dock Association Fund	\$ 31,823.05	\$ 14,875.00	\$ -	\$ -	\$ 46,698.05
Water Fund	\$ 119,543.77	\$ 143,526.93	\$ 88,877.00	\$ -	\$ 174,193.70
Sewer Fund	\$ (4,529.39)	\$ 79,830.17	\$ 54,434.77	\$ -	\$ 20,866.01
Dedicated Funds Total	\$ 158,972.63	\$ 298,232.10	\$ 147,710.27	\$ -	\$ 309,494.46
Total	\$ 1,051,432.69	\$ 741,158.75	\$ 642,329.87	\$ -	\$ 1,150,261.57

Monthly Treasurer's Financial Summary

City of Birchwood Village

Month Ending: August 2026

Overall Financial Position

The City's financial position through August 31, 2026 should be continued to be monitored. Fund balances decreased from \$1,051,432 to \$999,776. Year to date, the City received \$754,242 in receipts and incurred \$805,898 in disbursements. This has resulted in an unfavorable net income of \$41,515.

Revenue Activity

General Fund revenue collections through August totaled \$454,430, compared with a year-to-date budget of \$459,391, or \$4,961 below budget. Property Taxes remain the City's largest revenue source coming in \$9,485 over the budgeted amount of \$346,397. Other notable General Fund revenue activity includes Building Permits and Interest Income.

Year-to-date the City has collected \$754,242 in receipts. The Capital Fund recorded \$60,000 in receipts, the Parks - Docks Association Fund recorded \$14,875, and Sewer and Water totaled \$224,936 in receipts.

Expenditure Activity

General Fund disbursements through July totaled \$613,244, compared with a year-to-date budget of \$576,690, resulting in a unfavorable variance of \$36,553. Several individual expenditure categories should continue to be monitored because they are over their year-to-date budgets. These include General Fund Engineering, Fire, City Insurance, Tree Removal, and IT expenditures. Coding has been assessed for errors.

Year-to-date expenditures totaled \$805,898. The remaining is comprised of the following: \$31,571 Special Revenue Fund, \$3,800 in the Parks-Docks Association Fund, and \$157,282 in the Water & Sewer Funds. Almost half of the Lake Links Project has been spent through August. The City has not received any grant money as of August 31.

Items of Note

Administrative updates for the month include:

- * Checks dated for September that appear on the Claims report will be reflected in the September financial statements.
- * 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.
- * In 2024 and 2025 two invoices were paid to Bituminous Roadways. They were coded to the Capital Projects Fund in error. Per the auditors recommendation, the City will have to make a motion to move the total amount of theses invoices, \$196,856.92, from the General Fund to the Capital Projects Fund to correct the balances of the two funds and report road maintenance in the General Fund. For ease in the budgeting process, this adjustment has been made in the financial as of 12/31/25, but needs unanimous Council approval to be official.

City of Birchwood Village
September 8, 2026 City Council Meeting

CLAIMS LIST APPROVAL SHEET

9/2/2026

Claims Total \$ 76,942.91

Number of Checks	36
Check Voids	0

Signature Approvals

_____ Jennifer Arsenault, Mayor	_____ Date
------------------------------------	---------------

_____ Ryan Eisele, City Council	_____ Date
------------------------------------	---------------

_____ Ryan Hankins, City Council	_____ Date
-------------------------------------	---------------

_____ Bridget Sperl, City Council	_____ Date
--------------------------------------	---------------

_____ Katherine Weier, City Council	_____ Date
--	---------------

Date Range : 8/8/2026 To 9/2/2026

<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>
08/12/2026	H.A. KANTRUD, P.A.	Attorney fees for Oct	58575*	34215	Yes	\$2,500.00	100-41601-300	\$2,500.00
08/12/2026	IRS - US TREASURY	Federal Taxes - Q2 2026 - July Payment	8124	IRS0826	Yes	\$3,368.63	100-41401-100	\$736.09
							100-41401-100	\$2,133.58
							100-41401-100	\$498.96
08/12/2026	MN Department of Labor and Industry	Building Permit Surcharge - Q2-2026	8126	DOLI0826	Yes	\$789.76	100-42401-437	\$789.76
08/12/2026	MN DEPARTMENT OF REVENUE	MN State Tax eFiling - 2026 Q2-July Payment	8125	MNDOR0826	Yes	\$545.21	100-41401-115	\$403.98
							100-41401-115	\$13.66
							100-41401-115	\$127.57
08/12/2026	Xcel 4094-1	Gas Service 6/1-7/16/26	58572*	X58572	Yes	\$31.37	605-49465-380	\$31.37
08/12/2026	Xcel 9369-0	200 Wildwood Lift Station Gas 407 Lake Lift Station 6/16-7/16/26	58573*	X58573	Yes	\$28.30	605-49465-380	\$28.30
08/13/2026	PERA	Pera Office Payroll 7/26-8/8, tb,gb,ak,mo	8127*	P8127	Yes	\$896.62	100-41401-121	\$896.62
08/17/2026	Xcel 2335-4	Water Tower Electric 6/18-7/20/26	58571*	X58571	Yes	\$11.20	601-49415-380	\$11.20
08/28/2026	Xcel 2307-8	Street Lighting 7/3-8/2/2026	58574*	X58574	Yes	\$1,438.07	100-43160-380	\$1,438.07
08/31/2026	COMPANION ANIMAL CONTROL LLC	Animal Control Services - Aug	58580*	34219	Yes	\$145.00	100-41916-314	\$145.00
08/31/2026	Douglas or Colleen Herber	Water Utility Overpayment Refund 8/13/26	58555*	34199	Yes	\$63.92	100-49405-810	\$63.92
08/31/2026	Flagship Recreation	Bench for Lake Links,	58553*	34197	Yes	\$7,420.00	210-45209-315	\$7,420.00
08/31/2026	Flagship Recreation	Grill for park	58566*	34210	Yes	\$650.00	100-45210-220	\$650.00
08/31/2026	Gopher State One Call	Aug 16 Tickets	58581*	34220	Yes	\$21.60	605-49455-314	\$21.60
08/31/2026	H.A. KANTRUD, P.A.	Reimbursement for drinking fountain Lake Links	58507*	34196	Yes	\$6,232.95	210-45209-315	\$6,232.95
08/31/2026	H.A. KANTRUD, P.A.	Bike Stand Kit for Lake Links Purchase Reimbursement	58579*	34218	Yes	\$2,027.55	100-45209-315	\$2,027.55
08/31/2026	LRS PORTABLES, LLC	Aug Balance Due for Portable Potty	58559*	34203	Yes	\$174.00	100-45207-314	\$174.00
08/31/2026	Mahtomedi Tire Company	Trailer Tires	58563*	34207	Yes	\$229.12	100-41940-220	\$229.12
08/31/2026	MANSHIP PLUMBING & HEATING INC	Water system standby;8 Locates;testing and sampling	58562*	34206	Yes	\$1,400.00	601-49415-314	\$1,400.00

<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>
08/31/2026	Menards - Oakdale	Wasp and hornet killer	58560*	34204	Yes	\$19.11	100-41940-400	\$19.11
08/31/2026	Menards - Oakdale	White vinegar, 2 gallon tank sprayer	58561*	34205	Yes	\$24.01	100-41940-400	\$24.01
08/31/2026	METROPOLITAN COUNCIL - ENV. SERVICE	Oct Waste Water Services	8108*	34221	Yes	\$5,169.16	605-49465-217	\$5,169.16
08/31/2026	MN Department of Health	Community Water Supply Connection Fee - 7/1-9/30/26	58506*	34195	Yes	\$1,346.00	601-49415-437	\$1,346.00
08/31/2026	Newman Traffic Signs	Road Signs	58564*	34208	Yes	\$703.99	100-43101-220	\$703.99
08/31/2026	Press Publications	864668 proposed variance, 863652 ordinance	58569*	34213	Yes	\$192.00	100-41130-351	\$96.00
							100-41130-351	\$96.00
08/31/2026	Schroeder PAC LLC	Lift station maintenance 8/10/26	58554*	34198	Yes	\$563.61	100-49465-314	\$563.61
08/31/2026	Therese Bellinger	Reimbursement for Adobe Subscription August	58556*	34200	Yes	\$31.15	100-41955-200	\$31.15
08/31/2026	TOSHIBA AMERICA BUSINESS SOLUTIONS	Aug Monthly Usage Allowance	58570*	34214	Yes	\$10.62	100-41911-314	\$10.62
08/31/2026	TSE, INC. WORK ACCOUNT	Aug-Janitorial services	58578*	34217	Yes	\$35.65	100-41940-314	\$35.65
08/31/2026	USS MINNESOTA ONE MT LLC	Solar Energy - July	58558*	34202	Yes	\$1,419.33	605-49465-380	\$166.98
							100-41940-380	\$445.28
							605-49465-380	\$807.07
08/31/2026	Washington County - Property & Tax	Annual Election Equipment 2026	58565*	34209	Yes	\$1,620.00	100-41550-314	\$1,620.00
08/31/2026	White Bear Lawn and Snow, LLC	New concrete slab Lake Links	58557*	34201	Yes	\$3,955.20	210-45209-315	\$3,955.20
08/31/2026	White Bear Lawn and Snow, LLC	Aug Mowing and trimming	58568*	34212	Yes	\$1,617.10	100-45207-314	\$1,232.10
							100-45210-314	\$385.00
08/31/2026	Wingfield, Mary	Community Club Donations Deposited to City--Reimburse Club, Leeves and R Heimer	58577*	34216	Yes	\$9.00	100-49001-430	\$9.00
08/31/2026	Woodchuck Tree & Stump Removal	Tree removal, 23 locations	58567*	34211	Yes	\$32,000.00	100-43135-300	\$32,000.00
09/01/2026	Delta Dental of Minnesota	ee dental and vision insurance	58576*	D58576	Yes	\$253.68	100-41912-130	\$222.92
							100-41912-130	\$30.76

<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								\$76,942.91

City of Birchwood Village
Statement of Receipts and Disbursements - GENERAL FUND
As of August 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	\$ -	\$ -	\$ -	\$ 346,397.00	\$ 355,882.17	\$ 9,485.17	\$ 692,794.00	\$ 618,106.92
Licenses & Permits	\$ 41.67	\$ -	\$ (41.67)	\$ 333.33	\$ -	\$ (333.33)	\$ 500.00	\$ -
Building Permits	\$ 5,416.67	\$ 3,339.00	\$ (2,077.67)	\$ 43,333.33	\$ 48,238.52	\$ 4,905.19	\$ 65,000.00	\$ 35,401.32
Kayak/Canoe Permits	\$ 158.33	\$ 80.00	\$ (78.33)	\$ 1,266.67	\$ 2,315.00	\$ 1,048.33	\$ 1,900.00	\$ 2,095.00
Zoning Permits	\$ 25.00	\$ -	\$ (25.00)	\$ 200.00	\$ -	\$ (200.00)	\$ 300.00	\$ -
Animal Licenses	\$ 8.33	\$ -	\$ (8.33)	\$ 66.67	\$ 75.00	\$ 8.33	\$ 100.00	\$ 1,935.00
Small City Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,579.00
Federal Grants & Aids	\$ 266.00	\$ -	\$ (266.00)	\$ 2,128.00	\$ -	\$ (2,128.00)	\$ 3,192.00	\$ -
State Grants & Aids	\$ -	\$ -	\$ -	\$ -	\$ 6,497.00	\$ 6,497.00	\$ -	\$ -
City/Town Hall Rent	\$ 20.83	\$ -	\$ (20.83)	\$ 166.67	\$ 675.00	\$ 508.33	\$ 250.00	\$ 670.00
Court Fines	\$ 83.33	\$ -	\$ (83.33)	\$ 666.67	\$ 1,014.89	\$ 348.22	\$ 1,000.00	\$ 2,066.41
Park Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 5,000.00
Miscellaneous	\$ -	\$ 485.00	\$ 485.00	\$ -	\$ 893.89	\$ 893.89	\$ -	\$ 431.00
Interest Earning	\$ 3,875.00	\$ 3,535.69	\$ (339.31)	\$ 31,000.00	\$ 26,201.12	\$ (4,798.88)	\$ 46,500.00	\$ 44,292.94
Community Engagement Contributions	\$ -	\$ 38.00	\$ 38.00	\$ -	\$ 38.00	\$ 38.00	\$ -	\$ -
Contributions of Donations from Private Sources	\$ 20.83	\$ 199.00	\$ 178.17	\$ 166.67	\$ 199.00	\$ 32.33	\$ 250.00	\$ 720.00
Refund-Reimbursement-Dividend	\$ 666.67	\$ 1,327.08	\$ 660.41	\$ 5,333.33	\$ 6,900.83	\$ 1,567.50	\$ 8,000.00	\$ 7,091.31
Escrows Deposits	\$ 3,541.67	\$ 2,500.00	\$ (1,041.67)	\$ 28,333.33	\$ 3,500.00	\$ (24,833.33)	\$ 42,500.00	\$ 12,850.00
Transfers from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND RECEIPTS	\$ 14,124.33	\$ 11,503.77	\$ (2,620.56)	\$ 459,391.67	\$ 454,430.42	\$ (4,961.25)	\$ 862,286.00	\$ 742,238.90
GENERAL FUND DISBURSEMENTS								
Ordinances & Proceedings	\$ 166.67	\$ 192.00	\$ (25.33)	\$ 1,333.33	\$ 869.76	\$ 463.57	\$ 2,000.00	\$ 984.04
Mayor - Council	\$ 765.00	\$ -	\$ 765.00	\$ 6,120.00	\$ 1,397.94	\$ 4,722.06	\$ 9,180.00	\$ 4,072.65
Clerk - Treasurer	\$ 14,257.13	\$ 14,203.66	\$ 53.47	\$ 114,057.00	\$ 103,007.86	\$ 11,049.14	\$ 171,085.50	\$ 109,279.09
Elections	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 8,000.00	\$ 1,600.00	\$ 6,400.00	\$ 12,000.00	\$ -
Assessing	\$ 579.17	\$ 1,620.00	\$ (1,040.83)	\$ 4,633.33	\$ 6,770.46	\$ (2,137.13)	\$ 6,950.00	\$ 7,578.54
Legal Services	\$ 2,925.00	\$ 2,500.00	\$ 425.00	\$ 23,400.00	\$ 25,000.00	\$ (1,600.00)	\$ 35,100.00	\$ 34,500.00
Grants	\$ 175.00	\$ -	\$ 175.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 2,100.00	\$ 2,125.77
Planning & Zoning	\$ 1,931.25	\$ -	\$ 1,931.25	\$ 15,450.00	\$ 11,200.00	\$ 4,250.00	\$ 23,175.00	\$ 12,900.00
Office Operations Supplies	\$ 458.33	\$ 10.62	\$ 447.71	\$ 3,666.67	\$ 2,410.77	\$ 1,255.90	\$ 5,500.00	\$ 7,341.82
City Training & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,330.00
Insurance - Employee	\$ 283.33	\$ -	\$ 283.33	\$ 2,266.67	\$ 1,585.50	\$ 681.17	\$ 3,400.00	\$ 19,165.00
Animal Control	\$ 108.33	\$ 145.00	\$ (36.67)	\$ 866.67	\$ 1,160.00	\$ (293.33)	\$ 1,300.00	\$ 2,078.00
Software Expense	\$ 175.00	\$ -	\$ 175.00	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 2,100.00	\$ 3,197.41
General Fund Engineering Expense	\$ 2,403.33	\$ 1,058.63	\$ 1,344.70	\$ 19,226.67	\$ 57,859.57	\$ (38,632.90)	\$ 28,840.00	\$ 33,990.50
General Government Buildings & Plant	\$ 1,250.00	\$ 824.47	\$ 425.53	\$ 10,000.00	\$ 8,288.67	\$ 1,711.33	\$ 15,000.00	\$ 6,416.50
City Insurance	\$ 1,458.33	\$ -	\$ 1,458.33	\$ 11,666.67	\$ 12,129.00	\$ (462.33)	\$ 17,500.00	\$ 13,511.00
Cable Equipment & Service	\$ 100.00	\$ -	\$ 100.00	\$ 800.00	\$ 785.46	\$ 14.54	\$ 1,200.00	\$ 3,334.75
Phone/IT	\$ 300.00	\$ 546.89	\$ (246.89)	\$ 2,400.00	\$ 20,056.78	\$ (17,656.78)	\$ 3,600.00	\$ 6,854.38
Police	\$ 8,258.38	\$ 49,550.27	\$ (41,291.90)	\$ 66,067.00	\$ 49,550.27	\$ 16,516.73	\$ 99,100.50	\$ 97,087.17
Fire	\$ 5,357.08	\$ -	\$ 5,357.08	\$ 42,856.67	\$ 63,209.50	\$ (20,352.83)	\$ 64,285.00	\$ 44,987.25
Building Inspections Administration	\$ 3,791.67	\$ 789.76	\$ 3,001.91	\$ 30,333.33	\$ 24,656.15	\$ 5,677.18	\$ 45,500.00	\$ 21,548.11
Other Protection	\$ 5.83	\$ -	\$ 5.83	\$ 46.67	\$ -	\$ 46.67	\$ 70.00	\$ 68.38
Tree Care	\$ 416.67	\$ -	\$ 416.67	\$ 3,333.33	\$ -	\$ 3,333.33	\$ 5,000.00	\$ 1,020.00
Tree Removal	\$ 1,250.00	\$ 32,000.00	\$ (30,750.00)	\$ 10,000.00	\$ 46,900.00	\$ (36,900.00)	\$ 15,000.00	\$ -
Recycle	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 13,600.00	\$ 11,075.00	\$ 2,525.00	\$ 20,400.00	\$ 19,872.00
Parks	\$ 5,166.67	\$ 2,477.28	\$ 2,689.39	\$ 41,333.33	\$ 26,731.71	\$ 14,601.62	\$ 62,000.00	\$ 34,676.58
Parks - Tighe Schmidt	\$ -	\$ 650.00	\$ (650.00)	\$ -	\$ 3,439.00	\$ (3,439.00)	\$ -	\$ -
Lawn Care - Maintenance	\$ 687.50	\$ 8,126.15	\$ (7,438.65)	\$ 5,500.00	\$ 11,901.15	\$ (6,401.15)	\$ 8,250.00	\$ 8,000.00
Community Engagement Expenses	\$ -	\$ -	\$ -	\$ -	\$ 483.34	\$ (483.34)	\$ -	\$ -
Water Resources	\$ 95.83	\$ -	\$ 95.83	\$ 766.67	\$ 1,163.54	\$ (396.87)	\$ 1,150.00	\$ 1,148.28
Miscellaneous	\$ -	\$ 9.00	\$ (9.00)	\$ -	\$ 308.00	\$ (308.00)	\$ -	\$ 1,651.86
Unallocated Expenditures	\$ 41.67	\$ -	\$ 41.67	\$ 333.33	\$ -	\$ 333.33	\$ 500.00	\$ 98.00
Escrow Refunds	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 20,000.00	\$ 7,000.00	\$ 13,000.00	\$ 30,000.00	\$ 33,141.67
Transfer to Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Reimbursement	\$ -	\$ 627.53	\$ (627.53)	\$ -	\$ 668.97	\$ (668.97)	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ 359.66	\$ (359.66)	\$ -	\$ 883.00
Roads - Streets & Road Maintenance	\$ 12,500.00	\$ 1,071.99	\$ 11,428.01	\$ 62,500.00	\$ 41,017.41	\$ 21,482.59	\$ 100,000.00	\$ 198,526.89
Roads - Street Sweeping	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 3,500.00	\$ (1,500.00)	\$ 4,000.00	\$ 9,000.00
Roads - Ice & Snow Removal	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 51,154.00	\$ (11,154.00)	\$ 50,000.00	\$ 69,914.15
Roads - Street Lighting	\$ 1,416.67	\$ 2,875.22	\$ (1,458.55)	\$ 11,333.33	\$ 16,005.17	\$ (4,671.84)	\$ 17,000.00	\$ 14,964.61
TOTAL GENERAL FUND DISBURSEMENTS	\$ 71,523.83	\$ 119,278.47	\$ (47,754.64)	\$ 576,690.67	\$ 613,244.64	\$ (36,553.97)	\$ 862,286.00	\$ 825,247.40

	YTD BUDGET	YTD ACTUAL	VARIANCE
TOTAL OPERATING FUNDS NET INCOME ACTUALS VERSUS BUDGET	\$ (117,299.00)	\$ (158,814.22)	\$ (41,515.22)

City of Birchwood Village
Statement of Receipts and Disbursements - SPECIAL REVENUE PROJECTS FUND
As of August 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	\$ 11,666.67	\$ -	\$ (11,666.67)	\$ 58,333.33	\$ -	\$ (58,333.33)	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND RECEIPTS	\$ 11,666.67	\$ -	\$ (11,666.67)	\$ 58,333.33	\$ -	\$ (58,333.33)	\$ 70,000.00	\$ -
SPECIAL REVENUE FUND DISBURSEMENTS								
Lake Links Project	\$ 11,666.67	\$ 31,571.20	\$ (19,904.53)	\$ 70,000.00	\$ 31,571.20	\$ 38,428.80	\$ 70,000.00	\$ -
TOTAL SPECIAL REVENUE FUND DISBURSEMENTS	\$ 11,666.67	\$ 31,571.20	\$ (19,904.53)	\$ 70,000.00	\$ 31,571.20	\$ 38,428.80	\$ 70,000.00	\$ -

City of Birchwood Village
Statement of Receipts and Disbursements -CAPITAL PROJECTS FUND
As of August 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	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 20,000.00	\$ -
EPA Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 458,669.18
RCWD Grant - Liftstation Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
TOTAL CAPITAL PROJECT FUND RECEIPTS	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 60,000.00	\$ 50,000.00	\$ 20,000.00	\$ 508,669.18
CAPITAL PROJECT FUND DISBURSEMENTS								
Capital Project Engineering Expense - Liftstation Replac	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,062.55
TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487,062.55

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

	Monthly Budget	Monthly Actual	Variance Favorable (Unfavorable)	YTD Budget	YTD Actual	Variance Favorable (Unfavorable)	Annual Budget	2025 Actual
PARKS - DOCK ASSOCIATION REVENUE								
Dock/Lift Permit Fee	\$ -	\$ -	\$ -	\$ 14,500.00	\$ 14,875.00	\$ 375.00	\$ 14,500.00	\$ 14,000.00
TOTAL PARKS - DOCK ASSOCIATION REVENUE	\$ -	\$ -	\$ -	\$ 14,500.00	\$ 14,875.00	\$ 375.00	\$ 14,500.00	\$ 14,000.00
PARKS - DOCK ASSOCIATION DISBURSEMENTS								
Music In the Park / Fireworks Donation	\$ 800.00	\$ -	\$ 800.00	\$ 4,000.00	\$ 3,800.00	\$ 200.00	\$ 4,000.00	\$ 3,200.00
TOTAL PARKS - DOCK ASSOCIATION DISBURSEMENTS	\$ 800.00	\$ -	\$ 800.00	\$ 4,000.00	\$ 3,800.00	\$ 200.00	\$ 4,000.00	\$ 3,200.00

City of Birchwood Village
Statement of Receipts and Disbursements -WATER FUND
As of August 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	\$ -	\$ 691.60	\$ (691.60)	\$ -	\$ 61,394.18	\$ (61,394.18)	\$ -	\$ 90,185.75
Water Utility User Fee	\$ -	\$ 368.10	\$ (368.10)	\$ -	\$ 55,737.68	\$ (55,737.68)	\$ -	\$ 65,072.77
Water Main-Break Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.90
Special Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 30.82	\$ (30.82)	\$ -	\$ 1,598.17
State Surcharge	\$ -	\$ 21.58	\$ (21.58)	\$ -	\$ 3,134.14	\$ (3,134.14)	\$ -	\$ 3,278.95
Administrative Fee Move/Out	\$ -	\$ -	\$ -	\$ -	\$ 704.90	\$ (704.90)	\$ -	\$ 157.09
Lift Station Replacement	\$ -	\$ 150.00	\$ (150.00)	\$ -	\$ 23,001.23	\$ (23,001.23)	\$ -	\$ 24,159.28
Delinquent Water Fees	\$ -	\$ -	\$ -	\$ -	\$ 186.76	\$ (186.76)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 20.41	\$ (20.41)	\$ -	\$ 588.91	\$ (588.91)	\$ -	\$ 1,145.98
Sewer Consumption	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62.78)
Sewer Minimum Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (46.46)
TOTAL WATER FUND RECEIPTS	\$ -	\$ 1,251.69	\$ (1,251.69)	\$ -	\$ 144,778.62	\$ (144,778.62)	\$ -	\$ 185,522.65
WATER FUND DISBURSEMENTS								
Financial Administration	\$ -	\$ -	\$ -	\$ -	\$ 8,929.68	\$ (8,929.68)	\$ -	\$ 17,236.47
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.36
Water Utility	\$ -	\$ 2,810.70	\$ (2,810.70)	\$ -	\$ 56,870.23	\$ (56,870.23)	\$ -	\$ 105,983.42
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 25,611.18	\$ (25,611.18)	\$ -	\$ 24,396.70
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 740.88
TOTAL WATER FUND DISBURSEMENTS	\$ -	\$ 2,810.70	\$ (2,810.70)	\$ -	\$ 91,411.09	\$ (91,411.09)	\$ -	\$ 148,452.83

City of Birchwood Village
Statement of Receipts and Disbursements -SEWER FUND
As of August 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	\$ -	\$ 111.17	\$ (111.17)	\$ -	\$ 44,212.94	\$ (44,212.94)	\$ -	\$ 63,561.94
Sewer Minimum Charge	\$ -	\$ 210.17	\$ (210.17)	\$ -	\$ 35,531.43	\$ (35,531.43)	\$ -	\$ 53,607.06
Sewer Only	\$ -	\$ -	\$ -	\$ -	\$ 88.25	\$ (88.25)	\$ -	\$ -
Penalties & Forfeited Discounts	\$ -	\$ 6.53	\$ (6.53)	\$ -	\$ 325.42	\$ (325.42)	\$ -	\$ 825.70
TOTAL SEWER FUND RECEIPTS	\$ -	\$ 327.87	\$ (327.87)	\$ -	\$ 80,158.04	\$ (80,158.04)	\$ -	\$ 117,994.70
SEWER FUND DISBURSEMENTS								
Office Operations Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.52
Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Water Utility	\$ -	\$ -	\$ -	\$ -	\$ 2,656.19	\$ (2,656.19)	\$ -	\$ 2,320.50
Water/Sewer Emergency	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)	\$ -	\$ -
Utility Locates	\$ -	\$ 64.80	\$ (64.80)	\$ -	\$ 249.80	\$ (249.80)	\$ -	\$ 353.75
Sewer Utility	\$ -	\$ 11,372.04	\$ (11,372.04)	\$ -	\$ 57,925.12	\$ (57,925.12)	\$ -	\$ 98,643.82
Sewer Engineering Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,040.50	\$ (2,040.50)	\$ -	\$ 62,599.50
TOTAL SEWER FUND DISBURSEMENTS	\$ -	\$ 11,436.84	\$ (11,436.84)	\$ -	\$ 65,871.61	\$ (65,871.61)	\$ -	\$ 164,458.09

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

Fund	Beginning Balance	Actual Receipts	Actual Disbursements	Transfers In / (Out)	Ending Balance
Operating Funds:					
General Fund	\$ 892,460.06	\$ 454,430.42	\$ 613,244.64	\$ -	\$ 733,645.84
Operating Funds Total	\$ 892,460.06	\$ 454,430.42	\$ 613,244.64	\$ -	\$ 733,645.84
Dedicated Funds:					
Special Revenue Projects Fund	\$ -	\$ -	\$ 31,571.20	\$ -	\$ (31,571.20)
Capital Projects Fund	\$ 12,135.20	\$ 60,000.00	\$ -	\$ -	\$ 72,135.20
Parks - Dock Association Fund	\$ 31,823.05	\$ 14,875.00	\$ 3,800.00	\$ -	\$ 42,898.05
Water Fund	\$ 119,543.77	\$ 144,778.62	\$ 91,411.09	\$ -	\$ 172,911.30
Sewer Fund	\$ (4,529.39)	\$ 80,158.04	\$ 65,871.61	\$ -	\$ 9,757.04
Dedicated Funds Total	\$ 158,972.63	\$ 299,811.66	\$ 192,653.90	\$ -	\$ 266,130.39
Total	\$ 1,051,432.69	\$ 754,242.08	\$ 805,898.54	\$ -	\$ 999,776.23



BIRCHWOOD

MONTHLY NEWSLETTER | AUGUST-SEPTEMBER 2026



DO YOU KNOW THE NEW SCHOOL BUS RULE?

With school back in session, it's a good time to review school bus safety rules, especially in light of an important update made during the 2025-26 legislative session. Minnesota law now requires drivers to stop at least 20 feet from a school bus whenever its red lights are flashing, regardless of whether the stop arm is fully extended or not. The law clarifies that activation of the red light system itself is the signal for all drivers to stop.

- Old rule: Stop required only when red lights were flashing and the stop arm was fully extended.
- New rule: The flashing red lights alone trigger the stop requirement, even if the arm is not extended.

This applies to vehicles behind a school bus as well as vehicles going in the opposite direction on any undivided road. Also, the law adds language stating that flashing amber lights mean a school bus is in the process of stopping and will soon flash its red lights, giving drivers ample warning to stop instead of passing.

The penalty for passing a school bus with red lights flashing is a minimum \$500 fine. More serious violations, such as passing with a child outside the bus, can lead to higher fines, jail time or criminal charges.

Back-to-school time also means more pedestrians, bicycles and vehicles at drop-off and pick-up times. Thank you for staying alert to help keep our students safe!

NUMBER OF
INCIDENTS

13

CITATIONS

1

WC26044351 ORDINANCE VIOLATION

6XX BIRCHWOOD AVENUE

At 11:35pm on Aug. 30, a deputy went to check on a report of a dog barking continuously. Upon arrival, the deputy easily could hear the dog from inside the squad, and the dog continued to bark as the deputy went to the front door to try to contact the owner. The deputy noted several other similar complaints at the same residence, the most recent being a verbal warning for noise violation on Jan. 10 (WC26001737) and a citation on June 3 (WC26026445). The deputy issued another citation for animal noise violation of city ordinance and placed it on the front door in plain view. The deputy then spoke with the reporting party, who expressed neighborhood frustration with the recurring problem. The caller said he and several neighbors planned to go to a city council meeting to try to address the situation.

MESSAGE FROM THE SHERIFF

Part of what makes the Washington County Sheriff's Office special is this agency's commitment to creating an environment where our team members have the chance to learn, grow and develop their skills throughout their careers here. We also take pride in fostering leaders within our ranks.

Good leadership doesn't require a title per se, but the opportunity for formal promotion does arise. In the past year, as we anticipated several retirements, we began the process of inviting deputies to apply for promotion to sergeant. It says a lot about our organization that we had 12 internal applicants in the three-step selection process. Each applicant completed a written exercise to demonstrate prioritizing, decision-making and problem-solving; a presentation to the Command staff and one outside community member, county employee or law enforcement professional; and, finally, an interview with the Chief Deputy and myself.

This selection process is demanding, but the results are that we have two outstanding new sergeants. The most recent received his sergeant's stripes in early August: Sgt. Ryan Corniea, who joined WCSO in 2018. During his eight years with the Sheriff's Office, Sgt. Corniea has served as a general patrol deputy and the Mahtomedi contract deputy, as well as a team lead on the SWAT Tech Team and as a deputy with the Community Impact Unit. As a sergeant, he will be assigned to the patrol division.

In January, Deputy Justin McDonough was promoted. Sgt. McDonough has 19 years of law enforcement experience, 15 of which have been with Washington County. During his time at WCSO, Sgt. McDonough has been both a general and Hugo contract deputy, member of Honor Guard and SWAT Team, Mahtomedi SRO and WC Narcotics and DEA task force officer. Sgt. McDonough now leads the patrol division's Lower St. Croix Valley contract cities.

Please join me in congratulating Sgts. Corniea and McDonough on their outstanding accomplishment!



In service,

Dan Starry

Sheriff Dan Starry

Incident Date	Case#	Address	Event Description
8/4/2026 6:48:54 PM	WC26039525	XXX Birchwood Ave, BIRCHWOOD	PUBLIC WORKS CONCERN
8/5/2026 10:40:27 AM	WC26039618	XX Birchwood Ln, BIRCHWOOD	ANIMAL COMPLAINT
8/5/2026 3:34:29 PM	WC26039677	XXX WILDWOOD AVE, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
8/7/2026 9:53:40 PM	WC26040153	XXX JAY ST, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
8/10/2026 12:29:20 AM	WC26040533	XXX Wildwood Ave, BIRCHWOOD	MEDICAL
8/11/2026 1:19:28 AM	WC26040739	XXX Lake Ave, BIRCHWOOD	NOISE COMPLAINT/DISTURBANCE
8/21/2026 8:31:37 AM	WC26042575	XXX Wildwood Ave, BIRCHWOOD	SUSPICIOUS PERSON/ACTIVITY
8/26/2026 6:46:06 PM	WC26043584	XXX LAKE AVE, BIRCHWOOD	MEDICAL
8/26/2026 11:51:03 PM	WC26043622	XXX CEDAR ST, BIRCHWOOD	ANIMAL COMPLAINT
8/28/2026 11:26:56 AM	WC26043919	XXX WILDWOOD AVE, BIRCHWOOD	MEDICAL
8/29/2026 10:48:20 PM	WC26044203	XXX HALL AVE, BIRCHWOOD	SUSPICIOUS PERSON/ACTIVITY
8/30/2026 12:23:33 PM	WC26044269	XXX BIRCHWOOD AVE, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
8/30/2026 11:35:00 PM	WC26044351	XXX BIRCHWOOD AVE, BIRCHWOOD	ORDINANCE VIOLATION

What Does It Really Take to Turn a Lawn Into a Native Meadow?

53

Transforming a conventional lawn into a thriving native meadow can be rewarding, but the process comes with plenty of decisions, surprises, and challenges along the way. From site preparation and planting to weed management and long-term maintenance, creating a successful meadow is a process that unfolds over multiple growing seasons.

Join **Sara Weaner Cooper**, owner and principal of **New Directions in the American Landscape (NDAL)**, for a free Wild Ones webinar as she shares a candid look at her family's ongoing lawn-to-meadow project, which has been featured in The New York Times and BBC. Drawing from firsthand experience, Sara will explore the methods they used, what worked, what didn't, and what they've learned as the landscape continues to evolve.

Free Live Webinar with Community Chat:

From Lawn to Meadow

Presented by Sara Weaner Cooper

Wednesday, September 16, 2026

7:00 PM ET | 6:00 PM CT | 5:00 PM MT | 4:00 PM PT

Can't make it? A recording will be available.

REGISTER FOR THE WEBINAR

This session will cover:

- Preparing a conventional lawn for conversion to a native meadow.
 - Planting methods and decisions made throughout the transition.
 - Managing weeds and other challenges as the meadow establishes.
 - Lessons, successes, and surprises from multiple growing seasons.
 - Approaches to long-term maintenance as the meadow continues to evolve.
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