AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
October 8, 2024
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.

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

A. Truth in Taxation Hearing on December 10th at 6:45 PM at City Hall.
B. Fall Clean Up Day is October 12th from 10AM – 12PM.
C. Canoes and Kayaks need to be off the racks by 10/31/24.
D. Upcoming Deer Hunt Dates: October 17-18, November 1-2, November 21-22, and December 13-14 (if needed).
E. November and December Planning Commission meetings have been rescheduled due to the holidays. The rescheduled meeting will be on November 20th and December 19th.

CITY BUSINESS – CONSENT AGENDA

A. Approve October Treasurer's Report* (pp. 4-37)
B. Approve September 10, 2024, Meeting Minutes* (pp. 38-57)
C. Approve Birchwood Dock Association (BDA) Dock Permit Application and Contract* (pp. 58-80)
D. Approve 2024-25 Snow Removal Contract* (pp. 81-84)
E. Approve Resolution 2024-41, Approving Election Judges* (p. 85)
F. Approve Resolution 2024-42 Approving the Purchase of Adobe* (p. 86)
G. Approve JPA for Mass Emergency Notification System (Code Red)* (pp. 87-91)
H. Approve Animal Control Service Agreement Pricing Addendum* (pp. 92-93)

CITY BUSINESS

A. Appeal Regarding Approval of the Building Permit at 160 Cedar* (pp. 94-154)
    a. Public Forum
B. Roads Committee Proposals* (pp. 155-176)
    a. Council Discuss and Vote on Proposals
        i. 20 MPH Speed Limit throughout Birchwood
        ii. Two new crosswalks on Wildwood Ave at Birch Beach/Owl and Grotto
        iii. Addition of a stop sign on Wildwood Ave at 368 Wildwood Ave.
        iv. Solar powered radar speed signs
C. Engineering Updates – Marcus Johnson* (pp. 177-214)
    a. 700 Birchwood Lane – Lot Split
        i. Memo from Planner Wickstrom* (pp. 214-216)
    b. Engineering Update and Council Approve Lift Station Plans
    c. 15 Oakridge Dr. Drainage Issues
        i. Resident Emails* (pp. 217-236)
    d. Mahtomedi Lost Lake Improvements
    e. Tighe-Schmidt Drainage Improvements
    f. 2024 Road Improvements
D. Approve Review of the Water Improvement Project Plans for Tighe-Schmidt by the City Engineer – Kathy Weier* (pp. 237-238)
E. Soccer at Tighe-Schmidt – Council Discussion* (pp. 239-245)
F. 2025 Budget Discussion* (pp. 246-253)
G. Resolution 2024-43 James Nelson Apology – Ryan Hankins* (pp. 254-256)
H. Ash Path Fence Update – Alan Kantrud
I. Administrator Updates
    a. 160 Cedar St SAC and WAC Charges (Response to Resolution 2024-39)* (p. 257-258)
    b. Special Assessments
        i. Vacant Building Registration Fee* (p. 259)
        ii. Delinquent Utility Bill Certification* (p. 260)
    c. Technology Conversion Update * (p. 261)

d. Tree Inspection Update* (p. 262)

e. 2024 Music in the Park Recap from Al Mitchell* (p. 263)

f. Food Scrap Pick Up Program* (pp. 264-265)

ADJOURN

For the Period : **9/1/2024 To 9/30/2024**

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	$904,394.90	$6,072.01	$38,859.22	$871,607.69	$0.00	$25,802.68	$897,410.37
Special Rev Projects	$21,023.05	$0.00	$0.00	$21,023.05	$0.00	$300.00	$21,323.05
Capital Project PW	$102,374.49	$0.00	$0.00	$102,374.49	$0.00	$0.00	$102,374.49
Water	$59,623.54	$12,527.09	$5,648.98	$66,501.65	$0.00	$3,732.42	$70,234.07
Sewer	$50,997.69	$8,292.33	$6,431.68	$52,858.34	$0.00	$6,495.85	$59,354.19
Total	**$1,138,413.67**	**$26,891.43**	**$50,939.88**	**$1,114,365.22**	**$0.00**	**$36,330.95**	**$1,150,696.17**

Justin R. McCarthy **City Council/Town Board** **Date**

Katherine A Weier **City Council/Town Board** **Date**

Margaret Arola Ford **City Council/Town Board, Mayor** **Date**

Robert Mark Foster **City Council/Town Board** **Date**

Ryan Q Hankins **City Council/Town Board** **Date**

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P	Total
09/03/2024	Core & Main		33126*	Water Main Supplies Purchased By Manship	N	Water Utility	601-49415-220-	$ 32.66
		Total For Check	**33126**					**$ 32.66**
09/03/2024	Flush Once Plumbing		33127*	Refund for Duplicate Meter Charge Paid Already on Permit #2023-114, 423 Wildwood Ave	N	Refund of Overpayment of Permit Fees	100-41991-810-	$ 200.00
		Total For Check	**33127**					**$ 200.00**
09/03/2024	LRS Portables, LLC		33128*	Aug Portable Potty	N	Parks	100-45207-314-	$ 174.00
		Total For Check	**33128**					**$ 174.00**
09/03/2024	Metro - INET		33129*	IT Charges--Aug Tech Support and Personnel Recovery.	N	General Government Buildings and Plant	100-41940-320-	$ 501.00
		Total For Check	**33129**					**$ 501.00**
09/03/2024	Press Publications		33130*	Ref #813932-PN-ORD 2024-07-01 legal 8/22 wpb	N	Ordinances and Proceedings	100-41130-351-	$ 137.94
		Total For Check	**33130**					**$ 137.94**
09/03/2024	Press Publications		33131*	Ref #813915-ORD 2024-07-02 legal 8/22 wbp	N	Ordinances and Proceedings	100-41130-351-	$ 126.12
		Total For Check	**33131**					**$ 126.12**
09/03/2024	Press Publications		33132*	Ref #813917-PH Proposed-ORD 8-22 legal 8/22 wbp	N	Ordinances and Proceedings	100-41130-351-	$ 73.57
		Total For Check	**33132**					**$ 73.57**
09/03/2024	Press Publications		33133*	Ref #814445-Appeal Admin Decision legal 8-29 WPD 8/29	N	Ordinances and Proceedings	100-41130-351-	$ 84.08
		Total For Check	**33133**					**$ 84.08**
09/03/2024	Top Green Co		33134*	Lawn Services for Aug--2 mows	N	Parks	100-45207-400-	$ 1,734.00
		Total For Check	**33134**					**$ 1,734.00**
09/03/2024	Manship Plumbing & Heating Inc		33135*	Sewer/Water-Aug Retainer, Fire Mainenance, Locates, Resident Hullsiek Consult	N	Water Utility	601-49415-314-	$ 800.00
			33135*				601-49415-314-	$ 600.00

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		33135*				601-49415-314-	$ 240.00
		33135*				601-49415-314-	$ 180.00
	Total For Check	**33135**					**$ 1,820.00**
09/03/2024	Techie Dudes	EFT07312024-A'	Computer Support July Monthly Fee	N	Phone/IT	100-41955-314-	$ 247.00
	Total For Check	**EFT07312024-A**					**$ 247.00**
09/03/2024	Techie Dudies	EFT08012024-A'	Computer Support Aug Monthly Charge	N	Phone/IT	100-41955-314-	$ 247.00
	Total For Check	**EFT08012024-A**					**$ 247.00**
09/03/2024	Amazon	eft08312024-A*	Poop Bags for Parks	N	Parks	100-45207-218-	$ 137.97
	Total For Check	**eft08312024-A**					**$ 137.97**
09/10/2024	IRS - US Treasury	EFT091024A	Federal Taxes - Q3 2024 -August Payment	N	Clerk - Treasurer	100-41401-100-	$ 1,192.36
		EFT091024A				100-41401-100-	$ 278.86
		EFT091024A				100-41401-100-	$ 309.30
	Total For Check	**EFT091024A**					**$ 1,780.52**
09/10/2024	MN Department of Revenue	EFT091024B	MN State Tax eFiling - 2024 Q3-August pymt	N	Clerk - Treasurer	100-41401-115-	$ 433.26
	Total For Check	**EFT091024B**					**$ 433.26**
09/12/2024	Payroll Period Ending 09/12/2024	33136	Office Payroll 8/25/24-9/7/24	N	Clerk - Treasurer	100-41401-100-	$ 985.04
	Total For Check	**33136**					**$ 985.04**
09/12/2024	Payroll Period Ending 09/12/2024	33137	Office Payroll 8/25/24-9/7/24	N	Clerk - Treasurer	100-41401-100-	$ 2,188.51
	Total For Check	**33137**					**$ 2,188.51**
09/12/2024	Payroll Period Ending 09/12/2024	33138	Office Payroll 8/25/24-9/7/24	N	Parks	100-45207-100-	$ 772.57
	Total For Check	**33138**					**$ 772.57**
09/12/2024	Payroll Period Ending 09/12/2024	33139	Office Payroll 8/25/24-9/7/24	N	Clerk - Treasurer	100-41401-100-	$ 470.78
	Total For Check	**33139**					**$ 470.78**
09/12/2024	Payroll Period Ending 09/12/2024	33140	Office Payroll 8/25/24-9/7/24	N	Parks	100-45207-100-	$ 821.52
	Total For Check	**33140**					**$ 821.52**
09/12/2024	PERA	EFT09122024*	Retirement funds-PR 08/25/24-09/07/24 , TB, BK, MO, JR	N	Clerk - Treasurer	100-41401-121-	$ 663.60

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		EFT09122024*			Parks	100-45207-121-	$ 143.12
	Total For Check	**EFT09122024**					**$ 806.72**
09/26/2024	Payroll Period Ending 09/26/2024	33141	Office Payroll 9/8/24-9/21/24	N	Clerk - Treasurer	100-41401-100-	$ 827.07
	Total For Check	**33141**					**$ 827.07**
09/26/2024	Payroll Period Ending 09/26/2024	33142	Office Payroll 9/8/24-9/21/24	N	Clerk - Treasurer	100-41401-100-	$ 2,188.51
	Total For Check	**33142**					**$ 2,188.51**
09/26/2024	Payroll Period Ending 09/26/2024	33143	Office Payroll 9/8/24-9/21/24	N	Parks	100-45207-100-	$ 599.59
	Total For Check	**33143**					**$ 599.59**
09/27/2024	Bolton & Menk, Inc.	33144*	Consult Service for Resident at 234 Cedar, Zoning Permit #z24-0003, HO has been billed.	N	Planning and Zoning	100-41910-300-	$ 237.00
	Total For Check	**33144**					**$ 237.00**
09/27/2024	City of White Bear Lake Public Work	33145*	Oct 2024 Monthly Public Safety Facility Fire Services	N	Fire	100-42201-314-	$ 1,196.42
	Total For Check	**33145**					**$ 1,196.42**
09/27/2024	City of White Bear Lake Fire	33146*	Fire Srvc -Oct 2024	N	Fire	100-42201-314-	$ 3,888.84
	Total For Check	**33146**					**$ 3,888.84**
09/27/2024	Companion Animal Control LLC	33147*	Animal Control Services -Oct 24 Retainer Only	N	Animal Control	100-41916-314-	$ 80.00
	Total For Check	**33147**					**$ 80.00**
09/27/2024	Gopher State One Call	33148*	August 43 Tickets	N	Utility Locates	605-49455-314-	$ 52.65
	Total For Check	**33148**					**$ 52.65**
09/27/2024	H.A. Kantrud, P.A.	33149*	Attorney Services -Oct 2024	N	Legal Services	100-41601-300-	$ 1,500.00
	Total For Check	**33149**					**$ 1,500.00**
09/27/2024	John Wikstrom	33150*	Sept City Planner Fees	N	General Fund Engineering Expense	100-41925-300-	$ 1,600.00
	Total For Check	**33150**					**$ 1,600.00**
09/27/2024	Kamstrup Water Metering LLC	33151*	Annual Software License Fee for 9/20/24 thru 9/19/25	N	Water Utility	601-49415-314-	$ 2,572.42
	Total For Check	**33151**					**$ 2,572.42**
09/27/2024	League of MN Cities	33152*	Membership Dues 2024-2025	N	City Training and Development	100-41914-433-	$ 431.00

Fund Name: All Funds

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Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		EFT09122024*			Parks	100-45207-121-	$ 143.12
	Total For Check	**EFT09122024**					**$ 806.72**
09/26/2024	Payroll Period Ending 09/26/2024	33141	Office Payroll 9/8/24-9/21/24	N	Clerk - Treasurer	100-41401-100-	$ 827.07
	Total For Check	**33141**					**$ 827.07**
09/26/2024	Payroll Period Ending 09/26/2024	33142	Office Payroll 9/8/24-9/21/24	N	Clerk - Treasurer	100-41401-100-	$ 2,188.51
	Total For Check	**33142**					**$ 2,188.51**
09/26/2024	Payroll Period Ending 09/26/2024	33143	Office Payroll 9/8/24-9/21/24	N	Parks	100-45207-100-	$ 599.59
	Total For Check	**33143**					**$ 599.59**
09/27/2024	Bolton & Menk, Inc.	33144*	Consult Service for Resident at 234 Cedar, Zoning Permit #z24-0003, HO has been billed.	N	Planning and Zoning	100-41910-300-	$ 237.00
	Total For Check	**33144**					**$ 237.00**
09/27/2024	City of White Bear Lake Public Work	33145*	Oct 2024 Monthly Public Safety Facility Fire Services	N	Fire	100-42201-314-	$ 1,196.42
	Total For Check	**33145**					**$ 1,196.42**
09/27/2024	City of White Bear Lake Fire	33146*	Fire Srvc -Oct 2024	N	Fire	100-42201-314-	$ 3,888.84
	Total For Check	**33146**					**$ 3,888.84**
09/27/2024	Companion Animal Control LLC	33147*	Animal Control Services -Oct 24 Retainer Only	N	Animal Control	100-41916-314-	$ 80.00
	Total For Check	**33147**					**$ 80.00**
09/27/2024	Gopher State One Call	33148*	August 43 Tickets	N	Utility Locates	605-49455-314-	$ 52.65
	Total For Check	**33148**					**$ 52.65**
09/27/2024	H.A. Kantrud, P.A.	33149*	Attorney Services -Oct 2024	N	Legal Services	100-41601-300-	$ 1,500.00
	Total For Check	**33149**					**$ 1,500.00**
09/27/2024	John Wikstrom	33150*	Sept City Planner Fees	N	General Fund Engineering Expense	100-41925-300-	$ 1,600.00
	Total For Check	**33150**					**$ 1,600.00**
09/27/2024	Kamstrup Water Metering LLC	33151*	Annual Software License Fee for 9/20/24 thru 9/19/25	N	Water Utility	601-49415-314-	$ 2,572.42
	Total For Check	**33151**					**$ 2,572.42**
09/27/2024	League of MN Cities	33152*	Membership Dues 2024-2025	N	City Training and Development	100-41914-433-	$ 431.00

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**33152**					**$ 431.00**
09/27/2024	LRS Portables, LLC		33153*	Sept Portable Potty	N	Parks	100-45207-314-	$ 174.00
		Total For Check	**33153**					**$ 174.00**
09/27/2024	MENARD'S - OAKDALE		33154*	Supplies for Ash Path Fencing	N	General Government Buildings and Plant	100-41940-220-	$ 33.93
			33154*				100-41940-220-	$ 981.60
			33154*				100-41940-220-	$ 106.14
			33154*				100-41940-220-	$ 501.83
		Total For Check	**33154**					**$ 1,623.50**
09/27/2024	Metropolitan Council - Env. Service		33155*	Waste Water Services	N	Sewer Utility	605-49465-217-	$ 5,335.64
		Total For Check	**33155**					**$ 5,335.64**
09/27/2024	Metro - INET		33156*	IT Charges--Sept Tech Support and Personnel Recovery.	N	General Government Buildings and Plant	100-41940-320-	$ 501.00
		Total For Check	**33156**					**$ 501.00**
09/27/2024	Manship Plumbing & Heating Inc		33157*	Sewer/Water-Sept Retainer, Locates	N	Water Utility	601-49415-314-	$ 800.00
			33157*				601-49415-314-	$ 360.00
		Total For Check	**33157**					**$ 1,160.00**
09/27/2024	Press Publications		33158*	Ref #816212 Ord 2024-08-02, 9/19 Legal	N	Ordinances and Proceedings	100-41130-351-	$ 231.22
		Total For Check	**33158**					**$ 231.22**
09/27/2024	Press Publications		33159*	Ref #816211, Ord 2024-08-01, 09/19, Legal	N	Ordinances and Proceedings	100-41130-351-	$ 252.24
			33159*				100-41130-351-	$(133.14)
		Total For Check	**33159**					**$ 119.10**
09/27/2024	Tennis Sanitation, LLC		33160*	Recycling for Service Period: July - Aug 2024	N	Recycle	100-43300-314-	$ 3,128.00
		Total For Check	**33160**					**$ 3,128.00**
09/27/2024	TSE, Inc. Work Account		33161*	Janitorial Services - 9/5 & 9/15	N	General Government Buildings and Plant	100-41940-314-	$ 29.95
			33161*				100-41940-314-	$ 29.95
		Total For Check	**33161**					**$ 59.90**

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/27/2024	Stoltzman, Cris	33162*	Videography - Council Mtg--9/10, 4 hrs Charged	N	Cable Eqpmt and Service	100-41950-314-	$ 111.80
	Total For Check	**33162**					**$ 111.80**
09/27/2024	Toshiba America Business Solutions	33163*	Sept Monthly Usuage Allowance	N	Office Operations Supplies	100-41911-314-	$ 10.62
	Total For Check	**33163**					**$ 10.62**
09/27/2024	USS Minnesota One MT LLC	33164*	Solar Energy Aug Charges	N	General Government Buildings and Plant	100-41940-380-	$ 131.82
		33164*			Sewer Utility	605-49465-380-	$ 351.50
		33164*				605-49465-380-	$ 637.09
	Total For Check	**33164**					**$ 1,120.41**
09/27/2024	Reiss, Alan and Susan	33165*	Escrow Refund Permit # 24-0088, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	N	Escrow Refunds	100-49250-810-	$ 3,000.00
	Total For Check	**33165**					**$ 3,000.00**
09/27/2024	TAK Communications	33166*	Escrow Refund Permit # 23-0041, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	N	Escrow Refunds	100-49250-810-	$ 3,000.00
	Total For Check	**33166**					**$ 3,000.00**
09/30/2024	Quantum Fiber	eft09132024-a*	September Internet Service Fee	N	Phone/IT	100-41955-314-	$ 50.00
	Total For Check	**eft09132024-a**					**$ 50.00**
09/30/2024	Xcel 9369-0	eft09172024-a*	407 Lake Lift Station 07/21/2024-08/19/2024	N	Sewer Utility	605-49465-380-	$ 27.40
	Total For Check	**eft09172024-a**					**$ 27.40**
09/30/2024	Xcel 4094-1	eft09172024-b*	Gas Service 07/21/2024-08/19/2024 200 Wildwood Lift Station	N	Water Utility	605-49415-380-	$ 27.40
	Total For Check	**eft09172024-b**					**$ 27.40**
09/30/2024	Xcel 2335-4	eft09182024-a*	Electricity 7/22/2024-8/18/2024	N	Water Utility	601-49415-380-	$ 10.15
	Total For Check	**eft09182024-a**					**$ 10.15**
09/30/2024	A T & T Mobility	eft09222024-a*	Wireless for water tower- 9/2/2024-10/1/2024	N	Water Utility	601-49415-382-	$ 53.75

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		Total For Check	**33152**					**$ 431.00**
09/27/2024	LRS Portables, LLC		33153*	Sept Portable Potty	N	Parks	100-45207-314-	$ 174.00
		Total For Check	**33153**					**$ 174.00**
09/27/2024	MENARD'S - OAKDALE		33154*	Supplies for Ash Path Fencing	N	General Government Buildings and Plant	100-41940-220-	$ 33.93
			33154*				100-41940-220-	$ 981.60
			33154*				100-41940-220-	$ 106.14
			33154*				100-41940-220-	$ 501.83
		Total For Check	**33154**					**$ 1,623.50**
09/27/2024	Metropolitan Council - Env. Service		33155*	Waste Water Services	N	Sewer Utility	605-49465-217-	$ 5,335.64
		Total For Check	**33155**					**$ 5,335.64**
09/27/2024	Metro - INET		33156*	IT Charges--Sept Tech Support and Personnel Recovery.	N	General Government Buildings and Plant	100-41940-320-	$ 501.00
		Total For Check	**33156**					**$ 501.00**
09/27/2024	Manship Plumbing & Heating Inc		33157*	Sewer/Water-Sept Retainer, Locates	N	Water Utility	601-49415-314-	$ 800.00
			33157*				601-49415-314-	$ 360.00
		Total For Check	**33157**					**$ 1,160.00**
09/27/2024	Press Publications		33158*	Ref #816212 Ord 2024-08-02, 9/19 Legal	N	Ordinances and Proceedings	100-41130-351-	$ 231.22
		Total For Check	**33158**					**$ 231.22**
09/27/2024	Press Publications		33159*	Ref #816211, Ord 2024-08-01, 09/19, Legal	N	Ordinances and Proceedings	100-41130-351-	$ 252.24
			33159*				100-41130-351-	$(133.14)
		Total For Check	**33159**					**$ 119.10**
09/27/2024	Tennis Sanitation, LLC		33160*	Recycling for Service Period: July - Aug 2024	N	Recycle	100-43300-314-	$ 3,128.00
		Total For Check	**33160**					**$ 3,128.00**
09/27/2024	TSE, Inc. Work Account		33161*	Janitorial Services - 9/5 & 9/15	N	General Government Buildings and Plant	100-41940-314-	$ 29.95
			33161*				100-41940-314-	$ 29.95
		Total For Check	**33161**					**$ 59.90**

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09/27/2024	Stoltzman, Cris		33162*	Videography - Council Mtg--9/10, 4 hrs Charged	N	Cable Eqpmt and Service	100-41950-314-	$ 111.80
		Total For Check	**33162**					**$ 111.80**
09/27/2024	Toshiba America Business Solutions		33163*	Sept Monthly Usuage Allowance	N	Office Operations Supplies	100-41911-314-	$ 10.62
		Total For Check	**33163**					**$ 10.62**
09/27/2024	USS Minnesota One MT LLC		33164*	Solar Energy Aug Charges	N	General Government Buildings and Plant	100-41940-380-	$ 131.82
			33164*			Sewer Utility	605-49465-380-	$ 351.50
			33164*				605-49465-380-	$ 637.09
		Total For Check	**33164**					**$ 1,120.41**
09/27/2024	Reiss, Alan and Susan		33165*	Escrow Refund Permit # 24-0088, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	N	Escrow Refunds	100-49250-810-	$ 3,000.00
		Total For Check	**33165**					**$ 3,000.00**
09/27/2024	TAK Communications		33166*	Escrow Refund Permit # 23-0041, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	N	Escrow Refunds	100-49250-810-	$ 3,000.00
		Total For Check	**33166**					**$ 3,000.00**
09/30/2024	Quantum Fiber		eft09132024-a*	September Internet Service Fee	N	Phone/IT	100-41955-314-	$ 50.00
		Total For Check	**eft09132024-a**					**$ 50.00**
09/30/2024	Xcel 9369-0		eft09172024-a*	407 Lake Lift Station 07/21/2024-08/19/2024	N	Sewer Utility	605-49465-380-	$ 27.40
		Total For Check	**eft09172024-a**					**$ 27.40**
09/30/2024	Xcel 4094-1		eft09172024-b*	Gas Service 07/21/2024-08/19/2024 200 Wildwood Lift Station	N	Water Utility	605-49415-380-	$ 27.40
		Total For Check	**eft09172024-b**					**$ 27.40**
09/30/2024	Xcel 2335-4		eft09182024-a*	Electricity 7/22/2024-8/18/2024	N	Water Utility	601-49415-380-	$ 10.15
		Total For Check	**eft09182024-a**					**$ 10.15**
09/30/2024	A T & T Mobility		eft09222024-a*	Wireless for water tower- 9/2/2024-10/1/2024	N	Water Utility	601-49415-382-	$ 53.75

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	**eft09222024-a**					**$ 53.75**
09/30/2024	PERA		eft09262024-a*	Retirement funds-PR 09/8/24 09/21/24 , TB, BK,JR	N	Clerk - Treasurer	100-41401-121-	$ 561.84
			eft09262024-a*			Parks	100-45207-121-	$ 91.46
		Total For Check	**eft09262024-a**					**$ 653.30**
09/30/2024	Techie Dudes		eft09302024-a*	October IT Services	N	Phone/IT	100-41955-314-	$ 247.00
		Total For Check	**eft09302024-a**					**$ 247.00**
09/30/2024	Xcel 2307-8		eft09302024-b*	Street Lighting 9/30/2024	N	Street Lighting	100-43160-380-	$ 1,347.60
		Total For Check	**eft09302024-b**					**$ 1,347.60**
09/30/2024	PERA		EFT093024PC*	Retirement funds-PR 09/8/24 09/21/24 , TB, BK,JR	N	Clerk - Treasurer	100-41401-121-	$ 0.33
		Total For Check	**EFT093024PC**					**$ 0.33**
Total For Selected Checks								**$ 50,939.88**

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
09/03/2024	Harrod, Debbie	171736199*	BP 24-0095, 483 Lake Ave	(09/03/2024) - ach	N	Building Permits	100-32211-	$ 185.96
								$ 185.96
09/10/2024	Brookside Plumbing	171736200*	Plumbing Permit 24-0101, 121 Wildwood Ave	(09/10/2024) - ach	N	Building Permits	100-32211-	$ 151.00
								$ 151.00
09/11/2024	Minnesota Management & Budget	171736205	Washington County Court Fines	(09/11/2024) - auto	N	Court Fines	100-35101-	$ 99.99
								$ 99.99
09/17/2024	Xcel Energy	171736201*	Rightaway 24-0098, 420 Wildwood Ave	(09/17/2024) - ach	N	Building Permits	100-32211-	$ 274.50
								$ 274.50
09/18/2024	Xcel Energy	171736202*	Rightaway 24-0097, 407 Lake Ave	(09/18/2024) - ach	N	Building Permits	100-32211-	$ 274.50
								$ 274.50
09/19/2024	Xcel Energy	171736203*	Rightaway 24-0096, 195 Wildwood Ave	(09/19/2024) - ach	N	Building Permits	100-32211-	$ 274.50
								$ 274.50
09/30/2024	4 M Fund	171736204	September 24 interest	(09/30/2024) -	N	Interest Earning	100-36210-	$ 4,561.91
						Interest Earning	100-36210-	$ 249.65
								$ 4,811.56
09/30/2024	Residents - via St Anthony Village	171736206	Utility Billing Receipts for September 2024	(09/30/2024) -	N	Water Consumption	601-37111-	$ 8,215.47
						Water Utility User Fee	601-37112-	$ 3,734.03
						Water Main-break Surcharge	601-37113-	$ 126.46
						Special Water Charges	601-37115-	$ 29.72
						State Surcharge	601-37116-	$ 230.16
						Administrative Fee Move/Out	601-37118-	$ 75.00
						Penalties and Forfeited Discounts	601-37160-	$ 116.25

Fund Name: All Funds

Date Range: 09/01/2024 To 09/30/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
						Sewer Consumption	605-37211-	$ 4,407.49
						Sewer Minimum Charge	605-37212-	$ 3,829.86
						Penalties and Forfeited Discounts	605-37260-	$ 54.98
								$ 20,819.42
Total for Selected Receipts								**$ 26,891.43**

As on 9/30/2024

Special Rev Projects

	Budget	Actual	Variance
Receipts:			
Dock/Lift Permit Fee	0.00	14,000.00	14,000.00
Total Acct 322	**0.00**	**14,000.00**	**14,000.00**
Total Revenues	**0.00**	**14,000.00**	**14,000.00**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Community Events	0.00	3,600.00	(3,600.00)
Total Acct 451	**0.00**	**3,800.00**	**(3,800.00)**
Total Disbursements	**0.00**	**3,800.00**	**(3,800.00)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**10,823.05**	
Total Receipts and Other Financing Sources		**14,000.00**	
Total Disbursements and Other Financing Uses		**3,800.00**	
Cash Balance as of 09/30/2024		**21,023.05**	

As on 9/30/2024

Capital Project PW

	Budget	Actual	Variance
Receipts:			
Total Revenues	**0.00**	**0.00**	**0.00**
Other Financing Sources:			
Transfer From General Fund	0.00	30,000.00	30,000.00
Total Acct 392	**0.00**	**30,000.00**	**30,000.00**
Total Other Financing Sources	**0.00**	**30,000.00**	**30,000.00**
Disbursements:			
General Fund Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	395.00	(395.00)
Capital Project Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	2,340.00	(2,340.00)
Total Acct 419	**0.00**	**2,735.00**	**(2,735.00)**
Sewer Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	632.00	(632.00)
Total Acct 494	**0.00**	**632.00**	**(632.00)**
Total Disbursements	**0.00**	**3,367.00**	**(3,367.00)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**75,741.49**	
Total Receipts and Other Financing Sources		**30,000.00**	
Total Disbursements and Other Financing Uses		**3,367.00**	
Cash Balance as of 09/30/2024		**102,374.49**	

As on 9/30/2024

Water

	Budget	Actual	Variance
Receipts:			
Water Consumption	0.00	53,154.87	53,154.87
Water Utility User Fee	0.00	35,793.77	35,793.77
Water Main-break Surcharge	0.00	22,224.34	22,224.34
Special Water Charges	0.00	1,176.23	1,176.23
State Surcharge	0.00	2,336.96	2,336.96
Administrative Fee Move/Out	0.00	1,108.30	1,108.30
Penalties and Forfeited Discounts	0.00	905.02	905.02
Total Acct 371	**0.00**	**116,699.49**	**116,699.49**
Total Revenues	**0.00**	**116,699.49**	**116,699.49**
Other Financing Sources:			
Transfer From General Fund	0.00	6,287.74	6,287.74
Total Acct 392	**0.00**	**6,287.74**	**6,287.74**
Total Other Financing Sources	**0.00**	**6,287.74**	**6,287.74**
Disbursements:			
Financial Administration			
Contracted Services	0.00	11,998.00	(11,998.00)
Total Acct 415	**0.00**	**11,998.00**	**(11,998.00)**
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	1,300.31	(1,300.31)
Contracted Services	0.00	77,860.98	(77,860.98)
Utility Services (381 through 389)	0.00	80.75	(80.75)
Utility Services: Water	0.00	613.51	(613.51)
Fees	0.00	2,580.00	(2,580.00)
Wtr/Swr Emergency			
PROFESSIONAL SERVICES (301 through 319)	0.00	3,297.88	(3,297.88)
Contracted Services	0.00	29,165.90	(29,165.90)
Newsletter			
Printing and Binding (351 through 359)	0.00	373.87	(373.87)
Total Acct 494	**0.00**	**115,273.20**	**(115,273.20)**
Total Disbursements	**0.00**	**127,271.20**	**(127,271.20)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**

Beginning Cash Balance	**70,785.62**
Total Receipts and Other Financing Sources	**122,987.23**
Total Disbursements and Other Financing Uses	**127,271.20**
Cash Balance as of 09/30/2024	**66,501.65**

As on 9/30/2024

Sewer

	Budget	Actual	Variance
Receipts:			
Refund-Reimbursemnt-Dividend	0.00	18,932.70	18,932.70
Total Acct 362	**0.00**	**18,932.70**	**18,932.70**
Sewer Consumption	0.00	43,244.60	43,244.60
Sewer Minimum Charge	0.00	38,466.85	38,466.85
Penalties and Forfeited Discounts	0.00	734.71	734.71
Total Acct 372	**0.00**	**82,446.16**	**82,446.16**
Total Revenues	**0.00**	**101,378.86**	**101,378.86**
Other Financing Sources:			
Transfer From General Fund	0.00	4,580.10	4,580.10
Total Acct 392	**0.00**	**4,580.10**	**4,580.10**
Total Other Financing Sources	**0.00**	**4,580.10**	**4,580.10**
Disbursements:			
Water Utility			
Contracted Services	0.00	570.00	(570.00)
Utility Services (381 through 389)	0.00	146.18	(146.18)
Utility Locates			
Contracted Services	0.00	531.95	(531.95)
Sewer Utility			
Sewer - Wastewater Charge	0.00	55,449.61	(55,449.61)
Contracted Services	0.00	34,190.36	(34,190.36)
Utility Services (381 through 389)	0.00	9,131.91	(9,131.91)
Sewer Engineering Expense			
PROFESSIONAL SERVICES (301 through 319)	0.00	40,015.00	(40,015.00)
Postage/Postal Permits			
Communications: Postage	0.00	296.14	(296.14)
Total Acct 494	**0.00**	**140,331.15**	**(140,331.15)**
Total Disbursements	**0.00**	**140,331.15**	**(140,331.15)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**87,230.53**	
Total Receipts and Other Financing Sources		**105,958.96**	
Total Disbursements and Other Financing Uses		**140,331.15**	
Cash Balance as of 09/30/2024		**52,858.34**	

City of Birchwood Village
Bank Reconciliation

US Bank
General Fund #1-801-2001-5920
9/31/2024

Genl Fund 4M #35172-101

4M balance	**General Fund**	$1,150,240.26
Outstanding Checks	Outstanding Checks	($36,330.62)
Bank Open Items	US Bank Correction - Being Researched by St. Anthony Village - Utility Deposit.	$455.58
CTAS Open Items		
		$1,114,365.22
	Balance Per Cash Control Statement	$1,114,365.22
	DIFFERENCE	$0.00

35389 - City of Birchwood Village

Settle	Status	Class	Description	Code Name	Trans #	Entry	Redemption	Purchase	Balance
09/30/2024	Completed	4M	Dividend Reinvest	Dividend Reinvest	11101115	09/30/2024		$4,561.91	$1,090,163.37
09/30/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2327469	09/27/2024	$679.59		$1,085,601.46
09/27/2024	Completed	4M	US Bank ACH Redemption MN PERA	Bank ACH Redemption	2327217	09/27/2024	$653.30		$1,086,281.05
09/27/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2326903	09/26/2024	$4,515.58		$1,086,934.35
09/27/2024	Completed	4M	US Bank Deposit Package Purchase	Deposit Package Purchase	2326904	09/27/2024		$4,623.55	$1,091,449.93
09/25/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2325804	09/24/2024	$59.90		$1,086,826.38
09/24/2024	Completed	4M	US Bank ACH Redemption ATT	Bank ACH Redemption	2325563	09/24/2024	$53.75		$1,086,886.28
09/24/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2325251	09/23/2024	$3,888.84		$1,086,940.03
09/24/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2325250	09/23/2024	$1,196.42		$1,090,828.87
09/23/2024	Completed	4M	US Bank Deposit Package Purchase	Deposit Package Purchase	2324478	09/23/2024		$9,131.02	$1,092,025.29
09/23/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2324477	09/20/2024	$300.00		$1,082,894.27
09/20/2024	Completed	4M	Bank ACH Redemption XCEL ENERGY-MN	Bank ACH Redemption	11086708	09/20/2024	$27.40		$1,083,194.27
09/20/2024	Completed	4M	US Bank ACH Purchase TSYS/TRANSFIRST	Bank ACH Purchase	2324151	09/20/2024		$274.50	$1,083,221.67
09/20/2024	Completed	4M	US Bank ACH Redemption XCEL ENERGY-MN	Bank ACH Redemption	2324150	09/20/2024	$10.15		$1,082,947.17
09/20/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2323770	09/19/2024	$8,768.79		$1,082,957.32
09/19/2024	Completed	4M	US Bank ACH Redemption XCEL ENERGY-MN	Bank ACH Redemption	2323517	09/19/2024	$27.40		$1,091,726.11
09/19/2024	Completed	4M	US Bank ACH Purchase TSYS/TRANSFIRST	Bank ACH Purchase	2323518	09/19/2024		$274.50	$1,091,753.51
09/19/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2323218	09/18/2024	$1,740.61		$1,091,479.01
09/18/2024	Completed	4M	US Bank ACH Purchase TSYS/TRANSFIRST	Bank ACH Purchase	2322963	09/18/2024		$274.50	$1,093,219.62
09/18/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2322704	09/17/2024	$7,047.66		$1,092,945.12
09/18/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2322705	09/17/2024	$28.95		$1,099,992.78
09/17/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2322169	09/16/2024	$6,828.87		$1,100,021.73
09/16/2024	Completed	4M	US Bank ACH Redemption QUANTUM FIBER	Bank ACH Redemption	2321850	09/16/2024	$50.00		$1,106,850.60
09/16/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2321401	09/13/2024	$1,526.20		$1,106,900.60
09/16/2024	Completed	4M	US Bank Deposit Package Purchase	Deposit Package Purchase	2321402	09/16/2024		$5,731.85	$1,108,426.80
09/13/2024	Completed	4M	US Bank ACH Redemption MN PERA	Bank ACH Redemption	2321156	09/13/2024	$806.72		$1,102,694.95
09/13/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2320837	09/12/2024	$2,188.51		$1,103,501.67
09/12/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2320304	09/11/2024	$1,900.00		$1,105,690.18
09/11/2024	Completed	4M	US Bank ACH Purchase MN State-MMB	Bank ACH Purchase	2320002	09/11/2024		$99.99	$1,107,590.18
09/10/2024	Completed	4M	US Bank ACH Purchase TSYS/TRANSFIRST	Bank ACH Purchase	2319452	09/10/2024		$151.00	$1,107,490.19
09/09/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2318355	09/06/2024	$106.00		$1,107,339.19
09/09/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2318356	09/06/2024	$79.50		$1,107,445.19
09/06/2024	Completed	4M	US Bank Deposit Package Purchase	Deposit Package Purchase	2317679	09/06/2024		$1,333.00	$1,107,524.69
09/04/2024	Completed	4M	US Bank ACH Purchase TSYS/TRANSFIRST	Bank ACH Purchase	2316794	09/04/2024		$185.96	$1,106,191.69
09/04/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2316450	09/03/2024	$324.00		$1,106,005.73
09/03/2024	Completed	4M	US Bank ACH Redemption TECHIE DUDES	Bank ACH Redemption	2316058	09/03/2024	$247.00		$1,106,329.73
09/03/2024	Completed	4M	US Bank ACH Redemption XCEL ENERGY-MN	Bank ACH Redemption	2316057	09/03/2024	$1,344.72		$1,106,576.73
09/03/2024	Completed	4M	US Bank Checks Paid Redemption	Checks Paid Redemption	2315405	08/30/2024	$1,824.90		$1,107,921.45

As of 10/1/2024, 11:34:52 AM

Settle	Status	Class	Description	Code Name	Trans #	Entry	Redemption	Purchase	Balance
09/30/2024	Completed	4MP	Dividend Reinvest	Dividend Reinvest	11101116	09/30/2024		$249.65	$60,076.89

As of 10/1/2024, 11:39:45 AM

Total 4M & 4MP 9/30/2024	**$1,167,998.34**

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/27/2024	Bolton & Menk, Inc.	Consult Service for Resident at 234 Cedar, Zoning Permit #z24-0003, HO has been billed.	7158*	$237.00			
					100-41910-300-	Planning and Zoning	$237.00
09/27/2024	City of White Bear Lake Public Work	Oct 2024 Monthly Public Safety Facility Fire Services	7159*	$1,196.42			
					100-42201-314-	Fire	$1,196.42
09/27/2024	City of White Bear Lake Fire	Fire Srvc -Oct 2024	7160*	$3,888.84			
					100-42201-314-	Fire	$3,888.84
09/27/2024	Companion Animal Control LLC	Animal Control Services -Oct 24 Retainer Only	7161*	$80.00			
					100-41916-314-	Animal Control	$80.00
09/27/2024	Gopher State One Call	August 43 Tickets	7162*	$52.65			
					605-49455-314-	Utility Locates	$52.65
09/27/2024	H.A. Kantrud, P.A.	Attorney Services -Oct 2024	7163*	$1,500.00			
					100-41601-300-	Legal Services	$1,500.00
09/27/2024	John Wikstrom	Sept City Planner Fees	7164*	$1,600.00			
					100-41925-300-	General Fund Engineering Expense	$1,600.00
09/27/2024	Kamstrup Water Metering LLC	Annual Software License Fee for 9/20/24 thru 9/19/25	7165*	$2,572.42			
					601-49415-314-	Water Utility	$2,572.42
09/27/2024	League of MN Cities	Membership Dues 2024-2025	7166*	$431.00			
					100-41914-433-	City Training and Development	$431.00
09/27/2024	LRS Portables, LLC	Sept Portable Potty	7167*	$174.00			
					100-45207-314-	Parks	$174.00

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/27/2024	MENARD'S - OAKDALE	Supplies for Ash Path Fencing	7168*	$1,623.50			
					100-41940-220-	General Government Buildings and Plant	$33.93
					100-41940-220-	General Government Buildings and Plant	$981.60
					100-41940-220-	General Government Buildings and Plant	$106.14
					100-41940-220-	General Government Buildings and Plant	$501.83
09/27/2024	Metropolitan Council - Env. Service	Waste Water Services	7169*	$5,335.64			
					605-49465-217-	Sewer Utility	$5,335.64
09/27/2024	Metro - INET	IT Charges--Sept Tech Support and Personnel Recovery.	7170*	$501.00			
					100-41940-320-	General Government Buildings and Plant	$501.00
09/27/2024	Manship Plumbing & Heating Inc	Sewer/Water-Sept Retainer, Locates	7171*	$1,160.00			
					601-49415-314-	Water Utility	$800.00
					601-49415-314-	Water Utility	$360.00
09/27/2024	Press Publications	Ref #816212 Ord 2024-08-02, 9/19 Legal	7172*	$231.22			
					100-41130-351-	Ordinances and Proceedings	$231.22
09/27/2024	Press Publications	Ref #816211, Ord 2024-08-01, 09/19, Legal	7173*	$119.10			
					100-41130-351-	Ordinances and Proceedings	$252.24
					100-41130-351-	Ordinances and Proceedings	($133.14)
09/27/2024	Tennis Sanitation, LLC	Recycling for Service Period: July - Aug 2024	7174*	$3,128.00			
					100-43300-314-	Recycle	$3,128.00
09/27/2024	TSE, Inc. Work Account	Janitorial Services - 9/5 & 9/15	7175*	$59.90			
					100-41940-314-	General Government Buildings and Plant	$29.95

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41940-314-	General Government Buildings and Plant	$29.95
09/27/2024	Stoltzman, Cris	Videography - Council Mtg--9/10, 4 hrs Charged	7176*	$111.80			
					100-41950-314-	Cable Eqpmt and Service	$111.80
09/27/2024	Toshiba America Business Solutions	Sept Monthly Usuage Allowance	7177*	$10.62			
					100-41911-314-	Office Operations Supplies	$10.62
09/27/2024	USS Minnesota One MT LLC	Solar Energy Aug Charges	7178*	$1,120.41			
					605-49465-380-	Sewer Utility	$637.09
					100-41940-380-	General Government Buildings and Plant	$131.82
					605-49465-380-	Sewer Utility	$351.50
Total For Selected Claims				**$25,133.52**			**$25,133.52**

Date Range : 8/27/2024 To 9/27/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/27/2024	Reiss, Alan and Susan	Escrow Refund Permit # 24-0088, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	7179*	$3,000.00			
					100-49250-810-	Escrow Refunds	$3,000.00
09/27/2024	TAK Communications	Escrow Refund Permit # 23-0041, Rightaway-127 Wildwood-Inspec by MJ and JK, Permit Closed	7180*	$3,000.00			
					100-49250-810-	Escrow Refunds	$3,000.00
Total For Selected Claims				**$6,000.00**			**$6,000.00**

Justin R. McCarthy	**City Council/Town Board**	**Date**
Katherine A Weier	**City Council/Town Board**	**Date**
Margaret Arola Ford	**City Council/Town Board, Mayor**	**Date**
Robert Mark Foster	**City Council/Town Board**	**Date**
Ryan Q Hankins	**City Council/Town Board**	**Date**

Date Range : **9/1/2024 To 10/1/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
10/01/2024	Companion Animal Control LLC	Animal Control Services -June & July 24 Retainer Only	7182	$160.00			
					100-41916-314-	Animal Control	$80.00
					100-41916-314-	Animal Control	$80.00
Total For Selected Claims				**$160.00**			**$160.00**

Justin R. McCarthy	**City Council/Town Board**	**Date**
Katherine A Weier	**City Council/Town Board**	**Date**
Margaret Arola Ford	**City Council/Town Board, Mayor**	**Date**
Robert Mark Foster	**City Council/Town Board**	**Date**
Ryan Q Hankins	**City Council/Town Board**	**Date**

Date Range : **9/1/2024 To 9/30/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/10/2024	IRS - US Treasury	Federal Taxes - Q3 2024 -August Payment	7147	$1,780.52			
					100-41401-100-	Clerk - Treasurer	$1,192.36
					100-41401-100-	Clerk - Treasurer	$278.86
					100-41401-100-	Clerk - Treasurer	$309.30
09/10/2024	MN Department of Revenue	MN State Tax eFiling - 2024 Q3- August pymt	7148	$433.26			
					100-41401-115-	Clerk - Treasurer	$433.26
Total For Selected Claims				**$2,213.78**			**$2,213.78**

Justin R. McCarthy	**City Council/Town Board**	**Date**
Katherine A Weier	**City Council/Town Board**	**Date**
Margaret Arola Ford	**City Council/Town Board, Mayor**	**Date**
Robert Mark Foster	**City Council/Town Board**	**Date**
Ryan Q Hankins	**City Council/Town Board**	**Date**

Date Range : **8/27/7074 To 9/27/7074**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/12/2024	PERA	Retirement funds-PR 08/25/24-09/07/24 , TB, BK, MO, JR	7149*	$806.72			
					100-45207-121-	Parks	$143.12
					100-41401-121-	Clerk - Treasurer	$663.60
Total For Selected Claims				**$806,. 7**			**$806,. 7**

Justin R, McCarthy **City Council/Town Board** **Date**

Katherine A Weier **City Council/Town Board** **Date**

Margaret Arola Ford **City Council/Town BoardbMayor** **Date**

Rokert MarQFoster **City Council/Town Board** **Date**

Ryan H PanQns **City Council/Town Board** **Date**

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/27/2024	Bolton & Menk, Inc.	Consult Service for Resident at 234 Cedar, Zoning Permit #z24-0003, HO has been billed.	7158*	$237.00			
					100-41910-300-	Planning and Zoning	$237.00
09/27/2024	City of White Bear Lake Public Work	Oct 2024 Monthly Public Safety Facility Fire Services	7159*	$1,196.42			
					100-42201-314-	Fire	$1,196.42
09/27/2024	City of White Bear Lake Fire	Fire Srvc -Oct 2024	7160*	$3,888.84			
					100-42201-314-	Fire	$3,888.84
09/27/2024	Companion Animal Control LLC	Animal Control Services -Oct 24 Retainer Only	7161*	$80.00			
					100-41916-314-	Animal Control	$80.00
09/27/2024	Gopher State One Call	August 43 Tickets	7162*	$52.65			
					605-49455-314-	Utility Locates	$52.65
09/27/2024	H.A. Kantrud, P.A.	Attorney Services -Oct 2024	7163*	$1,500.00			
					100-41601-300-	Legal Services	$1,500.00
09/27/2024	John Wikstrom	Sept City Planner Fees	7164*	$1,600.00			
					100-41925-300-	General Fund Engineering Expense	$1,600.00
09/27/2024	Kamstrup Water Metering LLC	Annual Software License Fee for 9/20/24 thru 9/19/25	7165*	$2,572.42			
					601-49415-314-	Water Utility	$2,572.42
09/27/2024	League of MN Cities	Membership Dues 2024-2025	7166*	$431.00			
					100-41914-433-	City Training and Development	$431.00
09/27/2024	LRS Portables, LLC	Sept Portable Potty	7167*	$174.00			
					100-45207-314-	Parks	$174.00

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/27/2024	MENARD'S - OAKDALE	Supplies for Ash Path Fencing	7168*	$1,623.50			
					100-41940-220-	General Government Buildings and Plant	$33.93
					100-41940-220-	General Government Buildings and Plant	$981.60
					100-41940-220-	General Government Buildings and Plant	$106.14
					100-41940-220-	General Government Buildings and Plant	$501.83
09/27/2024	Metropolitan Council - Env. Service	Waste Water Services	7169*	$5,335.64			
					605-49465-217-	Sewer Utility	$5,335.64
09/27/2024	Metro - INET	IT Charges--Sept Tech Support and Personnel Recovery.	7170*	$501.00			
					100-41940-320-	General Government Buildings and Plant	$501.00
09/27/2024	Manship Plumbing & Heating Inc	Sewer/Water-Sept Retainer, Locates	7171*	$1,160.00			
					601-49415-314-	Water Utility	$800.00
					601-49415-314-	Water Utility	$360.00
09/27/2024	Press Publications	Ref #816212 Ord 2024-08-02, 9/19 Legal	7172*	$231.22			
					100-41130-351-	Ordinances and Proceedings	$231.22
09/27/2024	Press Publications	Ref #816211, Ord 2024-08-01, 09/19, Legal	7173*	$119.10			
					100-41130-351-	Ordinances and Proceedings	$252.24
					100-41130-351-	Ordinances and Proceedings	($133.14)
09/27/2024	Tennis Sanitation, LLC	Recycling for Service Period: July - Aug 2024	7174*	$3,128.00			
					100-43300-314-	Recycle	$3,128.00
09/27/2024	TSE, Inc. Work Account	Janitorial Services - 9/5 & 9/15	7175*	$59.90			
					100-41940-314-	General Government Buildings and Plant	$29.95

Date Range : **8/27/2024 To 9/27/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41940-314-	General Government Buildings and Plant	$29.95
09/27/2024	Stoltzman, Cris	Videography - Council Mtg--9/10, 4 hrs Charged	7176*	$111.80			
					100-41950-314-	Cable Eqpmt and Service	$111.80
09/27/2024	Toshiba America Business Solutions	Sept Monthly Usuage Allowance	7177*	$10.62			
					100-41911-314-	Office Operations Supplies	$10.62
09/27/2024	USS Minnesota One MT LLC	Solar Energy Aug Charges	7178*	$1,120.41			
					605-49465-380-	Sewer Utility	$637.09
					100-41940-380-	General Government Buildings and Plant	$131.82
					605-49465-380-	Sewer Utility	$351.50
Total For Selected Claims				**$25,133.52**			**$25,133.52**

Date Range : 8/27/2024 To 9/27/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

EFTs

Date Range : 8/26/2024 To 9/30/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/26/2024	PERA	Retirement funds-PR 09/8/24 09/21/24 , TB, BK,JR	7150*	$653.30			
					100-45207-121-	Parks	$91.46
					100-41401-121-	Clerk - Treasurer	$561.84
09/13/2024	Quantum Fiber	September Internet Service Fee	7151*	$50.00			
					100-41955-314-	Phone/IT	$50.00
09/18/2024	Xcel 2335-4	Electricity 7/22/2024-8/18/2024	7152*	$10.15			
					601-49415-380-	Water Utility	$10.15
09/17/2024	Xcel 9369-0	407 Lake Lift Station 07/21/2024-08/19/2024	7153*	$27.40			
					605-49465-380-	Sewer Utility	$27.40
09/17/2024	Xcel 4094-1	Gas Service 07/21/2024-08/19/2024 200 Wildwood Lift Station	7154*	$27.40			
					605-49415-380-	Water Utility	$27.40
09/30/2024	Techie Dudes	October IT Services	7155*	$247.00			
					100-41955-314-	Phone/IT	$247.00
09/22/2024	A T & T Mobility	Wireless for water tower- 9/2/2024-10/1/2024	7156*	$53.75			
					601-49415-382-	Water Utility	$53.75
09/30/2024	Xcel 2307-8	Street Lighting 9/30/2024	7157*	$1,347.60			
					100-43160-380-	Street Lighting	$1,347.60

Date Range : 8/26/2024 To 9/30/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
Total For Selected Claims				$2,416.60			$2,416.60

Justin R. McCarthy	City Council/Town Board	Date
Katherine A Weier	City Council/Town Board	Date
Margaret Arola Ford	City Council/Town Board, Mayor	Date
Robert Mark Foster	City Council/Town Board	Date
Ryan Q Hankins	City Council/Town Board	Date

Date Range : **9/1/2024 To 10/1/2024**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/30/2024	PERA	Retirement funds-PR 09/8/24 09/21/24 , TB, BK,JR	7181*	$0.33			
					100-41401-121-	Clerk - Treasurer	$0.33
Total For Selected Claims				**$0.33**			**$0.33**

Justin R. McCarthy **City Council/Town Board** **Date**

Katherine A Weier **City Council/Town Board** **Date**

Margaret Arola Ford **City Council/Town Board, Mayor** **Date**

Robert Mark Foster **City Council/Town Board** **Date**

Ryan Q Hankins **City Council/Town Board** **Date**

CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA

MINUTES OF THE CITY COUNCIL MEETING
September 10, 2024, 6:45 P.M.

MEMBERS:

Margaret Ford	Mayor
Mark Foster	Councilmember
Ryan Hankins	Councilmember
Kathy Weier	Councilmember
Justin McCarthy	Councilmember (not present for the meeting)

STAFF:

H. Alan Kantrud	City Attorney
Marsha Olson	Treasurer
Rebecca Kellen	City Administrator
Marcus Johnson	City Engineer
Jack Kramer	City Building Official
Ben Wickstrom	City Planner

Minutes prepared by Rebecca Kellen from a video recording.

1. CALL TO ORDER

A. Mayor Ford called the meeting to order at 6:45PM.

2. APPROVE AGENDA

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

A. The following changes were made to the agenda:

a. Mayor Ford added Tech Conversion Update and Approve Resolution 2024-40 to Administrator updates, d and e.

3. PUBLIC FORUM (0:06:10)

Mayor Ford opened the public forum.

Randy Lafoy, 200 Wildwood, is the representative for the Cable Commission and informed the council and public that SCCTV is having an open house October 3rd to see their brand-new facilities and truck. He asked that an eblast be sent out.

Jennifer Arsenault, 432 Birchwood Ct. praised the council for their decision to have the parks professionally mowed.

Barton Winter, 1 Five Oaks Lane, expressed concerns about the growth in the hockey rink affecting Music in the Park that he has cleaned up previously. He also expressed concerns with the cost of mowing compared to what the city spends on rink maintenance. He said he would like to see the rink maintained well and that he would pay the water costs for flooding. He also expressed concerns with the length of time it has taken to fill the potholes.

Steve Shad, Cedar St, said that he is not convinced the deer hunt is effective and that there is not a lot of data to support it. He asked a number of questions that he did not believe we have the data for, including, how many deer are in Birchwood now? How many deer are too many? What is the number we are shooting for? How is the number 30 arrived at the maximum number of deer that can be culled? How much damage has been caused by the deer to private property and how much property damage has been prevented because of the deer hunt? He asked if any of this has been studied or quantified. He also asked about the involvement with surrounding communities in the deer hunt as he said it takes a large area of land to be able to impact their numbers. He said that there is danger involved with children and people being around and is not convinced the deer hunt has any effect on the deer population in Birchwood. He referred to an email he sent to the city council (attached).

Ron Malles, 420 Wildwood, discussed DNR support of the culling, at the time it was originally put in place. He said that last year there were 8 deer killed during the hunt. He said that Grand Rapids is doing the same type of study to determine what is the best way to reduce the deer population. He said that his cost is over $1000 per year for yard damage. He said that they are trying to maintain the deer population and he has not seen a better solution. He said all hunters are certified for bow for the hunt.

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to close the public forum. All in favor; motion carried.

4. ANNOUNCEMENTS (0:19:20)

A. Birchwood Dock Association Fall Meeting is September 14th at 10AM
B. Fall Clean Up Day is October 12th from 10AM – 12PM.
C. Deer Hunt Dates for this year are September 27-28, October 17-18, November 1-2, November 21-22, and December 13-14 (if needed).
D. November and December Planning Commission meetings have been rescheduled due to the holidays. The rescheduled meeting will be on November 20th and December 19th.

5. CONSENT AGENDA (0:20:30)

On a motion made by Councilmember Foster, seconded by Councilmember Weier, it was resolved to approve the consent agenda items except for D., F.1 and F.2. All in favor. Motion carried.

A. Item D - Approve August 6, 2024, Meeting Minutes

a. On page 50 of the agenda packet, the motion to approve, as an advisory vote, the 20-mph speed limit, should be changed to read that it was tabled until the September meeting, or will be reconsidered in the September meeting.

On a motion made by Councilmember Hankins, seconded by Councilmember Foster, it was resolved to approve consent item D, August 6th meeting minutes, as amended. All in favor. Motion carried.

B. Item F1 and F2 – Approve Deer Hunt Resolutions

a. Councilmember Hankins said that the deer hunt has become more controversial and surrounding communities are not participating. He recommended a town hall with some expertise for residents to understand the deer hunt better.

b. Councilmember Weier said that Mahtomedi wanted to participate this year, but the paperwork was not completed on time, and they hope to participate next year. She said she has received support from the community and over 20 residents have signed up to allow their land to be used, and others wanted to but could not participate because of their property location, so they were not approved.

c. Mayor Ford said that a town hall would be appropriate before a new contract is signed.

d. The council discussed pushing the first hunt date out and decided against it.

e. Council member Foster said that he is in favor because deer are a traffic hazard and a safety issue.

On a motion made by Councilmember Foster, seconded by Councilmember Weier, it was resolved to approve Consent Agenda Items F1, Resolution 2024-36 Suspending City Ordinance Section 609.020 for Special Bow Hunt. Mayor Ford and Councilmember Foster and Weier in favor. Councilmember Hankins opposed. Motion carried.

On a motion made by Councilmember Foster, seconded by Councilmember Weier, it was resolved to approve Consent Agenda Items F2, Resolution 2024-37 Authorizing the Dates of the 2024 Deer Hunt. Mayor Ford and Councilmember Foster and Weier in favor. Councilmember Hankins opposed. Motion carried.

6. CITY BUSINESS (0:30:23)

A. Appeal Regarding Approval of the Building Permit at 160 Cedar

a. Councilmember Hankins explained that the residents of 180 cedar St have filed an appeal regarding permits that were approved at 160 Cedar. One issue was relating to whether the plan was approved by a certified engineer. The second is that storm water will harm their property. Staff reviewed the appeal, and the planning commission reviewed and denied the appeal. He recommended that each issue

is reviewed individually, the appellants present their appeal, then hear from city staff, and then hear from Mr. Morse, 160 Cedar.

b. Mayor Ford asked if the appellant or a representative were there to which no one responded. She then asked that Engineer Johnson address the council.

c. Councilmember Hankins asked Marcus Johnson, city engineer, about the survey to which he said there was not a design submitted that would require a certified engineer signature according to MPCA requirements, and that a surveyor's signature is required. He said he is a licensed, professional, civil engineer and that the plans that were submitted were no different than if he had drawn them up, with the exception of the signature.

d. Engineer Johnson said there was no conditional use permit pulled, and the impervious surface was at 7% so the criteria required for 25% was not involved and there was no additional work asked of the owners at 160. He said he has reviewed the drainage on the property and does not have any concerns.

e. Jack Kramer, building official, said he has inspected the silt fencing, and he sees that everything has been contained and that the soil is rocky and the perc rate on the soil is rapid so there would be very little retention.

f. Avery Morse, 160 Cedar, said that in working with the city officials and staff he feels confident the permit was issued appropriately and in ordinance with the city code. He said that he thinks the property is draining well.

g. Councilmember Hankins explained that the planning commission reviewed the appeal and city responses and determined that the intent of the code was not violated in approving the plans without a certified engineer's signature and as a result did not harm Mr. and Mrs. Drew. Therefore, the planning commission denied the appeal.

h. Councilmember Weier said that this year has been very wet so if there is not water there now there probably will not be and also that she is confident that our staff will be reviewing everything needed along the way in the process.

i. Councilmember Foster said that he is confident in what staff approved initially and the recent reviews and the planning commission recommendation.

j. Councilmember Hankins said that while he understands the concerns of the Drews he is with Kathy and Mark in terms of the merits of the appeal.

On a motion made by Councilmember Weier, seconded by Councilmember Foster, it was resolved to deny the appeal, 1, Birchwood Code 301.055(7) Stormwater and erosion control plans requiring a licensed professional engineer's signature. All in favor. Motion carried.

k. Engineer Jonhson discussed item 2a (on page 110 of the agenda packet), Birchwood City Code 302.050, referring to a survey with drainage that he completed. He said that the drainage does not cross the property line. He said the silt fence is not very permeable and holds up well.

l. Mayor Ford asked about item 2b, Birchwood Code 302.055.2.a.1, to which Engineer Johnson said that the impervious surface seems good. He said that the back infiltration and the front is a gentle slope to the street so there will be some infiltration to the street but the alternative of having people's property lower than the street is not a good idea. He said any new build will have somewhat of a slope to the street but they are trying to minimize it.

m. Engineer Johnson said that the drainage patterns from what was there previously are generally the same now. He said that the new house is going to have less impervious surface than the previous house, and when the neighboring houses go up they will need to review impervious surface for those properties.

n. Engineer Johnson said that city code 306.030.a.6 (2c) is a conditional use section of the code so it does not apply. He also said that if a conditional use permit would have been required the storm sewer situation would have been looked at more in depth. He said that this would not have changed the permits that were issued.

o. Engineer Johnson addressed 306.030.b, (2d) saying that he does not believe the work will adversely affect the appellants.

On a motion made by Councilmember Hankins, seconded by Councilmember Foster, it was resolved to deny the appeal, 2, regarding Birchwood City Code 301. All in favor. Motion carried.

On a motion made by Councilmember Hankins, seconded by Mayor Ford, it was resolved to have staff send a letter to the appellants regarding the outcome of the appeal. All in favor. Motion carried.

B. Roads Committee Proposals and Public Forum (1:06:09)

a. Mayor Ford said that she has enjoyed working with the Road Safety task force that has been looking at public safety on the roads including Ron Malles, Cora Hankins and Art Arsenault and that they have come up with some recommendations. She asked the Road Safety Task Force to provide an overview of the proposals.

b. **Art Arsenault, 432 Birchwood Court** said that road safety was in consideration while coming up with the proposals. He said the committee has received a lot of input from community members that has varied. He said they have received a lot of feedback regarding traffic law enforcement. He said that they have police support for these proposals. He said the first proposal is to have a 20-mph speed limit throughout Birchwood, unless otherwise specified.

c. **Cora Hankins, 165 Wildwood Ave,** said that resolution #2 is to add 2 new crosswalks with signage at Birch/Owl and Grotto. She said the walkway between Owl and the easement affected their decision to place it there and also there is a school bus stop there. She said that they would like signs put up. She said the walkway at Grotto is unmarked so they would like another crosswalk for safety.

d. **Art Arsenault, 432 Birchwood Court** said that resolution #3 is the addition of 1 stop sign on Wildwood Ave at 368 Wildwood. The stop sign would be stopping the southeastern bound traffic in an attempt to slow that traffic as it goes over a blind hill so there is a more orderly flow of traffic. This area is near where one of the speed studies was done and showed there are a lot of violations in this area. It was an area of a near miss for an accident earlier this year.

e. **Ron Malles, 420 Wildwood**, said that #4 is adding solar speed limit signs and these are fairly expensive, but they seem to be effective and that this would need to go into the budget for next year. He said that the proposals are in the order of importance with 1-3 being equal and 4 being less important.

f. Councilmember Weier asked about the public forum process and Mr. Malles said that they did not have dissent during the public forum as well as having support of their recommendations by the Washington County Police. He suggested that Birchwood ask that Washington County spend time monthly in Birchwood to help with speed reduction.

g. Councilmember Weier asked about which roads would change to 25 mph, and Mr. Malles explained that this would affect 9 roads in Birchwood.

h. Administrator Kellen mentioned that there are 2 additional emails that were received. The council received copies of them, and they will be included with the public record in the meeting minutes.

i. Mayor Ford opened the public forum.

j. **Bryan McGinnis, 194 Wildwood,** said that they live near where the crosswalk is being proposed and they are in support of it and he recommends a warning sign before the crosswalk so that people are prepared. He is also in support of the 20-mph speed limit and the stop sign at Grotto. He said he is on the lake links committee, and they have also discussed the solar speed signs, and he thinks they would be good for safety. He expressed concerns with ATVs and golf carts being used in the parks and trails, as well as concerns with children on electric scooters.

k. **Barton Winter, 1 Five Oaks Lane**, said that he is not in favor of the 20 mph for thoroughfares. He said there has been a calming of traffic since he moved there, with the addition of new stop signs. He expressed concerns about the potholes. He said for the stop sign at 368 Wildwood, above the hockey rink, there is already a stop sign the other way. He expressed concerns with the lack of brush being removed from around stop signs. He said there are other areas that should have a stop sign.

On a motion made by Councilmember Foster, seconded by councilmember Hankins, it was resolved to close the public forum. All in favor. Motion carried.

l. Cora Hankins said that at the previous meeting it was requested that she provide copies of other citied policies, She said she followed what Mahtomedi did and she would like for staff to add this to the rules for the 20 mog speed limit. Mayor Ford asked that she read it and councilmember Hankins said that he would prefer that it be included in a packet so it can be reviewed by council before the vote. Mayor Ford suggested that the vote be held off until next meeting when the document can be added to the packet for council and public review. Mayor Ford said that Mn statue requires that we have regulations regarding traffic before we change speed limits. Mrs. Hankins asked that staff tailor the document to Birchwood to which administrator Kellen requested it be sent electronically.

m. The council decided to table to decisions about the proposal until the next meeting.

C. Lift Station Update (1:34:22)

a. Engineer Marcus Johnson said that the plans and specs need to be submitted to the MPCA for notification purposes. He said next week the EPA will be sent the final plans and specs. He said the approval should come in October and then bids will be done over the next month and then in the December meeting the bids would be decided upon. In October the plans and specs will be approved and approved for going out for bids.

b. Councilmember Hankins asked that Administrator Kellen send out an eblast to the community with a timeline, when we expect construction. Mayor Ford said that she would work with administrator Kellen on an eblast. Engineer Johnson said he would get exact dates for that update.

c. Engineer Johnson said that once they turn in the plans and specs next week to the EPA, it will take about a week for them to review them. He said that he believes the bids need to be posted for 5 weeks, they will be reviewed in the December meeting. He said that as of now there will not be any additional engineering expense for the design portion.

D. Second Reading of Ordinance 2024-08-01, Variance Application Criteria (1:40:37)

a. Councilmember Hankins said that this ordinance makes a number of revisions, clarifications, and expansions to the existing ordinance to try to make the variance application requirements easier to understand.

b. Mayor Ford Opened the public hearing.

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to close the public hearing. All in favor. Motion carried.

c. Planner Wickstrom said that he has not had a lot of involvement in these revisions but gave an example of a case where the application criteria can cause a lot of expense for the applicant to which Councilmember Hankins said that a review of the idea in a preapplication meeting with the planning commission prior to beginning the project could be a good solution for this.

d. Councilmember Weier said that she thinks it is good to have a list or variance application criteria.

e. Councilmember Hankins said that he is looking at revising the Variance Application.

f. Mayor Ford Opened the public hearing.

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to close the public hearing. All in favor. Motion carried.

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to pass Ordinance 2024-08-01. All in favor. Motion carried.

E. 2025 Final Budget Discussion and Approval – (1:57:37)

a. Mayor Ford asked Engineer Johnson whether he thinks that enough has been allocated for street repairs in 2025. The council discussed item T on page 163 of the agenda packet, regarding how much money to allocate to road repairs. Engineer Johnson recommended adding a line item for water main break road damage repair to which councilmember Hankins responded that this is paid through the water fund. The council discussed if the additional $17,000 that was allocated to roads, in addition to street repair and potholes is enough. They also noted that the overall budget number that is landed on at the meeting cannot be increased.

b. Councilmember Hankins asked Treasurer Marsh Olson how many months in reserves should be held and she said 18 months is typical and that we are currently at the amount needed for reserves.

c. Councilmember Hankins asked about the intertransfer of funds to the Capital Improvement Fund of $30,000 on page 161 of the agenda packet. He said that this is what used to be used for the roads but now they are being budgeted separately. Councilmember Foster said he thought removing this is a good recommendation and both councilmember Hankins and Foster said that they were certain that this transfer was used to support road work so it can be removed since roads are now being budgeted separately. Treasurer Marsha Olson recommended that the internal transfer be reduced to $30,000 (transfer amount) less the amount of the additional amount that was added for the roads, $17,386, would be about $12,614. She said this would bring it to a 7.78% increase. The council decided to change the "Internal Transfers – Capital Improvement Fund" under "Other Financing Uses: Transfer to Enterprise Funds" to $12,614.

d. Councilmember Weier discussed her concerns about the price of fire and police.

On a motion made by Councilmember Foster, seconded by Councilmember Weier, it was resolved to approve the 2025 preliminary budget at $618,134 with "Internal Transfers – Capital Improvement Fund" under "Other Financing Uses: Transfer to Enterprise Funds" changed from $30,000 to $12,614. All in favor. Motion carried.

F. Second Reading Ordinance 2024-08-02, Animal Fencing (2:17:34).

a. Mayor Ford explained that she and Ryan worked on this ordinance having to do with deer fencing.

b. Councilmember Hankins said that he added “For this Section” to 623.020, Definitions, as a change from last time, based on councilmember McCarthy’s feedback.

c. Mayor Ford Opened the public hearing.

On a motion made by Councilmember Foster, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor. Motion carried.

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve ordinance 2024-08-02. All in favor. Motion carried.

G. Review and Discuss FOTH Revisions (2:18:58)

a. Administrator Kellen explained that FOTH combined our section 401 and 402 into one solid waste and recycling ordinance. It is in draft form and there is still some editing needed. She asked if the council had feedback on the document.

b. Councilmember Hankins said he liked the document, and it needs to be more tailored to Birchwood. He suggested that instead of going through it during the meeting he could give feedback offline.

c. Councilmember Weier said yard waste and compost are separated out in the document but with their trash hauler it is one bin, so this needs to be edited.

d. Administrator Kellen said she would send the document to the council for their edits.

H. Birchwood Reclassification (2:24:00)

a. Mayor Ford said that the city was notified by our Metropolitan Council representative, Gail Cederberg, that Birchwood has been reclassified in their Regional Development Guide, Imagine 2050 for public comment. In that, Birchwood was proposed to be urban edge rather than suburban and the implication of that is that the minimum average

net density would increase from 5 units per acre to 14 units per acre. She said that Gail believes this was a mistake. She recommended rejecting this in the public comments.

b. The council discussed options on how to provide objections.

c. Attorney Kantrud recommended the city declare by resolution that the city is not that designation.

On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to object to the reclassification of Birchwood village from suburban to urban edge in the Draft 2050 Policy Land Use Plan from the Metropolitan Council, that we retain the suburban classification, and that we participate in the public comment period. All in favor. Motion carried.

I. Maintenance Help – Mark Foster – (2:27:33)

a. Councilmember Foster expressed concerns with the amount of maintenance help we have in the city and said that he has heard from folks that city maintenance is not where it should be. He said the pathways are a mess and the maintenance list is long.

b. Administrator Kellen said that previously there was a lengthy timeframe for turn around on the maintenance issues but she has seen an improvement in the last month since maintenance man Ron has started assisting.

c. Councilmember Weier said that many tasks require 2 people.

J. Administrator Updates– (2:32:42)

a. EAB Grant Update – Administrator Kellen said that the money has been received from this grant and it is now closed out.

b. Tree Inspection Update – Administrator Kellen said that she is working through the data, meeting with the inspector. She asked for a representative from the council to help advise on this, to which Mayor Ford agreed.

c. Tech Conversion Update –
   1. Administrator Kellen said that she needed to get internet and that it can be obtained through Century Link, but SCCTV money cannot be used so an ACH will need to be set up. She said that resolution 2024-40 approves the ACH for the payment.

   2. Administrator Kellen said one line of Microsoft team Phones has been purchased and she asked about how the line would be ported to which Councilmember Hankins said that she should get 2 new lines, and the old phone number would be assigned

to one of the lines, and then that phone number rings both lines but the second line also has its own phone number. He said that we need to get a letter of authorization from metro INET, and he offered to be copied on that email, and he said it could also be configured with the Microsoft team's people.

3. Councilmember Hankins asked if our systems are connected to Metro INET to which administrator Kellen said that Techie Dudes said that the next steps to migrating away from Metro INET are adding internet and phone.

On a motion made by Mayor Ford, seconded by Councilmember Hankins, it was resolved to approve Resolution 2024-40, Authorizing an EFT to Century Link for internet services. Motion carried.

7. MEETING CLOSE (2:40:20)

On a motion duly made by Mayor Ford, seconded by Councilmember Hankins, it was agreed that there was no further business of the Council to transact in an open session; the meeting was closed to the public at 9:20 p.m.

DISCLAIMER

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

Mayor Margaret Ford	City Administrator Becky Kellen
Date	Date

Fw: Birchwood Village Deer Hunt: Opposed

Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>

Wed 9/11/2024 11:21 AM

To:Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

From: Steve Schad <seschad@gmail.com>
Sent: Friday, September 6, 2024 6:01 PM
To: Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Mark Foster <mark.foster@cityofbirchwood.com>; Justin McCarthy <justin.mccarthy@cityofbirchwood.com>; Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>; Kathy Weier <Kathy.Weier@cityofbirchwood.com>
Subject: Birchwood Village Deer Hunt: Opposed

Dear Mayor and Council Members,

I am writing in opposition to the deer hunt being planned for our community this fall. I have opposed the hunt from the very beginning on the grounds that it is the wrong solution to an unquantifiable problem with no evidence from any actual successful use cases that this effort will result in a reduction in the number of deer in our community. Therefore, I respectfully request that the council refrain from voting to suspend the restriction to allow hunting within the city limits and to refrain from voting to approve any dates for conducting the hunt, now or in the future. I am opposed to these actions based on the following rationale. I'll start from the beginning.

1. **What is the problem to be solved?** My understanding is that people are frustrated by damage to garden plants. Some have suggested there is a traffic safety concern. A council member serving at the beginning of the current culling contract stated she felt threatened by one deer she encountered while walking. The logic employed by the council at the time the contract was signed was that deer overpopulation was the root cause of the problem of vegetation damage, vehicle safety, and some vague, perceived threat to pedestrians.

2. **What is the significance of this problem from a public policy standpoint?** Many people in town have communicated frustration about damage to their vegetation, including in a public forum several years back. Neither the extent nor the monetary cost of this damage has been quantified, so no ROI can be determined. To my knowledge, there has been no evidence that there has been vehicle damage due to collisions involving deer. If one drives the posted speed limit of 25 mph and employs standard safe driving practices, the likelihood of a collision with a deer is almost zero. Similarly, aside from the one council member who was frightened by a deer, there is no evidence that any individual has been physically harmed by a deer encounter.

3. **How was deer overpopulation identified as the root cause of the problem?** Citizen reporting or anecdotal evidence. Residents state the deer population is "larger than it has been in the past". In particular, complaints about observed damage to garden plantings have been discussed, and it is stated that the damage has increased and anecdotally ascribed to "overpopulation". This has not been scientifically studied. DNR representatives stated the population has increased in the general area based on random counts, but they could not state definitively that the population in Birchwood is larger than in the past because their methodology does not support such precise calculations. So, in short, the logic goes: "We see lots of deer and my plants are getting damaged."

4. **How was culling identified as a solution?** Residents, including council members, were encouraged by the DNR to consider killing deer to control overpopulation. The logic goes: we have too many deer, therefore we should kill deer to reduce herd size.

5. **How big is the population of deer we need to address?** We don't know. Home ranges for deer are thought to be from 269 to 559 acres, a little less than a square mile (https://www.northamericanwhitetail.com/editorial/everything-need-know-whitetail-home-ranges/262555?fbclid=IwY2xjawFIZ7FleHRuA2FlbQIxMAABHfm4TaiDSKPdYZm8nfPYOyF3ZLBEqq2EBPRkWuBvwhwZ99ljAb3NqkIcRA_aem_zVphKjXsyZt6An86rw61xg#:~:text=Defining%20Home%20Range&text=Home%20ranges%20of%20whitetail%20bucks,square%20mile%20(640%20acres)). During rut (the mating season), that area increases to up to 853 acres, roughly 1 1/3 square miles (https://www.esf.edu/aec/adks/mammals/wtd.php?fbclid=IwY2xjawFIZ9ZleHRuA2FlbQIxMAABHeH24LchP79NyUlRKQWbIWhXgBGU32paWVG1js3BKH5PLKKNC1vI_uVi6Q_aem_aAIcYUd7rGBrvT1gjAfevA#:~:text=The%20average%20size%20of%20the,range%20in%20the%20breeding%20season). However, this is the not the limit of their mobility. They can "disperse" as much as 100 miles in areas with low forest coverage because it provides thermal cover, escape shelter and food resources (https://www.deeranddeerhunting.com/content/articles/deer-news/time-to-roam-what-to-know-about-whitetail-buck-dispersal?fbclid=IwY2xjawFIZ_JleHRuA2FlbQIxMAABHfm4TaiDSKPdYZm8nfPYOyF3ZLBEqq2EBPRkWuBvwhwZ99ljAb3NqkIcRA_aem_zVphKjXsyZt6An86rw61xg#:~:text=non%2Dmigratory%20bucks.-,Average%20dispersal%20distances%20ranged%20from%201.9%20miles%20to%2023.6%20miles,distance%2C%20sometimes%20exceeding%20100%20miles). So, because deer roam in search of food, safety, and procreation, to understand which deer are entering the city limits of Birchwood, you need to draw a circle with a radius of 100+ miles from the center of Birchwood Village to understand which deer might come into the city limits. That is an area of 31,714.785 square miles.

6. **Will killing deer in Birchwood reduce the number of deer in Birchwood?** As already pointed out, with a deer population that can range over an area of up to 31,714.785 square miles, killing the deer we see browsing in our backyard will not eliminate the problem. If, by chance, neighboring deer within that area of 31,714.785 square miles do not migrate into our town, the "rebound effect" will take hold. The abundance of food resulting from reduced competition will result in compensatory reproduction through an increase in births of multiples (this site is admittedly biased, but has links to multiple original source academic and hunting industry articles: https://www.deerfriendly.com/deer-population-control/Effect-of-Hunting-on-Deer-Reproduction?fbclid=IwY2xjawFIaAtleHRuA2FlbQIxMAABHVMVn8f9DTxJdN_HKLDE9kGvxwMzYQV2t13xJuY5qGOsqwiwv4G_f7ETug_aem_l0TO1WDKlg7Ih6WPq92VHg). The rate of twinning is 2.5 times greater in hunted herds vs. nonhunted herds (https://www.jstor.org/stable/3801380?seq=1&fbclid=IwY2xjawFIaI9leHRuA2FlbQIxMAABHWb9AjYcQUbIqbjynDCFH2DYf_yxgL4qu1t1eGIiH8tiSoZUjub7jOe_qA_aem_iYQuEbWgYQmh3b9kf8ah1Q#page_scan_tab_contents). Further, the survival rate of fawns born in these area increase and sexual maturity onset occurs at earlier ages. There is NOT ONE case of a municipality successfully killing its way out of a deer overpopulations problem. In fact, those that try it realize they are doing more harm than good (https://www.kvrr.com/2021/06/22/ordinance-could-repeal-fargos-wildlife-management-program/?fbclid=IwY2xjawFIaK1leHRuA2FlbQIxMAABHQwgMmZJtLJAys3ysy6qknCaRIlw1L_u2B9fF-JUHlowAX_5Fop61qIX5g_aem_5043wioUN9XKdxDMJV6s2A). Anecdotally (because that seems to have counted when it comes to Birchwood public policy), I've had two twin births on my property each of the past three years. One would argue that hunting at scale could have a noticeable impact on deer herd size – this seems to be the rationale for Birchwood soliciting Mahtomedi and White Bear Township to partner on killing at a larger scale, which is ridiculous when you consider the possible herd range described above relative

the area covered by these small suburban communities. This argument can no longer be made since these neighboring communities no longer participate. Birchwood alone is going to solve the deer “crisis” by killing 5-10 deer each year.

7. **Why is Birchwood so committed to killing deer?** Because people are frustrated and because the DNR told a large group of these upset neighbors that hunting is the best way out of the problem. Our city officials succumbed to emotion and community pressure rather than leading with facts and science. The DNR, as good as it is, is a hammer looking for nails to pound. The entire history of their big game management program has been to use killing to manage the state’s herd. At the scale of statewide or regional wildlife management, there is no other alternative. Complaints came in, the city asks the experts, the experts speak, the city takes action. Deference to experts in a big instance of confirmation bias. One notable official, now retired from the city council, continues to assert that the city has an obligation to continue the hunt because that’s what an “overwhelming” majority of the community wants. I would argue that what the majority wants is for deer to stop eating their ornamental plants.

8. **Is the deer hunt making a difference?** We have no way of knowing. There was no scientific study to determine the nature and scope of the problem and no data generated to determine whether the population was reduced and no quantitative analysis to determine whether property (plants) damage was reduced. We are at least four years into the hunt, and there is no objective benchmark to say whether we have achieved the goal or not. Because there is no objective goal. And because there are no benchmarks or data, there will be no way of knowing whether we should stop. So it will keep going.

We are here because a vocal group of upset people found leaders on the council who had a solution looking for a problem. They organized a meeting in which they received support and reinforcement from an agency that is in the business of managing a statewide deer herd through annual hunts. They told a receptive audience what they wanted to hear – confidence in a solution. And, our city officials have not wanted to lead by applying logic, facts, and science to challenge outdated, uninformed “common sense”.

It’s the job of elected officials to first question the nature, scope and severity of the problem we wish to solve. Assuming the problem is worthy of public expenditure of time, energy and money to solve it, then we review and analyze the various approaches to solving it, including facing the hard truth about the viability of those solutions by fully understanding them. Without asking any questions or conducting any research into the efficacy of the plan put forward by the DNR to cheers from local gardeners, the city chose to commit, year after year, to silently killing our wildlife within feet of our playing children.

It’s time to put an end to the failed experiment. I look forward to and appreciate your support.

Respectfully,

Steve Schad
130 Cedar Street
651-587-0588

Bloomquist park tennis courts and road safety

MARY CAHILL <mmnj@comcast.net>

Sun 9/8/2024 1:08 PM

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

1 attachments (5 MB)

20240903_175944.jpg;

I wanted to bring to your attention that the nets and concrete holding the net for one of the courts has broken. The nets have holes in numerous areas and now the broken concrete is dangerous for players near the net. Perhaps some of the funds for the parks could be used for the repairs. A few of us have been trying to help maintain the courts by trimming vegetation along the fence and picking up trash others have left behind. It appears that maintenance for the courts has been ignored.

I appreciate the road committees effort to make recommendations for improvements. The council must keep in mind the actual cost the improvements will be and if it can fit in the budget. Some of the suggestions were similar to what the Lake Links committee is going to propose and potentially grant monety could be applied towards the speed monitoring equipment. Portable would be helpful so if can be moved to where it is considered the most problematic. Right now, our city's crosswalks are in need of paint. If we add more we should ensure they are being maintained. In addition, the vegetation near all the stop signs should be trimmed as it is dangerous for cars and pedestrians. You need to get almost into the intersection before you can see cross traffic. (Birchwood Ave to East County Line is a good example).

Mary Cahill
165 Birchwood Ave

Suggestions for Road Safety meeting Sept 10th

Mary Hapka <hapkam@gmail.com>

Sun 9/8/2024 12:13 PM

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

Road Safety Committee,
Suggestion There have been several accidents at the corner of E County Line rd & count rd f, Wildwood Ave. I think the problem is that it is a 3 way instead of our 4 way stop. There should be a stop sign or at a minimum “slow Blind intersection” for all traffic entering this intersection. There should be a stop sign for traffic coming up from South Shore Blvd coming through intersection to E County Line Road. The traffic coming from Wildwood Ave at this intersection is not able to see traffic coming from South Shore Blvd because the stop sign is set back so far, same goes for traffic on Cty Rd F, bushes, tree growth and the angle of the intersection create blind approaches and thus lead to many accidents.

Suggestion - add bike/path safety reflective posts placed in the middle of path at top of path intersection E county Line Road and corner of Wildwood Ave. Myself and another neighbor witnessed a vehicle driving N on E Cty Line road not realizing South shore Blvd as a one way and drove down the bike path knocking the gray post over at the top of bike/walk path (which still has not been repaired). Luckily no one was walking or they would have been seriously injured or killed. I noticed another incident of this happening at intersection of McKnight and S Shore Blvd someone took left on S Shore and instead of turning onto road thought the bike/walk path was lane for driving and I had to flag them down to correct them back onto road. I think neon/visible post positioned in the middle of bike/walk paths in both of these intersections would be a much needed safety measure.

Thank you for considering these safety measures for Birchwood Village.
Mary Hapka
135 Wildwood Road
651-270-7606
Sent from my iPhone

MEMORANDUM

DATE: 9/6/24

TO: **City Council**
FROM: **Rebecca Kellen, City Administrator**
COPIED:
SUBJECT: Tech Conversion Update

Birchwood Village

Internet

Staff spoke with Cindy Arko at SCCTV and she said that it is not possible to set up billing for our internet service through SCCTV. SCCTV voted last November to end the Municipal Equipment Fund Grant, which was originally suppose to expire in 2019 but had been extended, and the final funds distributed. We will receive an annual check for an undetermined amount depending on the results of their annual audit. However, there is no way to set up billing directly to SCCTV for internet.

Century Link, Title (getquantumfiber.com), provides 500 megabit internet services with no installation fees and no contract required for $50/month. According to the representative this can be set up via ACH. **Staff asks for approval to purchase and set up a monthly ACH to Century Link for internet services. See Resolution 2024-40, attached.**

Phone Service

So far, one line of Microsoft Teams Phone with Calling Plan has been purchased. Staff has questions about porting one phone number to 2 line to ask council.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

RESOLUTION 2024-40

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION AUTHORIZING EFT TO "CENTURY LINK"

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

WHEREAS, Century Link is an internet service provider, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has a relationship with Century Link which is paid through the use of Electronic Funds Transfer (EFT) technology; and

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

WHEREAS, Minnesota Statute § 471.38 Subdivision 3a authorizes the payment of certain claims through the use of EFT and ACH debits from government accounts provided the City authorizes such activity annually.

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

1. In compliance with State law, Minnesota Statute § 471.38 subdivision 3a, the City's Treasurer is hereby authorized to approve EFT payments to Century Link that are paid in that manner provided the following policy controls are employed:

   a). the disbursing bank shall keep on file a certified copy of the delegation of authority;

   b). the initiator of the electronic transfer shall be identified;

   c). the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer;

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

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

2. This authorization shall be for CY 2024 and shall be renewed by the City at its annual delegation of authority meeting.

Resolution duly seconded and passed this 10th day of September, 2024.

_____
Margaret Ford, Mayor

Attest:

_____
Rebecca Kellen, City Administrator

BIRCHWOOD DOCK ASSOCIATION
4 FIVE OAKS LN
WHITE BEAR LK MN 55110-1811

2120

Date 9-28-24

PAY TO THE ORDER OF WBLCD $ 780.—

SEVEN HUNDRED EIGHTY DOLLARS + 00/100 Dollars

Heat Reactive Ink

usbank

Memo

⑆091000022⑆ 1047799395861⑈ 64

MP

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Birchwood Dock Association

2025 Boating Season

WBLCD Application Fee's

Lake Tract - Boats	*Dock*	*Add. Boats $60*	*Shore Ramps $10*	*Total*
Ash - 6	$ 60	$ 120	$ -	$ 180
Birch - 8	$ 60	$ 240	$ -	$ 300
Elm - 4	$ 60	$ -	$ -	$ 60
Dellwood - 7	$ 60	$ 180	$ -	$ 240
			WBLCD FEE	***$ 780***

APPROVAL FORM FOR ASSOCIATION DOCK PLANS

CITY OF BIRCHWOOD VILLAGE

(TO BE SUBMITTED TO CITY CLERK 10 DAYS PRIOR TO OCTOBER COUNCIL MEETING)

Date of entry: September 24, 2024

Dock Association Name: Birchwood Dock Association

Dock Association Contact Person: Nick Nephew

Dock Association Contact Phone: 612-269-3492

Dock Association Officers:

President: Nick Nephew	**Phone:** 612-269-3492
Vice President: Houstoun Clinch	**Phone:** 651-784-4643
Secretary: Alicia Jackola	**Phone:** 612-214-3816
Treasurer: Trevor Morehead	**Phone:** 612-363-2845
Member at Large: Chris Sorenson	**Phone:** 320-420-2207

Dock Permit Application Package Checklist:

- ☐ **Association Bylaws, if not previously submitted**
  - ☐ **Attached** ■ **No Change**
- ■ **Current Treasurer's Report**
- ■ **Minutes of the Dock Associations meetings(s) for the past year**
  - ■ **Spring** ■ **Fall**
- ■ **Dock Association Officer List**
  - ■ **Complaint contact identified**
- ■ **Dock Association Membership Dues**
- ■ **Current Dock Association Members (indicating total boating seasons)**
- ☐ **Planned repairs or improvements reports**
  - ☐ **Attached** ■ **No Change**
- ■ **Scale drawings for each proposed dock**
- ■ **Plans for winter storage of Dock Association lifts, docks and other property**
  - ■ **Plans to store lifts, docks and other property on easements as in years past**
- ■ **Completed WBLCD dock license application**

Fall Meeting - 2024 Budget

17 Slips Used - 2024 - City Fee $875

Annual Non Slip	2022 Dues Dock Slip Fee	2023 Dues Dock & Slip Fee	City Slip/Storage Fee
$ 35.00	$ 1,600	$ 1,500.00	$ 875

Dock - Boats	Applied for			Dock Only Members	Slips used 2023	Slips used 2024
Ash - 8	6	$	180.00		5	6
Birch - 10	8	$	300.00		7	6
Elm - 6	4	$	60.00		2	2
Dellwood - 8	7	$	240.00		6	3
Kay - 0						
32 Boats	25	$	780.00	14	20	17
				$ 490	$ 32,000	$ 25,500

		Association	Assoc + City
2011 Slip Fee	$	685.00	$ 985.00
2012 Slip Fee	$	685.00	$ 985.00
2013 Slip Fee	$	650.00	$ 950.00
2014 Slip Fee	$	650.00	$ 950.00
2015 Slip Fee	$	650.00	$ 950.00
2016 Slip Fee	$	650.00	$ 950.00
2017 Slip Fee	$	650.00	$ 950.00
2018 Slip Fee	$	1,600.00	$ 1,600.00
2019 Slip Fee	$	1,300.00	$ 1,300.00
2020 Slip Fee	$	1,300.00	$ 1,300.00
2021 Slip Fee	$	1,300.00	$ 1,300.00
2022 Slip Fee	$	1,300.00	$ 1,300.00
2023 Slip Fee	$	725.00	$ 1,600.00
2024 Slip Fee	$	625.00	$ 1,500.00

City Revenue		
City Dock Fee		
City Slip Fee $875	$	(14,875)
City Revenue	$	(14,875)

Assoc. Expenses		
WBLCD -Docks - 25 Boats	$	(780)
Insurance	$	(2,400)
Dock & Lifts in / out	$	(6,000)
Dock Purchase Funding	$	(1,000)
City Slip/Storage Fee's	$	(14,875)
Office Supplies	$	(500)
Dock Maint. / Misc.	$	(150)
Assoc. Expenses	$	(25,705)

Assoc. Revenue		
Dock Only Dues	$	490
Slip Fee's	$	25,500
Assoc. Revenue	$	25,990
Assoc. Expenses	$	(25,705)
Budget Balance	$	285

BDA Meeting

September 14, 2024 Birchwood Village Hall - Minutes DRAFT

President Nephew opened the meeting at 10:01 am.

Introductions of meeting attendees:
Alan Mitchell, Nick Nephew, Sara Nephew, Houstoun Clinch, Trevor Morehead, Alicia Jackola, Dick Galena, Emily Kubic, Jennifer Arsenault and Ryan Eisele

Minutes of April 6, 2024 meeting were approved.

Old Business Review
In 2024, Birch dock length was reduced by 16 ft. and Ash dock was increased by 16 ft. based on previous discussions with dock neighbors and the BDA.

In 2025, the plan is to keep the length of all docks the same as 2024.

The walkway to Ash has been slightly improved. The difficult access to Elm based on significant erosion has not yet been remedied. Continue to discuss this with the Parks Committee.

Treasurer Report (separate document)
Budget balance approximately $250
Based on anticipated financial needs for 2025, the plan is to keep annual slip/dock fees at $1,500 for the 2025 boating season.
Replacement docking for Birch may be purchased in 2025. Elm docking probably needs to be replaced in 2026.
2025 budget balance is anticipated to be positive.

New Business Review
Discussion occurred regarding security at the docks. It was noted that at least two boats at Birch had trespassers. Things noted included rifling through compartments, minor things missing, boat cover removed, drained battery, boat motor tilted, etc.

2025 Dock Application Review
No changes to the 2025 dock application for Ash, Birch, Elm and Dellwood from configuration submitted for 2024. Proposed application to be reviewed at October city council meeting.

Boat Slip Assignments, Waitlist and Commitments
17 Slips were filled for the 2024 season, including 4 new slip assignments.
Plan is to have 17 slips filled again in 2025. There could be 18 if water levels continue to improve.
There will be openings for 2025 season at Ash, Birch and Dellwood.
The waitlist currently has 15 applicants.

Commitment for 2025 for current slip holders is December 15, 2024. 2025 dues and proof of insurance is due by that date.

Dock Out Date
Dock out date set for 10/19/24.
Reminder: Have lifts raised all the way up for dock and lift removal.
Note: Non-returning boat members must remove lifts from easements by Spring 2025.

BDA Meeting

April 6, 2024

President Nephew opened the meeting at 9:59 am.

Introduction of Attendees:
Meeting attendees included Nick Nephew, Dave Forsythe, Carol Forsythe, Trevor Morehead, Michelle Meyers Atakpu, Mark Schaffhaussen, Claudio Danus, Emma Solheim, Troy Morehead, Dana Klimp, Lori Klimp, Lynn Hanson, Dyanne Ross-Hanson, Alicia Jackola, Phil Sutherland

Minutes of September 16, 2023 meeting were approved.

Old Business Review
2024 BDA Board:
President – Nick Nephew
Vice President – Houstoun Clinch
Treasurer – Trevor Morehead
Secretary – Alicia Jackola
Member at Large – Chris Sorenson

Dock Configuration
No changes to dock configuration for 2024 compared to past season other than the previously discussed change in lengths of Ash and Birch. Ash will be lengthened by 16' and Birch will be shortened by 16'.

Treasurer Report (separate document)
2024 Budget balance expected to be positive
Birch decking – plan to replace in 2027
Dock & slip fee decreased to $1,500 for 2024 due to anticipated financial needs for 2024.
Continue to include note in Birchwood newsletter to become a non-boating member of the BDA for $35.

New Business Review
Boat Slip Assignments & Waitlist
17 slips filled for the 2024 season. There are three slips open at Dellwood that have a possibility of being filled depending on the water level.
There are four new slip assignments this year.
Waitlist remains for slips.

Dock In Date
Planned date will be April 21.
Any slip holders not returning need to have lifts off easements by May 1. Fee incurred for lifts left after that date.

Ash Shoreline
Discussion about the current status of the Ash shoreline and improvements needed, especially a more safe entrance. Sara Nephew is willing to talk to Parks Committee and the Klimps volunteered to bring

Birchwood Dock Association Officers - 2024

President

Nick Nephew	651-249-3800	nicknephew@yahoo.com

Vice President

Houston Clinch	651-785-4643	skivet13@gmail.com

Treasurer

Trevor Morehead	612-363-2845	more0195@gmail.com

Secretary

Alicia Jackola	612-214-3816	aliciajackola@hotmail.com

Member at Large

Jim Berg	651-260-9333	jim@twincitiesmagic.com
Chris Sorenson	320-420-2207	chrisleesorenson@gmail.com

Complaint Managers

Nick Nephew	651-249-3800	nicknephew@yahoo.com
Houston Clinch	651-784-4643	skivet13@gmail.com

Slip Assignments - 2024

	Status	Name	Address	Phone	E-mail	Seasons Completed	Years Remaining
Ash							
1	assigned	Wayne Kazmierczak	1401 Birchwood Ave	651-408-3444	Kazm0008@umn.edu	4	2
2	assigned	Nick & Sara Nephew	20 Birchwood Ave	651-249-3800	sararuthnephew@gmail.com	3	3
3	assigned	Roger Madison	158 Wildwood Ave.	507-829-1913	rogermadison7@gmail.com	1	5
4	assigned	Chris Sorenson	5 Oakridge Dr.	320-420-2207	chrisleesorenson@gmail.com	1	5
5	assigned	Emma Solheim	138 Wildwood Ave	651-336-7940	esolheim7@yahoo.com	0	6
6	assigned	Claudio Danus	430 Wildwood Ave	651-762-1999	danusink@USFamily.net	0	6
Birch							
1	assigned	Lynn Hanson	700 Hall Ave.	612-209-3055	lhanson54@comcast.net	5	1
2	assigned	Trevor Morehead	5 Oaks Lane	612-363-2845	more0195@gmail.com	2	4
3	assigned	Troy Morehead	505 Wildwood Ave	651-431-8475	tadm26@gmail.com	4	2
4	assigned	Andrew & Alicia Jackola	15 Oakridge Drive	612-214-3816	aliciajackola@hotmail.com	4	2
5	assigned	David & Carol Forsythe	624 Birchwood Ave.	763-795-1821	davidforsythe@edinarealty.com	1	5
6	assigned	Peter & Michelle Atakpu	201 Birchwood Ave.	651-428-9906	pmatakpu@comcast.net	0	6
7	shallow						
8	shallow						
Dogwood							
1	assigned	Megan Schaufhausen/Seifert	240 Wildwood Ave	651-428-7358	meschaffhausen@gmail.com	5	1
2	assigned	Stephen & Nancy Standish	112 Cedar Street	651-210-1975	nancystand@comcast.net	4	2
3	assigned	Matthew Cooperrider	725 Birchwood Ave	440-655-4110	matt.m.cooperrider@gmail.com	0	6
4	open						
5	open						
6	open						
7	shallow						
Elm							
1	assigned	Houstoun Clinch	164 Wildwood Ave	651-785-4643	skivet13@gmail.com	2	4
2	assigned	Dana & Lori Klimp	414 Birchwood Cts	651-653-1184	danaklimp@comcast.net	1	5
3	shallow						
4	shallow						
16	**Total**						

Updated 9/25/2024

Boat Slip Wait List

Position	Name	Address	Date added to	Phone	Email
1	Ross & Donna Cardozo	139 Birchwood Ave.	5/4/2020	651-231-1144	Ross.cardozo@mac.com Donnacardozo@comcast.net
2	Mark & Mary Jo Schaffhausen	262 Wildwood Ave.	8/18/2020		meschaffhausen@gmail.com
3	Joshua & Melissa Nerlien	27 Oakridge Dr	4/9/2021	612-868-7659	Joshua.Nerlien@gmail.com
4	Chris & Mary Rollinger	305 Jay St.	9/21/2021	651-428-6260	maryrollinger@comcast.net
5	Joseph & Torie Wormwood	112 Wildwood Ave.	2/8/2022	651-329-7439	joeworm17@hotmail.com torie@redpathonline.com
6	Rosemary Wallace	253 Cedar St.	4/14/2022	651-342-0077	rosemary.wallace@comcast.net
7	Jeremy & Gina Loosbrock	701 Birchwood Ave.	7/18/2022	763-218-2820	jeremy.loosbrock@gmail.com
8	Joe & Whitney Nasvik	406 Birchwood Ave.	8/29/2022	612-425-8722	joseph.nasvik@gmail.com
9	Aaron Will & Tara Fernholz	212 Birch Street	5/5/2023	651-341-3545	agwilly10@yahoo.com
10	Casey & Laura Muhm	186 Cedar St	7/18/2023	612-704-7794	caseymuhm@gmail.com
11	Kevin & Jamie Heisdorffer	423 Wildwood Ave	9/18/2023	972-467-6565	kevinheis@gmail.com
12	Mark Greseth	214 Wildwood Ave	11/10/2023	612-715-1726	markgreseth@gmail.com
13	Scott Lopez	268 Wildwood Ave.	3/8/2024	651-328-1504	smlopez91@gmail.com
14	Seth Carlton	540 Hall Ave	5/8/2024	218-838-8357	sethrcarlton@gmail.com
15	Emily Kubic	232 Wildwood Ave	9/16/2024	952-836-6331	eakubic@gmail.com

WBLCD
White Bear Lake Conservation District

2025 Noncommercial Permit Application

Permit application for single- or multiple-user dock, ramp, mooring, and/or permanent structures for non-businesses (as required by WBLCD Ordinance 5)

Application Process:

1. **Complete and submit application with $60 application fee** (non-refundable), **unit fees, and a $60 late fee** *(for renewals only, if applicable)* **by Oct. 15, 2024.** If submitting application by email, mail or drop off fee. Make check payable to WBLCD. An incomplete application or diagram will cause a delay in processing.
2. **Submit the following up-to-date documents, or information:**
   A. Accurate dock/structure diagram
   B. Permit information - DNR, other
   C. Insurance Information
3. Applications will be reviewed by the WBLCD Board at a monthly meeting.

Date Received: _____

Amount paid: $_____

Check #: _____

Approval Date: _____

Attachments/Information Received:

☐ Detailed diagram

☐ Permits: DNR, other

☐ Insurance Information

Permit Stipulations: ☐ No ☐ Yes *(details)*: _____

Lake Elevation *(at time of approval)*: _____

1. **STATUS:** ☐ **New** ☐ **Renewal** *(revised from LAST year)* ☒ **Renewal** *(identical to last year)* ☐ **Renewal** *(revised from THIS year)*

2. **CONTACT INFORMATION:**

Applicant: Birchwood Dock Association Title: *(owner, assn. rep., etc.)* Nick Nephew, BDA President

Address: 20 Birchwood Avenue Birchwood, MN 55110

Phone: 612-269-3492 Email: birchwooddocks@gmail.com

Owner of Site *(if different from applicant)*: City of Birchwood Village

Address: 207 Birchwood Avenue Birchwood, MN 55110

Phone: 651-426-7747 Email: info@cityofbirchwood.com

Site location *(If different from applicant or owner information)*:

Address: _____

[The above site information describes property which is riparian to White Bear Lake; and applies pursuant to the White Bear Lake Conservation District's Ordinance #5 for a new, renewed or revised Single and Multiple User Dock, Ramp or Mooring License, in accordance with all data and other information submitted herewith and made a part hereof.]

3. **SITE USE CLASSIFICATION** *(Check one.)*:

☐ Dock/Homeowners Association
☐ Outlot Association
☒ Private Club
☐ Other (*please explain*): _____

☐ Multiple Dwelling
☐ Municipal
☐ Private Municipal

State the intended use of the site: Provide boating and swimming access to WBL for property of Birchwood Village. This includes docks and boat slips.

4. SANITARY FACILITIES PROVIDED: ☐ **Yes**, Number of units: _____
☒ **No**

5. APPLICATION DOCUMENTS *(Please submit the following documents):*

A. DOCK/STRUCTURE DIAGRAM

- The detailed diagram must be labeled with accurate dock and/or structure lengths, widths, or mooring positions.
- Include the depth of the water at the end of the dock.
- Include the date that the diagram was created.
- If neighboring Authorized Dock Use Areas (ADUAs) have docks or other structures in the lake, accurately show their position on your drawing.
- **Indicate your ADUA with a dashed line.** The line may start from where your property lines touch the 924.89 ft. Ordinary High Water Level (OHWL) and should surround the area you intend to use.

Check the box for each type of diagram submitted.

☐ Certified survey and legal description is preferred; however if not available, a detailed dock/structure diagram as described above may be acceptable.

☐ Site plan of structure to overlay survey

☒ Dock or structure construction detail sheet

☐ Gas storage detail sheet (if applicable

B. PERMITS

All required permits, and licenses have been obtained from the MN Department of Natural Resources, and the municipality and county in which access to the site is located.

Check the box below regarding permit information:

☒ I do not require a DNR or city permit.

☐ The following permit(s) are attached to this application:

_____

_____

C. CERTIFICATE OF INSURANCE (COI) *(Check one)*:

☒ We/I have public liability insurance and have attached a certificate of Insurance (COI), naming the WBLCD is the Certificate Holder. *(Preferred)* **OR**

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: Ekblad, Pardee, & Bewall Inc.
Amount of coverage $ 2,000,000 Date Expires: March 1, 2025

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA)" means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

DELLWOOD BEACH - Birchwood Village will allow 8 maximum, applyin for 7.

Application Fee - $60 $ 60

Late Application Fee *(if applicable)* - **$60** $ _____

Unit Fees - $60 per each registered *watercraft within the defined ADUA:

SUB-TOTAL Units = 7

- 4

(First 4 units are free)

TOTAL Units = 3 **x $60 =** $ 180

Number of watercraft:

- **Municipal skid/ramp fee** Total Number _____ **x $12 =** $ _____

License Deposit *(If applicable)* - **$60** $ _____

TOTAL FEES DUE WITH APPLICATION: $ 240

**(Watercraft means any vessel or structure used or designed for navigation on water.)*

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land (ie-beached): _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

☐ New permanent dock/structure fee - $5,000.00 $ _____

☐ Annual Renewal dock/structure fee - $1,000.00 $ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

Address: _____

Name _____

Address: _____

Name _____

Address: _____

South or East Owner(s):

Name _____

Address: _____

Name _____

Address: _____

Name _____

Address: _____

Any other affected parties:

Name _____

Address: _____

Name _____

Address: _____

CERTIFICATION PAGE

I certify that the information provided herein and the attachments hereto are true and correct statements. I understand that any License issued may be revoked by the District for violation of any WBLCD Ordinance. I agree to reimburse the District for any legal,

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: Ekblad, Pardee, & Bewall Inc.
Amount of coverage $ 2,000,000 Date Expires: March 1, 2025

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA)" means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

ELM BEACH - Birchwood Village will allow 6 maximum, appplying for 4

Application Fee - $60 $ 60

Late Application Fee *(if applicable)* - **$60** $ _____

Unit Fees - $60 per each registered *watercraft within the defined ADUA:

SUB-TOTAL Units = 4

- 4

(First 4 units are free)

TOTAL Units = 0 **x $60 =** $ 0

Number of watercraft:

- **Municipal skid/ramp fee** Total Number _____ **x $12 =** $ _____

License Deposit *(If applicable)* - **$60** $ _____

TOTAL FEES DUE WITH APPLICATION: $ 60

**(Watercraft means any vessel or structure used or designed for navigation on water.)*

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land (ie-beached): _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

☐ New permanent dock/structure fee - $5,000.00 $ _____

☐ Annual Renewal dock/structure fee - $1,000.00 $ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: Ekblad, Pardee, & Bewall Inc.
Amount of coverage $ 2,000,000 Date Expires: March 1, 2025

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA)" means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

BIRCH BEACH - Birchwood village w
allow 10 maximum, applying for 8

Application Fee - $60 $ 60

Late Application Fee *(if applicable)* - **$60** $ _____

Unit Fees - $60 per each registered *watercraft within the defined ADUA:

SUB-TOTAL Units = 8

- 4

(First 4 units are free)

TOTAL Units = 4 **x $60 =** $ 240

Number of watercraft:

- **Municipal skid/ramp fee** Total Number _____ **x $12 =** $ _____

License Deposit *(If applicable)* - **$60** $ _____

TOTAL FEES DUE WITH APPLICATION: $ 300

**(Watercraft means any vessel or structure used or designed for navigation on water.)*

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land (ie-beached): _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

☐ New permanent dock/structure fee - $5,000.00 $ _____

☐ Annual Renewal dock/structure fee - $1,000.00 $ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: Ekblad, Pardee, & Bewall Inc.
Amount of coverage $ 2,000,000 Date Expires: March 1, 2025

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA)" means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

DELLWOOD BEACH - Birchwood Village will allow 8 maximum, applyir for 7.

Application Fee - $60 $ 60

Late Application Fee *(if applicable)* - **$60** $ _____

Unit Fees - $60 per each registered *watercraft within the defined ADUA:

SUB-TOTAL Units = 7

- 4

(First 4 units are free)

TOTAL Units = 3 **x $60 =** $ 180

Number of watercraft:

- **Municipal skid/ramp fee** Total Number _____ **x $12 =** $ _____

License Deposit *(If applicable)* - **$60** $ _____

TOTAL FEES DUE WITH APPLICATION: $ 240

**(Watercraft means any vessel or structure used or designed for navigation on water.)*

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land (ie-beached): _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

☐ New permanent dock/structure fee - $5,000.00 $ _____

☐ Annual Renewal dock/structure fee - $1,000.00 $ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: Ekblad, Pardee, & Bewall Inc.
Amount of coverage $ 2,000,000 Date Expires: March 1, 2025

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA)" means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

ASH BEACH - Birchwood Village will allow 8 maximum - apply for 6

Application Fee - $60 $ 60

Late Application Fee *(if applicable)* - **$60** $ _____

Unit Fees - $60 per each registered *watercraft within the defined ADUA:

SUB-TOTAL Units = 6

- 4

(First 4 units are free)

TOTAL Units = 2 **x $60 =** $ 120

Number of watercraft:

- **Municipal skid/ramp fee** Total Number _____ **x $12 =** $ _____

License Deposit *(If applicable)* - **$60** $ _____

TOTAL FEES DUE WITH APPLICATION: $ 180

**(Watercraft means any vessel or structure used or designed for navigation on water.)*

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land (ie-beached): _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

☐ New permanent dock/structure fee - $5,000.00 $ _____

☐ Annual Renewal dock/structure fee - $1,000.00 $ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

Property Viewer (arcgis.com)

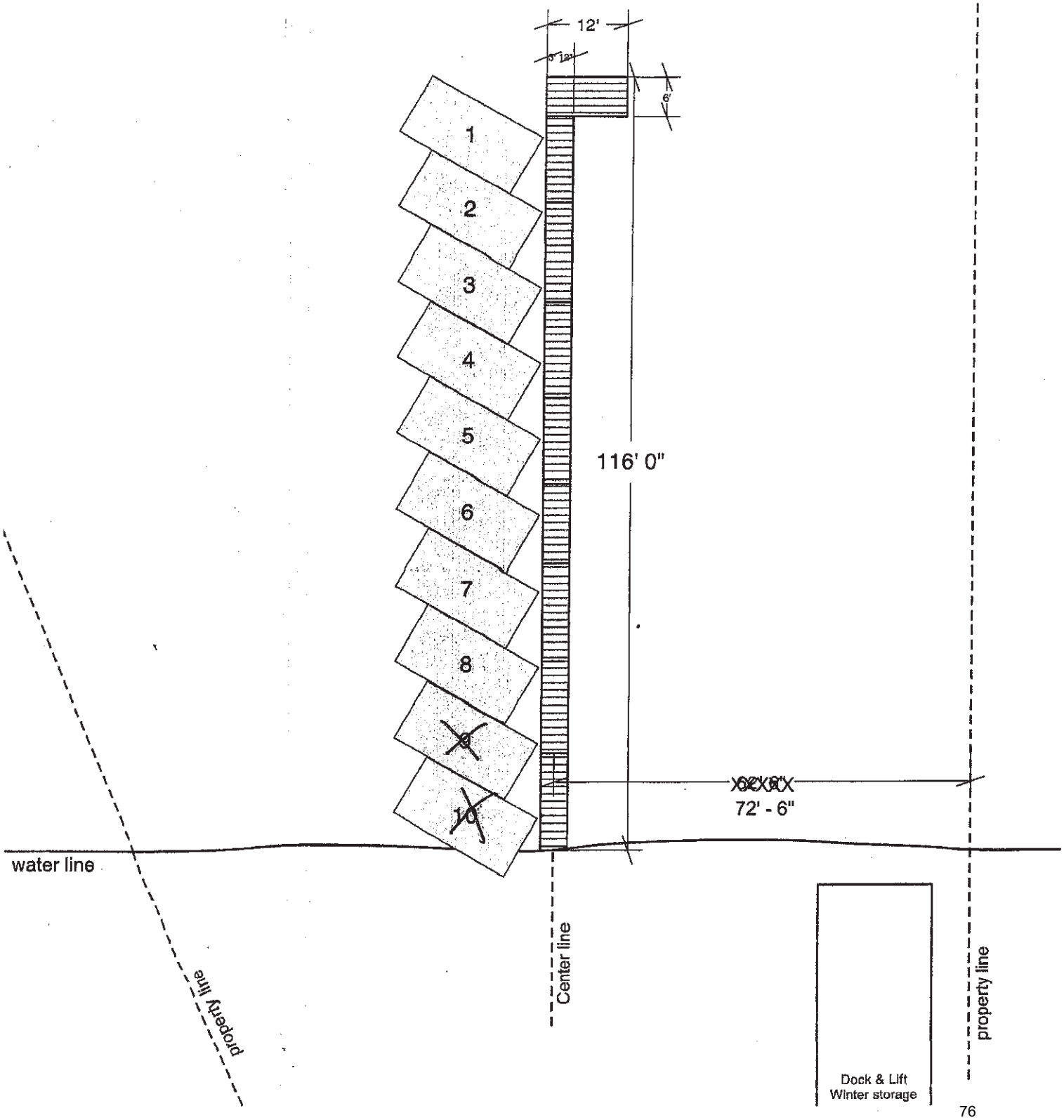
Birchwood Lake Tract Neighbors

	First Name	Last Name	Address	City		Zip	Public Lake Tract	
1	Toni & Scott	Berg	131 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	West
2	Ross & Evanna	Judkins	135 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	West
3	John	Kruse	139 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	West
4	Mark& Nancy	Mammel	143 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	West
5	Suzanne	Walfoort	145 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	East
6	Robert	Watkins	153 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	East
7	Roger & Mary	Kurtz	159 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	East
8	Timothy	Ehlenz	161 Wildwood Ave.	Birchwood	MN	55110	Ash - Neighbor	East
1	Steven & Nancy	Ferry	191 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	West
2	Nancy	Calderon	195 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	West
3	Keri	Pakonen	199 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	West
4	Thomas & Susan	Schway	201 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	East
5	Ted & Joanne	Thornquist	205 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	East
6	Richard	Galena	217 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	East
7	Richard & Janet	Christan	221 Wildwood Ave.	Birchwood	MN	55110	Birch - Neighbor	East
1	Kenneth	Broen	243 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	West
2	Trude	Harmon	780 Como Ave.	St. Paul	MN	55103	Elm - Neighbor	West
3	259 Wildwood	Rev Trs	259 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	West
4	Brian	Kraft	267 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	West
5	Ellen Maas & Len	Pratt	301 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	East
6	Darren & Amy	DeYoung	309 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	East
7	Ralph	Liebsch	315 Wildwood Ave.	Birchwood	MN	55101	Elm - Neighbor	East
8	Paul	Edwards	321 Wildwood Ave.	Birchwood	MN	55110	Elm - Neighbor	East
1	Terry & Jessica	Granec	363 Lakewood Lane	Birchwood	MN	55110	Dellwood -Neighbo	West
2	Sharon	Muellerleile	365 Lakewood Lane	Birchwood	MN	55110	Dellwood -Neighbo	West
3	Anthony & Christina	Demars	407 Lake Ave.	Birchwood	MN	55110	Dellwood -Neighbo	West
4	Jerry Carlson & Jackie	Jarosz	409 Lake Ave.	Birchwood	MN	55110	Dellwood -Neighbo	East
5	Kathleen	Madore	413 Lake Ave.	Birchwood	MN	55110	Dellwood -Neighbo	East
6	Coyleen	Davidson	425 Lake Ave.	Birchwood	MN	55110	Dellwood -Neighbo	East

Birch Beach

Approximate Scale 1": 20'

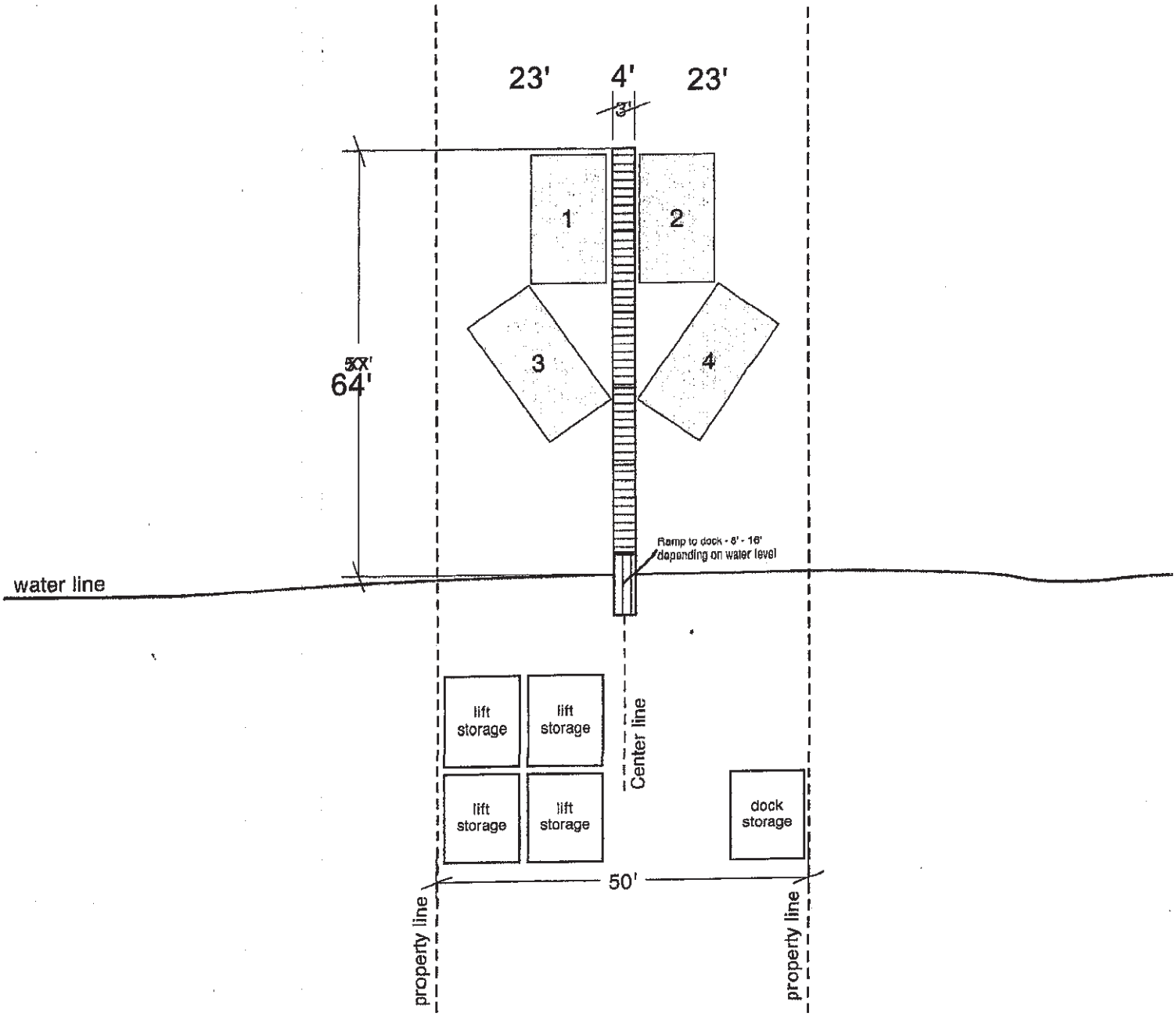
Edited by Mike Evangelist - 8/25/2012



Elm Beach

Approximate Scale 1": 20'

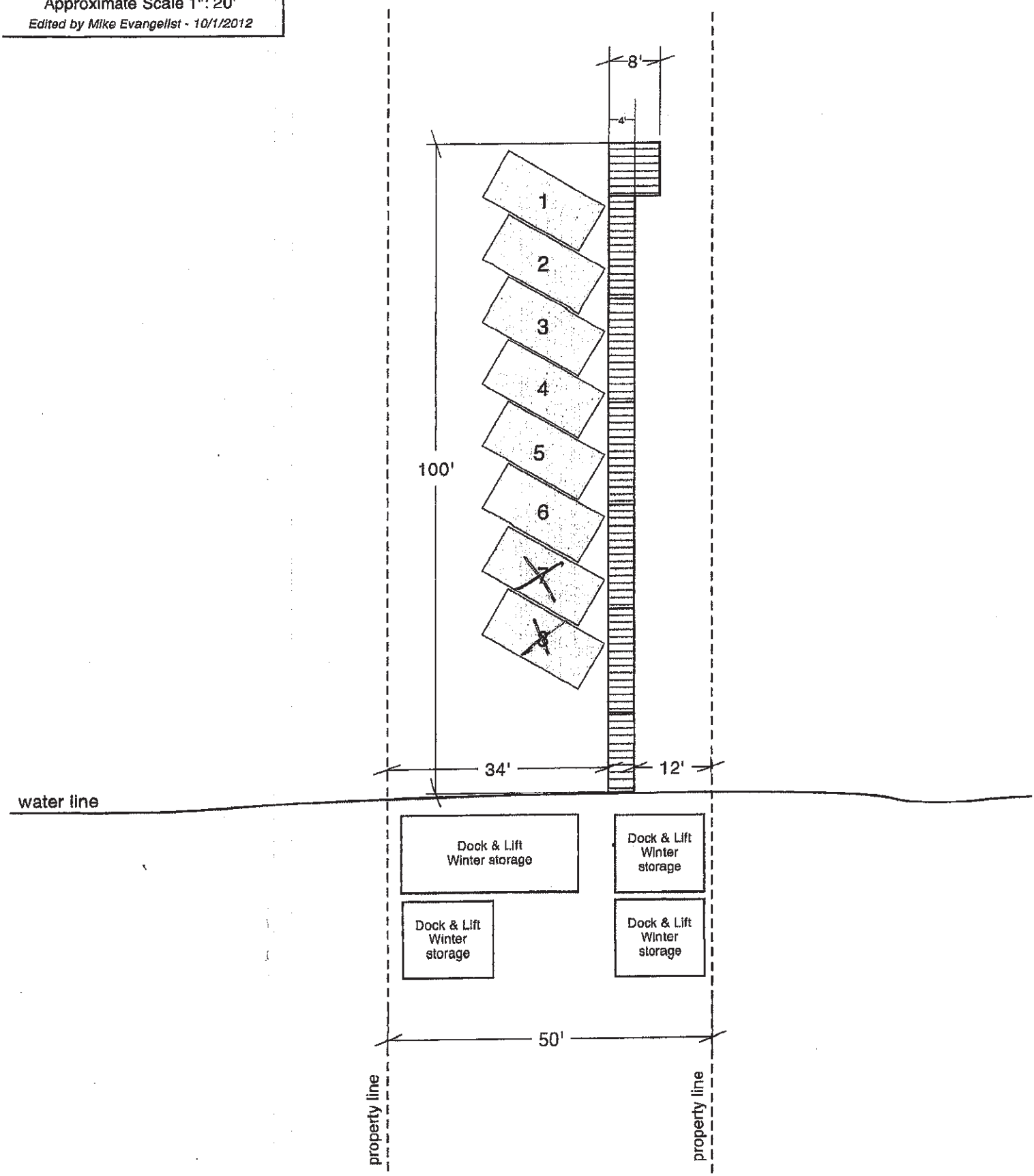
Edited by Mike Evangelist - 10/1/2012



Ash Beach

Approximate Scale 1": 20'

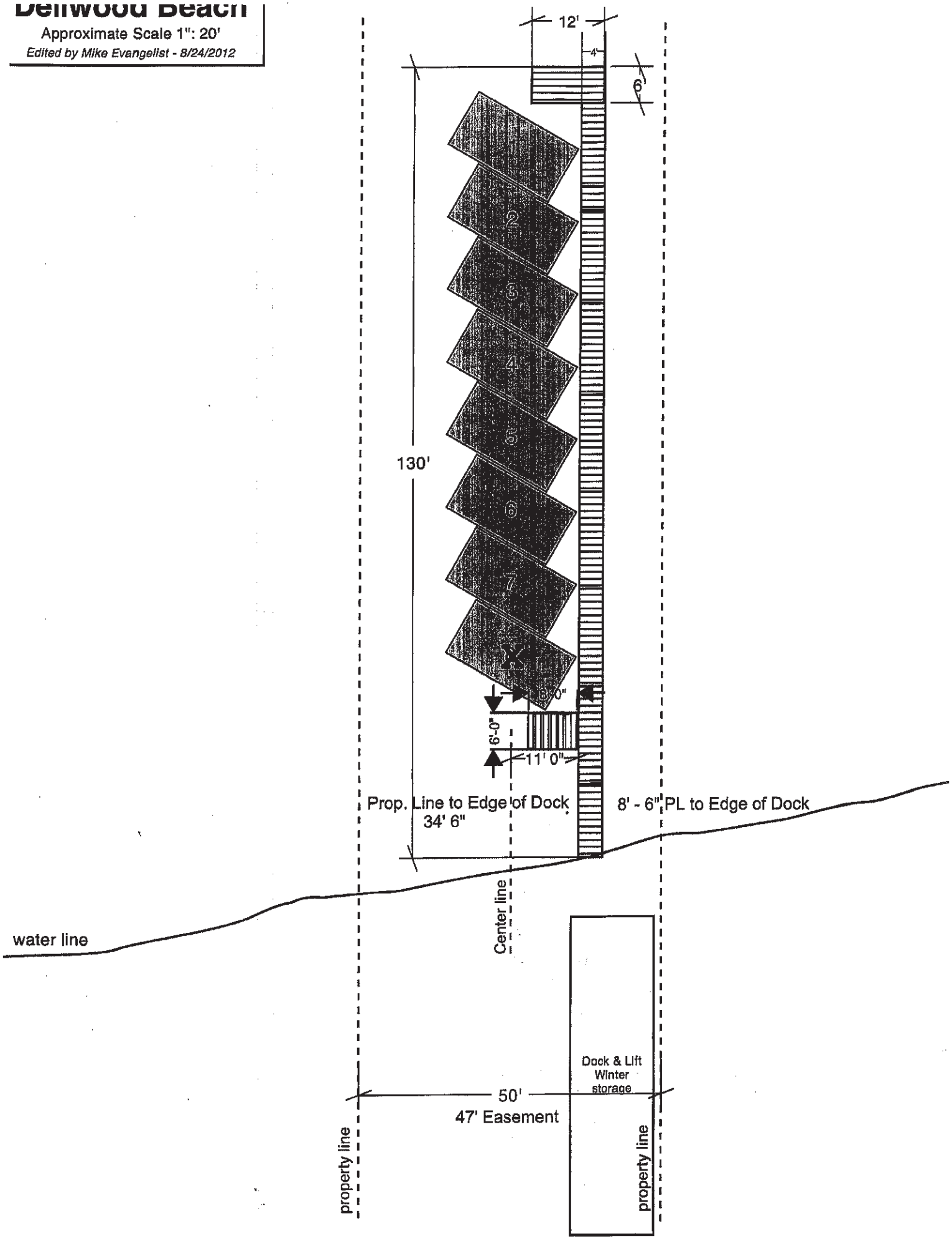
Edited by Mike Evangelist - 10/1/2012



Dellwood Beach

Approximate Scale 1": 20'

Edited by Mike Evangelist - 8/24/2012



surveying, engineering, inspection, maintenance or other expenses incurred by the district. I, also, understand that the District may require a deposit to cover these expenses. I consent to permitting officers and agents of the District to enter the premises at all reasonable times to investigate and to determine whether or not there is compliance with the Codes of the District.

Signature of Applicant: Nick Nephew **Date:** 9/27/24

Print Name: NICK NEPHEW

Relationship to Site: BOA PRESIDENT

Submit your application and documents by *email, mail, or in person to:
White Bear Lake Conservation District
4701 Highway 61 N.
White Bear Lake, MN 55110

Email: wblcd@msn.com
**If submitting application by email, please mail or deliver permit fees to the WBLCD.*

If you have any questions, please contact the WBLCD Administrator.
Phone #: (651) 429-8520
Email: wblcd@msn.com

Completed applications will be reviewed at both the WBLCD Lake Utilization Committee (LUC) and Board meetings on the third Tuesday of the month (except December), White Bear Lake City Hall Council Chambers. The LUC meets at 6 pm; the Board at 7 pm.

For office hours, ordinances, and more information on the WBLCD, visit our webpage at www.wblcd.org.

CLIENT PRICING AGREEMENT

2024.22891887

Annual Snow Service Order

BrightView Landscapes, LLC (BrightView) **9/19/2024 17:07**

38610_BVLS Minneapolis 4810 Lilac Drive N Ste 220 #220 Brooklyn Center MN 55429 Ph: (763) 535-0505 **386108074**

• SERVICE LOCATION (Location)

Loc ID	Location Name	Estimate
22891887	CITY OF BIRCHWOOD	386108074

Location Address
207 BIRCHWOOD AVE, BIRCHWOOD, MN 55110

• CLIENT INFORMATION (Client)

Client ID	Company Name
	CITY OF BIRCHWOOD

Billing Address
CITY OF BIRCHWOOD, 207 BIRCHWOOD AVE, BIRCHWOOD, MN 55110

• SCOPE OF SERVICES

Service Start: **10/15/2024** *Service End:* **04/30/2025** *Start Season:* **2024**

Vehicle Site Area(s) (VEH)	Service Start Trigger	Pedestrian Sites Areas (PED)	Service Start Trigger
Parking/Driving Areas (RD)	1"	Private Sidewalks (PRI)	1"
Parking Structure (GAR)	N/A	Public Sidewalks (PUB)	N/A
Ice Watch (Vehicle)	Prior Authorizaton	Ice Watch (Pedestrian)	Prior Authorizaton
Anti-Ice/Pretreatment (Vehicle)	Prior Authorizaton	Anti-Ice/Pretreatment (Pedestrian)	Prior Authorizaton

BrightView is only responsible for performing Services in the selected Site Areas after the indicated Service Trigger is reached. Services requested before the Trigger is met shall begin upon a reasonable period after notification from the Client and may result in additional fees. Services provided under this agreement shall be directed and managed by BrightView in order to maintain safe conditions in the Site Areas indicated.

- BrightView will stake curbs and obstacles in the indicated site areas by 11/15 of each season and will invoice Client $150.00 for staking.
- Speed bumps/humps/tables shall not be repaired/replaced regardless of staking conditions.
- Bulk de-icing material will be purchased (Supplied) by BrightView and applied by BrightView.
- Bagged de-icing material will be purchased (Supplied) by BrightView and applied by BrightView.
- All Time & Material Rates are Port-to-Port, and are subject to minimum fees as noted in the Price Schedule
- Notwithstanding any contrary language in the Master Snow Management Agreement, early termination of this Service Order for any reason other than BrightView's breach of this Service Order will require full payment for the Season.
- Deicing materials will be installed/applied one time at the end of a plowable event to indicated site areas. Additional materials, when requested by the Client, shall be provided and invoiced based on the here-to agreed Time & Materials rates.
- Icing events excluded from Fixed Fee pricing will be billed based on agreed to Time & Material Rates.
- Snowfall measurements will be determined by the Certified SnowFall Totals™ provided by WeatherWorks, Inc. or approved alternate.
- For Indicated Service Levels, the agreed to prices exclude Hauling, Stacking or Relocation of Snow piles, unless otherwise noted.
- See maps for service areas, primary & secondary streets, and snow pile locations.
- Hauling, relocation, blowing & moving of piles are outside of contract and by request only at T&M rates.
- BV is to begin services within 2 hours of snowfall reaching 1" of accumulation that is not expected to melt within the next 4 hours
- for sidewalks and the following specific performance of services: Full plow of city streets to begin after snowfall cessation on all
- snowfalls of 1" or more, plowing primary roads first (see map), followed by secondary roads. The goal of having majority of areas
- plowed by 7AM or 6PM based on timing of snowfall cessation. Contractor shall use best efforts to plow within 1' of the edge of plowable
- surfaces. Open Ups: Plowing of primary roads will begin prior to snowfall cessation when accumulation reach 2" or more. Plowing of
- secondary roads will begin prior to snowfall cessation when accumulation reaches 4" or more. While continuing to maintain safe passage of
- primary roads, as time allows. These opens may occur several times depending on snowfalls of extended duration and accumulation.
- Primary streets, intersections, & pre determined areas shall be pre treated with liquid de-icer, depending on site conditions within 36 hrs of
- snowfalls. Primary streets and intersections will be post event salted unless areas are melted due to pre-treatments. Secondary streets will
- salted as needed depending on site conditions. BV will not clear snow within 4' of parked vehicles. Return trips are upon request.
- All prices exclude any applicable sales tax, should client request tax to be included BrightView may automatically adjust the price if tax laws change to reflect such increase.

By signing this Service Order, Client acknowledges and agrees that (a) snow or ice may accumulate while Services are being performed, (b) even when there is no precipitation present, snow may blow or drift onto a Service Location or be brushed onto cars, parking, and driving areas or walkways, and (c) properly plowed snow may melt and refreeze after Services are fully performed. Accordingly, Client understands and agrees that (i) BrightView cannot guarantee that the performance of the Services will remove all snow and ice from any Service Location, and (ii) some snow or ice may still be present at a Service Location during or after the performance of Services.

CLIENT PRICING AGREEMENT

2024.22891887

Annual Snow Service Order

BrightView Landscapes, LLC (BrightView)

9/19/2024 17:07

38610_BVLS Minneapolis 4810 Lilac Drive N Ste 220 #220 Brooklyn Center MN 55429 Ph: (763) 535-0505

386108074

• **PRICE SCHEDULE** BrightView will be compensated for work performed at the Service Location according to the agreed to prices shown below. All listed equipment items includes the respective equipment and required operator.

Category	Area	Service/Unit Description	Unit	Min. Chg.	Price	Price	Price	Price	2024 Price
TM	ALL AREAS	Truck with Plow	Hr	1 Hr					$115.00
TM	ALL AREAS	Skid - Multi-Speed w/ Bucket	Hr	1 Hr					$98.00
TM	ALL AREAS	Skid (Hauling & Pushbacks)	Hr	1 Hr					$98.00
TM	ALL AREAS	Skid w/ 8'-10' Containment	Hr	1 Hr					$156.00
TM	ALL AREAS	Skid w/ Snow Blower - Hi-Flow	Hr	1 Hr					$173.00
TM	ALL AREAS	Loader w/ 4yd Bucket	Hr	1 Hr					$167.00
TM	ALL AREAS	Loader (Hauling & Pushbacks)	Hr	1 Hr					$167.00
TM	ALL AREAS	Loader w/ 14'-16' Containment	Hr	1 Hr					$252.00
TM	ALL AREAS	Tractor w/ Blower	Hr	1 Hr					$184.00
TM	ALL AREAS	Snowblower	Hr	1 Hr					$80.00
TM	ALL AREAS	Crew Member	Hr	1 Hr					$70.00
TM	ALL AREAS	Dump Truck Tandem-Axle Hauling	Hr	1 Hr					$110.00
TM	ALL AREAS	Dump Truck Quad-Axle Hauling	Hr	1 Hr					$155.00
TM	ALL AREAS	Dump Truck Quint-Axle Hauling	Hr	1 Hr					$175.00
TM	ALL AREAS	Dump Fee (Hauling)	EA						$45.00
TM	ALL AREAS	High Cap. Salt Truck/Sprayer	Hr	1 Hr					$95.00
TM	ALL AREAS	80/20 Brine Pre Treatment	GL	50 Gal					$1.55
TM	ALL AREAS	80/20 Brine Post Treatment	GL	50 Gal					$1.55
TM	ALL AREAS	100% Road Salt Un-Applied	TN	1 Ton					$198.00
TM	ALL AREAS	Treated D.O.T. Road Salt Un-Applied	TN	1 Ton					$288.00
TM	ALL AREAS	Sidewalk De-Icer	50 lbs	1 Bag					$42.00
TM	ALL AREAS	Ice Patrol/Watch	EA						$55.00
TM	ALL AREAS	Safety Salt Buckets	EA						$80.00
TM	ALL AREAS	Safety Sand / Salt Barrels	EA						$180.00
TM	ALL AREAS	Safety Sand / Salt Refills	50 lbs	1 Bag					$18.00
FF	OTHER	Snow Staking of Site Installed	EA						$150.00

• **ORDER EFFECTIVE DATE:** 10/15/2024 This Service Order is accepted by BrightView and Client and forms part of the Master Snow Management Agreement signed by the parties and restates and replaces any Service Order previously agreed to for the above Location.

For BrightView: _____

Printed: 10/15/2024

Email:

Title:

For Client: _____

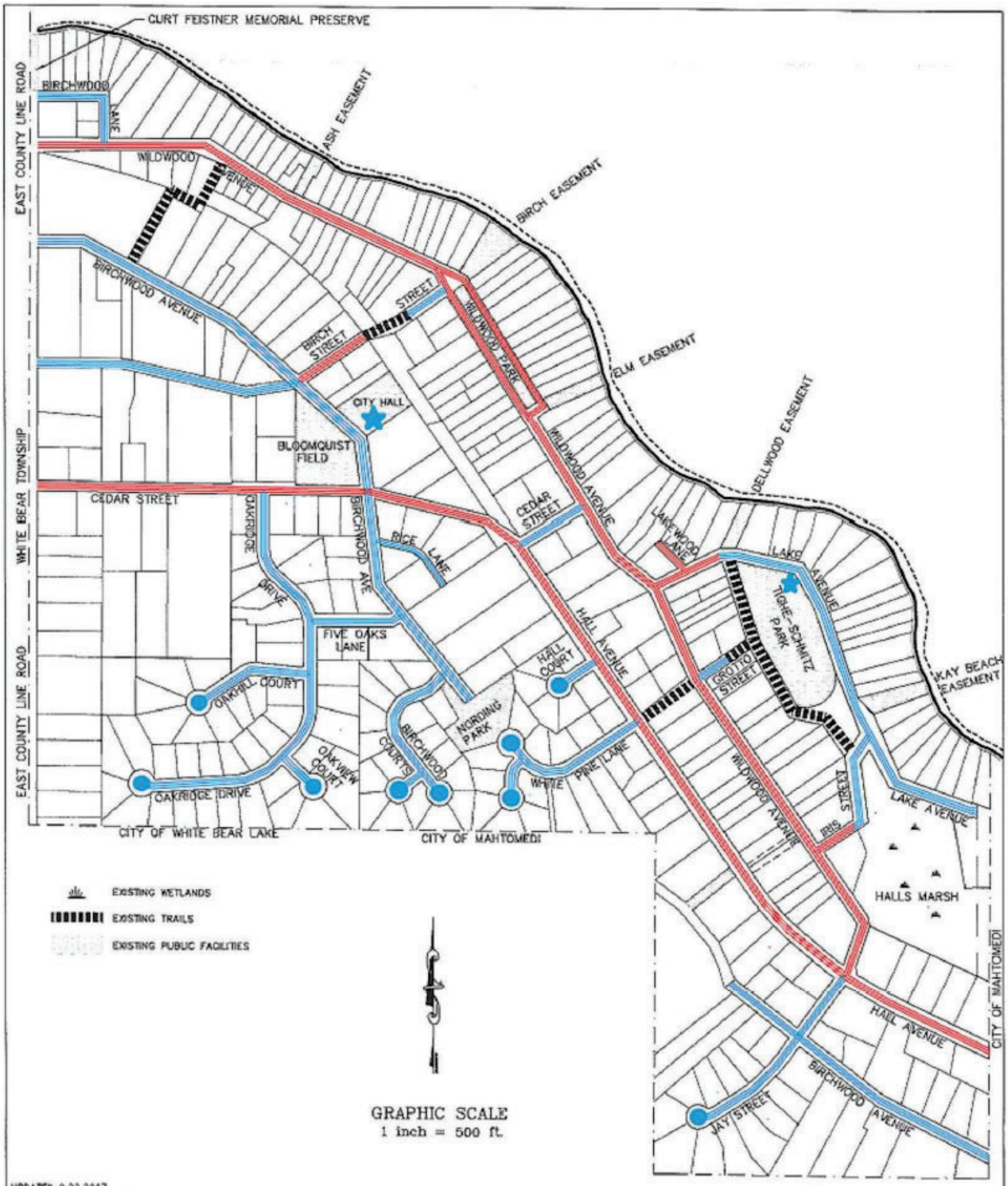
Printed: Andy Gonyou 10/15/2024

Email: Andy.Gonyou@cityofbirchwood.com

Title:

E County Line Rd
Wildwood Ave
Owl St
Cedar St
Cedar St
Wildwood Ave
Oakhill Ct
Oakridge Dr
Hall Ct
Hall Ave
Wildwood Ave
Iris St
Iris St
Wedgewood Dr
Mina Ct
Oakridge Ln
Jesse James Ln
Wedgewood Dr
Hall Ave
E County Line Rd

EXHIBIT A



PRIMARY ROUTES (Plow First)

SECONDARY ROUTES (Plow Last)

Also parking lots and City Hall sidewalks/steps/ramp

CITY OF BIRCHWOOD VILLAGE SNOWPLOWING STREET MAP

Birchwood Roads Committee

RESOLUTION 2024-41
RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 5, 2024
STATEWIDE GENERAL ELECTION

BE IT RESOLVED by the City of Birchwood Village, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the Statewide General Election on November 5, 2024 to act as such at the polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the county for canvass in the manner provided by Minnesota State Election Law.

3. The city clerk is hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before Election Day.

EXHIBIT A

Assignment Dt	Position	Last Name	First Middle	Precinct	Polling Place
11/5/2024	HJ	HARDER	ALLISON	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	BOETTCHER	DALE	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	CAHILL	MARY	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	ENGEBRETSON	CHARLENE	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	GLUCK	JERILYN	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	RIETVELD	LISA	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	STAGE	KERI	Birchwood Village City	Birchwood Village Hall
11/5/2024	EJ	TILKA	KEVIN	Birchwood Village City	Birchwood Village Hall

Resolution duly seconded and passed this 8th day of October, 2024.

_____
Margaret Ford, Mayor

Attest:

_____
Rebecca Kellen, City Administrator

RESOLUTION 2024-42

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

APPROVING THE TRANSFER OF FUNDS TO CITY SEWER FUND FOM GENERAL FUND

At the regular meeting of the City Council of the City of Birchwood Village held on Tuesday, October 8, 2024, with the following members present: Mayor Ford and Council members Foster, McCarthy, Hankins and Weier, and the following absent: none; the Birchwood Village City Council resolved:

WHEREAS, The City Administrator has identified the need for Adobe Systems software (Acrobat Pro) to administer the work of the City; and

WHEREAS, The City of Birchwood Village Council recognizes the need for this software; and

WHEREAS, The City of Birchwood Village desires to allocate those funds available in the General Fund to provide for the software provided by Adobe in the form of a, "subscription," model, currently $239.88 per year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the securing of Adobe System software by the City for its staff and to the subscription model; the City Administrator is authorized to execute the necessary paperwork and establish whatever EFT/ACH required to continue the subscription services from Adobe.

Voting in Favor:
Voting Against:
Abstaining Vote:

Resolution duly seconded and passed this 8th day of October, 2024.

_____
Margaret Ford, Mayor

Attest:

_____
Rebecca Kellen, City Administrator-Clerk

Good afternoon,

The current Joint Powers Agreement for a mass emergency notification system (Code Red) will expire on December 31, 2024.

Attached is a renewal Joint Powers Agreement that will go into effect on January 1, 2025. It should be noted that the County will no longer bill for the annual fee.

Please sign and return to me at your earliest convenience.

Thank you,

Jenny Flores | Procurement Specialist, Senior
Washington County Sheriff's Office
15015 62nd Street North, Stillwater, MN 55082

JOINT POWERS AGREEMENT
BETWEEN WASHINGTON COUNTY AND THE CITY OF BIRCHWOOD VILLAGE
FOR A MASS COMMUNITY NOTIFICATION SYSTEM

THIS AGREEMENT is made by and between political subdivisions organized and existing under the Constitution and laws of the State of Minnesota. Washington County, hereinafter "County", and the City of Birchwood Village, hereinafter "City", are the parties to this agreement.

WHEREAS, both political subdivisions, through their law enforcement agencies, manage threats to public health, safety, and welfare.

WHEREAS, Minnesota Statute Section 471.59, commonly known as the Joint Powers Act, provides that two or more governmental units may, by agreement, jointly exercise any power common to the contracting parties.

WHEREAS, the County has entered into a contract for a Mass Community Notification System, hereinafter "System", for the purpose of sending mass notifications to homes, businesses, and mobile phone devices.

WHEREAS, the County has agreed to purchase sufficient minutes annually to assist the agencies within Washington County to provide necessary mass emergency notifications.

WHEREAS, the City is in need of having the ability to communicate with the public in a timely manner during both emergency and non-emergency situations.

WHEREAS, at the request of the City, the County is willing to provide a System to meet this need.

NOW THEREFORE, pursuant to the authority contained in Minnesota Statute Section 471.59, and in consideration of the mutual covenant contained herein and the benefits that each party hereto shall derive, the County and City hereby agree to the following terms and conditions.

PURPOSE
The purpose of this joint powers agreement is set forth in the recitals contained above, which are incorporated by reference and fully set forth herein.

COUNTY'S RESPONSIBILITIES

1. The County agrees to enter into a contract for the purchase of sufficient minutes annually for the System.

2. The County will develop a policy related to the use and maintenance of the System.

3. The County will assign an employee as the System administrator.

4. The County agrees to train the Emergency Communications Response Center, hereinafter "ECRC", personnel in the operation of the System.

5. The County will periodically test the System to ensure it is operating properly.

6. The County will monitor the number of minutes used by all agencies to ensure there is sufficient minutes available in the event of an emergency.

CITY'S RESPONSIBILITIES

1. The City will conform to the policy developed by the County related to the use and maintenance of the System.

2. The City's representative will be responsible for notifying the County's ECRC for emergency notifications. Emergency notifications are defined in the policy as those that are related to public safety or public health.

3. The City's representative will be responsible for determining the content of any emergency notification message, in addition to the geographic area the message is to be sent.

4. The County's ECRC personnel will assist in preparing emergency notifications and will be responsible for initiating the call procedures through the System at the direction of the City's representative.

5. The City's representative has the option to send general notifications through a web-based server, or the City's representative may contact the ECRC to send general notifications on their behalf. General notifications are defined in the policy as those that are for the purpose of public notification and do not meet the criteria of an emergency notification.

TERM OF AGREEMENT

The term of this agreement shall begin on January 1, 2025, the date of the signature of the parties notwithstanding. This agreement will remain in effect until such time as one or both parties terminate the agreement as provided herein.

TERMINATION

The County may cancel this agreement with or without cause at any time upon giving a thirty (30) days' written notice to the City Administrator or designee.

The City may cancel this agreement with or without cause at any time upon giving a thirty (30) days' written notice to the County Sheriff or designee.

COST AND PAYMENT
The minutes purchased by the County annually will be used for all emergency notifications at no cost to the City.

The County will monitor the number of minutes available. If the number of minutes available becomes insufficient, the County, at its discretion, will bill the City for general notification minutes used at a rate of $0.25 per minute. These funds will be retained by the County for the sole purpose of purchasing additional minutes. The City shall pay the County within thirty (30) days of being invoiced.

INDEPENDENT CONTRACTOR
Nothing within this agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the City as the agent, representative, or employee of the County for any purpose or in any manner whatsoever.

ASSIGNMENT
The City shall not assign any services contemplated under this agreement.

AUDITS, REPORTS, RECORDS, AND MONITORING PROCEDURES/RECORDS AVAILABILITY & RETENTION
Pursuant to Minnesota Statute Section 16C.05 Subdivision 5, the City will:

1. Maintain all books, records, documents, and accounting procedures and practices that are related to and/or relevant to this agreement.

2. Agree that the County, the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, records, documents, and accounting procedures and practices that are related to and/or relevant to this agreement. The City agrees to maintain these records for a period of six (6) years from the date of the termination of this agreement.

INDEMNIFICATION
The City agrees it will defend, indemnify, and hold harmless the County, its officers, and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the City in the performance of this agreement.

The liability of the parties under this agreement shall be governed by Minnesota Statutes Section 471.59 Subdivision 1a. Each party to this agreement shall be liable for its own acts or omissions and shall not be liable for the acts or omissions of any other party to this agreement.

INSURANCE REQUIREMENTS
The City agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this agreement, keep in force the following insurance protection in the limits specified:

1. Maintain membership and participation in the League of Minnesota Cities Insurance Trust or commercial general liability insurance with contractual liability coverage in the amount of the City's and County's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.

2. Automobile coverage in the amount of the City's and County's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.

3. Worker's compensation in statutory amount.

Prior to the effective date of this agreement, the City will furnish the County with certificates of insurance as proof of insurance. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty (30) days' notice thereof to the County.

DATA PRACTICES
All data collected, created, received, maintained, or disseminated for any purpose by the activities of the City, because of this agreement, shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, and the Rules implementing the Act now in force or as amended, as well as federal regulations on data privacy.

IN TESTIMONY WHEREOF, the parties have duly executed this agreement by their duly authorized officers:

WASHINGTON COUNTY

_____
County Board Chair Date

_____
County Administrator Date

Approved as to form:

_____
Assistant County Attorney Date

CITY OF BIRCHWOOD VILLAGE

_____
Date

_____
Date

Outlook

report & updates

From ACO H. <aco@companionanimalcontrol.com>
Date Mon 9/30/2024 4:20 PM
To Mary Cahill <Mary.Cahill@cityofbirchwood.com>; City of Birchwood Village <info@cityofbirchwood.com>

3 attachments (12 MB)
Birchwood 9.24.pdf; 2025 MN CAC Pricing Addendum-Birchwood.pdf; Companion Animal Center Update 9.24.pdf;

Good Afternoon,

Attached is the animal control invoice/report for September.

As mentioned in last month's email, also attached is a pricing addendum to be effective Jan 1st 2025. Since Companion Animal Control was established in 2011, we've actually **never** implemented a price increase across contracted municipalities. We have always taken measures to absorb the costs of business operations in an effort to not pass costs onto municipalities.

However, to keep up with rising costs and to continue to provide your municipality with the best possible services we've increased our monthly retainer by small amounts based on the human population of the municipality. This scale of retainer increases is in an effort to balance out the budget differences across the 25+ Minnesota municipalities we serve. With regard to pick-up service fees, some municipalities are already at the rates shown on the pricing addendum so there are no changes to those fees. While other contracts date back to 2012 with never having a price increase, so those service fees are increased to now match the fees of all other contracts.

Lastly, in an effort to answer the many questions we've received about the exciting future location of the Companion Animal Center. An informational update with a draft of the impound agreement, which **saves impound costs for municipalities**, is also attached for your review. This spring when the Companion Animal Center is approx. 60 days from opening, a final version of the contract will be sent to your municipality for approval and signature.

As always, please reach out with any questions, concerns or requests for additional discussion.

Brit Harmon, MPA, NCACO, WCHO
Owner of Companion Animal Control
www.companionanimalcontrol.com
(715) 220-1332
Serving MN & WI

Animal Control Service Agreement Pricing Addendum

Municipality: __Birchwood Village, MN_____

This Pricing Addendum (the "Pricing Addendum") is entered into and to be effective January 1st 2025 by and between the "Contractor" Companion Animal Control LLC., PO Box 3, Bayport, MN 55003 and the "Municipality". This addendum is intended to establish pricing for services provided by Contractor pursuant to the "Animal Control Services Agreement" previously entered between during the year of __2013_____.

CONTRACTOR FEES FOR SERVICES: The Municipality shall pay the Contractor for performance of this Contract as detailed in 'Contractor Duties', in current funds:

2025 Monthly Retainer Fee Increases

Jurisdiction's Human Population	Increase of
A. <1,000	$20
B. 1,001-2,000	$40
C. 2,001-4,000	$60
D. 4,001-8,000	$80
E. >8,001	$90

Current Monthly Retainer: $80

New Monthly Retainer: $100

2025 Service fee schedule:

a. Daytime call response 7:00 am - 7:00 pm: $100 (a difference of__$5____)

b. Overnight call response 7:00 pm - 7:00 am: $175 (a difference of __$60___)

This agreement is entered into on the _____ day of _____, 2024 by

_____ _____

Brittany Harmon, Owner & Operator
Companion Animal Control

Signed on behalf of Municipal Authority

_____

Printed Name and Title

MEMORANDUM

DATE: 10/2/24

TO:	**City Council**
FROM:	**Rebecca Kellen, City Administrator**
COPIED:	
SUBJECT:	Appeal (160 Cedar Building Permit) Public Hearing 10/8/24

Birchwood Village

The public hearing of the appeal at 160 Cedar St was inadvertently not called at the September 10th City Council meeting so the Council will open the record for public input at the October 8th City Council Meeting at 6:45PM. This public hearing was noticed as required. The decision of the City Council in the September 10th, 2024 meeting was to deny the appeal to overturn the building permit approved at 160 Cedar St. If there are any changes made to previous decisions regarding the appeal after the public hearing, the appellant will be notified.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

160 Cedar Street
Birchwood, MN 55110

July 15, 2024

City Clerk
207 Birchwood Avenue
White Bear Lake, MN 55110

Re: Appeal of City permit issued for 160 Cedar Street

Dear City Clerk:

Pursuant to the letter we received from your city attorney dated June 18, 2024, we are appealing the permit issued by the City of Birchwood Village for 160 Cedar Street in Birchwood. There are a number of code provisions the City has failed to apply. These are the issues and the code that should have been applied:

1. "Birchwood Code 301.055 (7) Stormwater and erosion control plans. For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer." This has not been done.
   And "The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property". There are no drainage control structures or any provisions for impoundment/containment of water at and within 160 Cedar Street.

2. "Birchwood Code 301 NOTE: A separate Conditional Use Permit is not required for a land disturbance activity in conjunction with construction as part of a building permit as granted. However, as part of the Building Permit application, the applicant shall provide information required pursuant to Section 306.030 and shall follow all provisions of Section 302.050 ...and 302.055".

   a. Birchwood Code 302.050 states "to reduce the unwanted harmful effects of stormwater, it is policy of the City of Birchwood Village that each property within the City manage its own stormwater to limit runoff into streets, waterways, and neighboring properties."

   b. "Birchwood Code 302.055 (2)(a)(1) No construction or alteration of new or existing structures or land topography shall be done to increase the rate of storm water runoff from the parcel as compared to the runoff rate before such construction or alteration unless: . . . ." (Note: none of the exceptions listed apply.)

Per the builder's survey dated 4/25/2024, the increase in impervious surface is 3500 square feet. Much of that impervious surface will drain directly onto our property. There are no

containment provisions included in the plan, nor are there any calculations for runoff or analysis of any soils to determine the infiltration rate of storm water.

The city engineer, at a site meeting with us on June 11, 2024, stated he calculated there would be no increased runoff based on a "quick calculation that I just did in my head" and he included in his impervious "analysis" a garage that was torn down three years prior. The city code does not provide for the long- demolished garage to be included since the runoff must be "compared to the runoff rate before such construction or alteration". And the engineer's "analysis" was not presented as a "signed" evaluation.

c. Birchwood Code 306.030 (a)(6) requires "a description of soils of the site, including a map indicating soil types of the areas to be disturbed." This has not been done.

A Site Construction Plan is required including

"(2) Locations and dimensions of all temporary soil and construction materials." This has not been done.

"(3) Locations and dimensions of all construction site erosion control and permanent stabilization measures to meet City and State Code both during and after the construction process." This has not been done.

"(4) Schedule of anticipated starting and ending dates of each land disturbance activity and construction site erosion control, storm water runoff control, and inspection, and maintenance activity." This has not been done.

Plat of Final Site Conditions is required including

"(3) A drainage plan of the developed site including final storm water drainage systems and natural drainage patterns on and immediately adjacent to the site with delineation of the direction in which storm water is conveyed from the site." This has not been done.

d. Birchwood Code 306.030(b) "Demonstration that the work will not adversely affect ...the adjacent parcels of land." This has not been done.

Our property will incur additional runoff due to the city's failure to apply the city code as required. We have consulted a licensed, professional engineer. They have been advised that low area delineated by elevation 1002 feet on the site survey, and endorsed as the drainage area by the city engineer, will cause water to intrude onto our property at that elevation. Due to the lack of runoff calculations and analysis of soil types, it is impossible to know how much water will pond and how long it will take to infiltrate. Regardless, the ground floor elevation of our house is at least five feet below this ponding area. This additional runoff puts our house at risk for water infiltration and/or flooding—neither of which have we previously experienced. The ground floor elevation is finished, and any water damage to it will be substantial. This damage will be a direct result of the City's failure to require any drainage controls as mandated by city code.

Furthermore, the building area of the lot immediately to the west of 160 Cedar Street drains almost exclusively to our property. In our May 17, 2024 email to the city engineer, we attempted to have City Engineer Marcus Johnson address this issue. He responded, "That is where I recommended coming up with a drainage agreement between the three neighbors essentially in an agreement saying if there are any issues back there that the three property owners will come up with a solution together". This statement is in contravention to the planning and building requirements of the city's code.

The city has a responsibility to protect our property. This failure will result in substantial, ongoing damage to our property and is an unlawful taking of our property without just compensation. We ask that you remedy the problem immediately by requiring the above-referenced code be applied and enforced as part of the permit issued for 160 Cedar Street.

We appreciate your prompt response.

Very truly yours,

Rachael & David Drew

Rachael and David Drew

City of Birchwood Village

☑ APPROVED

Permit#: 24-0038

Permit

Application Date:March 27, 2024
Permit#: 24-0038
Location: 176 Cedar Street Lot C
Applicant Name: MORSE, AVERY
Email:
Property Owner Name: HUSNIK PAUL
Property Owner Email amorse330@gmail.com
Contractor:
Contractor Email: amorse330@gmail.com
Contractor License:
License Expires on: Homeowner

Expiration Date: April 8, 2025
Parcel #: 3003021230069
Permit Type/use: **Building Permit**
Address: 176 CEDAR STREET (LOT C)
Phone:
Address: 2370 COUNTY ROAD J #105, WHITE BEAR LAKE MN 55110
Phone:
Address:
Phone: 763-291-3021
Project Valuation: $432,414

DESCRIPTION OF WORK: Building New 2 Story Home with Lookout basement. East Lot of Subdivision of (176) Cedar St.

Fees

Date	Description	Paid Date	Amount	Paid	Balance
April 18, 2024	Plan Check Fee		$1,858.05		
April 18, 2024	State Surcharge		$216.20		
April 18, 2024	Building Permit Fee		$2,858.55		
May 3, 2024	WAC Fee		$1,960.00		
May 3, 2024	SAC Fee		$2,485.00		
May 3, 2024	Engineering Fee		$447.00		
May 3, 2024	Sewer Connection Fee		$2,016.00		
	TOTAL: Permit Fees		**$11,840.80**		**$11,840.80**

Inspectors

Please allow 24 hours minimum notice for inspection requests.

Inspection Type	Inspector Name	Contact Information
Building /HVAC/ Plumbing	Jack Kramer	Phone: 651-351-5051 Email: inspjack@msn.com
Sewer Water	John Manship	Phone: 651-426-9386
Electrical	Don Edel	Phone: 507-210-8233

Birchwood Village Contacts

Main Phone# 651-426-3404
Email Address:
therese.bellinger@cityofbirchwoodvillage.com

Permit Approved On: 4 / 16 / 24
By the City of Birchwood Village
See Attached
Jack Kramer - Building Official

City of Birchwood Village

Permit#: 24-0038

Permit

Application Date:March 27, 2024
Permit#: 24-0038
Location: 176 Cedar Street Lot C
Applicant Name: MORSE, AVERY
Email:

Property Owner Name: HUSNIK PAUL

Property Owner Email amorse330@gmail.com
Contractor:
Contractor Email: amorse330@gmail.com
Contractor License: Homeowner

License Expires on: — / — / —

Expiration Date: April 8, 2025
Parcel #: 3003021230069
Permit Type/use: **Building Permit**
Address: 176 CEDAR STREET (LOT C)
Phone:

Address: 2370 COUNTY ROAD J #105, WHITE BEAR LAKE MN 55110

Phone:
Address:
Phone: 763-291-3021
Project Valuation: $PENDING PLAN REVIEW
$ 432,414.00

DESCRIPTION OF WORK: Building New 2 Story Home with Lookout basement on Lot C (176) Cedar St.

Fees

City Fee: $ 2,858.55
Plan Chk Fee $ 1,858.05
State Surcharge $ 216.20
Total Fee: 4,932.80

Date	Description	Paid Date	Amount	Paid	Balance
April 16, 2024	Building Permit Fee		$0.00		
	TOTAL: Permit Fees		$0.00		$0.00

Inspectors

Please allow 24 hours minimum notice for inspection requests.

Inspection Type	Inspector Name	Contact Information
Building /HVAC/ Plumbing	Jack Kramer	Phone: 651-351-5051 Email: inspjack@msn.com
Sewer Water	John Manship	Phone: 651-426-9386
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Main Phone# 651-426-3404
Email Address:
therese.bellinger@cityofbirchwoodvillage.com

Permit Approved On: 4 / 16 / 2024
By the City of Birchwood Village

Jack Kramer
Jack Kramer - Building Official

City of Birchwood Village

Intellipay <noreply@intellipay.com>
Fri 5/3/2024 1:46 PM
To:City of Birchwood Village <info@cityofbirchwood.com>

City of Birchwood Village

Payment Receipt

Avery Morse
4902 S Tri Oak Circle NE
Wyoming MN 55092
763-291-3021
amorse330@gmail.com

Your bank account will be debited the amount of the payment.
Please ensure there are sufficient funds available in your bank account to cover this amount.

Customer Account:	Building
Invoice:	C42868068
Payment Amount:	**$11,840.80**
Service Fee:	**$2.00**
Payment Total:	**$11,842.80**
Payment Date:	05/03/2024
Bank Name:	
Bank Account:	Checking account ending in 510
Reference Number	C42868068P73122885
Comments:	
Payment Origin:	Online Payment Terminal
Agent:	Online Payment Page
Merchant#:	M8145

160 Cedar St.

Building/Planning/Zoning Permit

Permit Type:	Building
Permit Number:	24-0038

Thank you,
City of Birchwood Village
Support: 651-426-3403Email: info@cityofbirchwood.com

* The service fee is non-refundable.

CERTIFICATE OF SURVEY

~for~ AVERY MORSE
~of~ 176 CEDAR STREET
BIRCHWOOD, MN

LEGAL DESCRIPTION

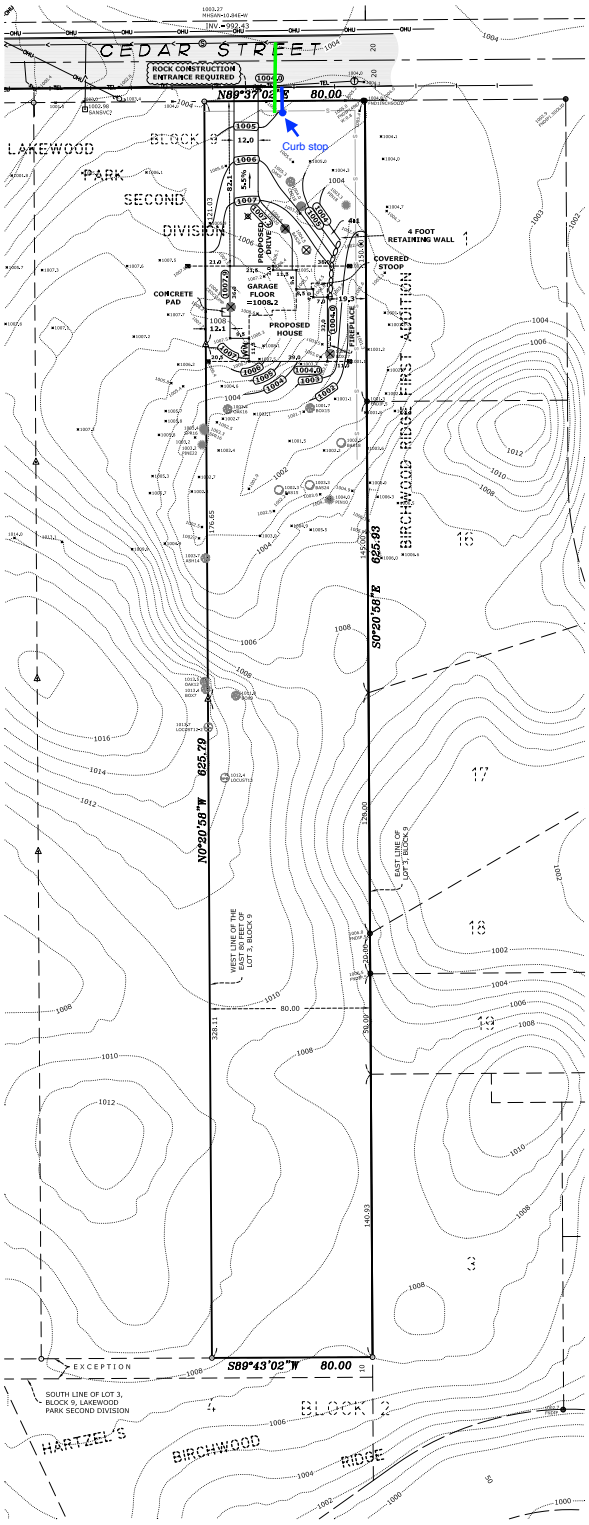
The East 80.00 feet of Lot 3, Block 9, LAKEWOOD PARK SECOND DIVISION, Washington County, Minnesota. Except the south 10.00 feet thereof.

GRAPHIC SCALE

30 0 15 30 60

1 INCH = 30 FEET

NORTH



LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- 800.0 DENOTES PROPOSED ELEVATION
- 1011.2 DENOTES EXISTING ELEVATION
- DENOTES DIRECTION OF DRAINAGE
- DENOTES WOOD HUB/METAL SPIKE AT 11 FOOT OFFSET (UNLESS OTHERWISE NOTED)
- DENOTES SANITARY SEWER MANHOLE
- DENOTES TELEPHONE MANHOLE
- DENOTES EXISTING CONTOURS
- GAS DENOTES UNDERGROUND GAS LINE
- TEL DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES PROPOSED RETAINING WALL
- DENOTES PROPOSED CONTOURS
- S DENOTES SILT FENCE

HOUSE NOTES

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

SURVEY NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 03/07/24.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 30-030-21-23-0069.
- Address: 176 Cedar Street, White Bear Lake, MN 55110.
- 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.
- Contours shown are a combination of field work and MNGeo Lidar Topography.
- Location of utilities existing on or serving the surveyed property determined by:
  - Observed evidence collected pursuant to Section 5.E.iv.
  - Markings requested by E.G. Rud & Sons, Inc. per Gopher State One Call Ticket No. 212601645.
  - Record drawings provided by the City of Birchwood's engineering department.
- Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE
- DENOTES TREE TO BE REMOVED

DIAG: 47.50 X 70.50 = 85.01
(8'4" POURED WALL LOOKOUT BASEMENT)

PROPOSED ELEVATIONS

TOP OF BLOCK = 1009.3
GARAGE FLOOR = 1008.2 (DROP 8 INCHES)
LOWEST OPENING = 1004.5
LOWEST FLOOR = 1001.3
TOP OF FOOTING = 1001.0

SETBACKS

FRONT ROAD = 40 FEET
SIDE STREET = 40 FEET
SIDE YARD = 10 FEET
REAR YARD = 10 FEET

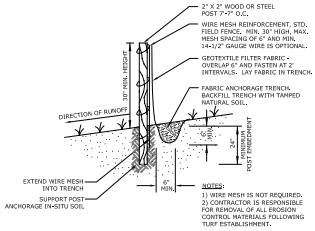
EXISTING ZONING

RESIDENTIAL

IMPERVIOUS SURFACE CALCULATIONS

TOTAL PARCEL AREA ..... 50,069 S.F. (1.15 Acres)

PROPOSED HOUSE, GARAGE, STOOP ..... 2,027 S.F.
PROPOSED DRIVEWAY ..... 1,457 S.F.
PROPOSED CONCRETE ..... 16 S.F.
TOTAL IMPERVIOUS SURFACE ..... 3,500 S.F.
PERCENT IMPERVIOUS 7.0%



SILT FENCE

N.T.S.

SEWER AND WATER INSTRUCTIONS

1. SEWER LINE: CONTACT JOHN MANSHIP 651-426-9386 AND STEVE THATCHER 612-867-7234 ON THE DAY THE HOLE IS OPENED UP.
2. WATER LINE: CONTACT JOHN MANSHIP 651-426-9386 AND STEVE THATCHER 612-867-7234 ON THE DAY THE HOLE IS OPENED UP.

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

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: 3/14/2024 License No. 41578

DRAWN BY: RAF	JOB NO: 240185HS	DATE: 03-14-24
CHECK BY: JER	FIELD CREW: DT/CT	

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

S:\RUD\CAD\24PROJ\240185HS\240185HS.DWG

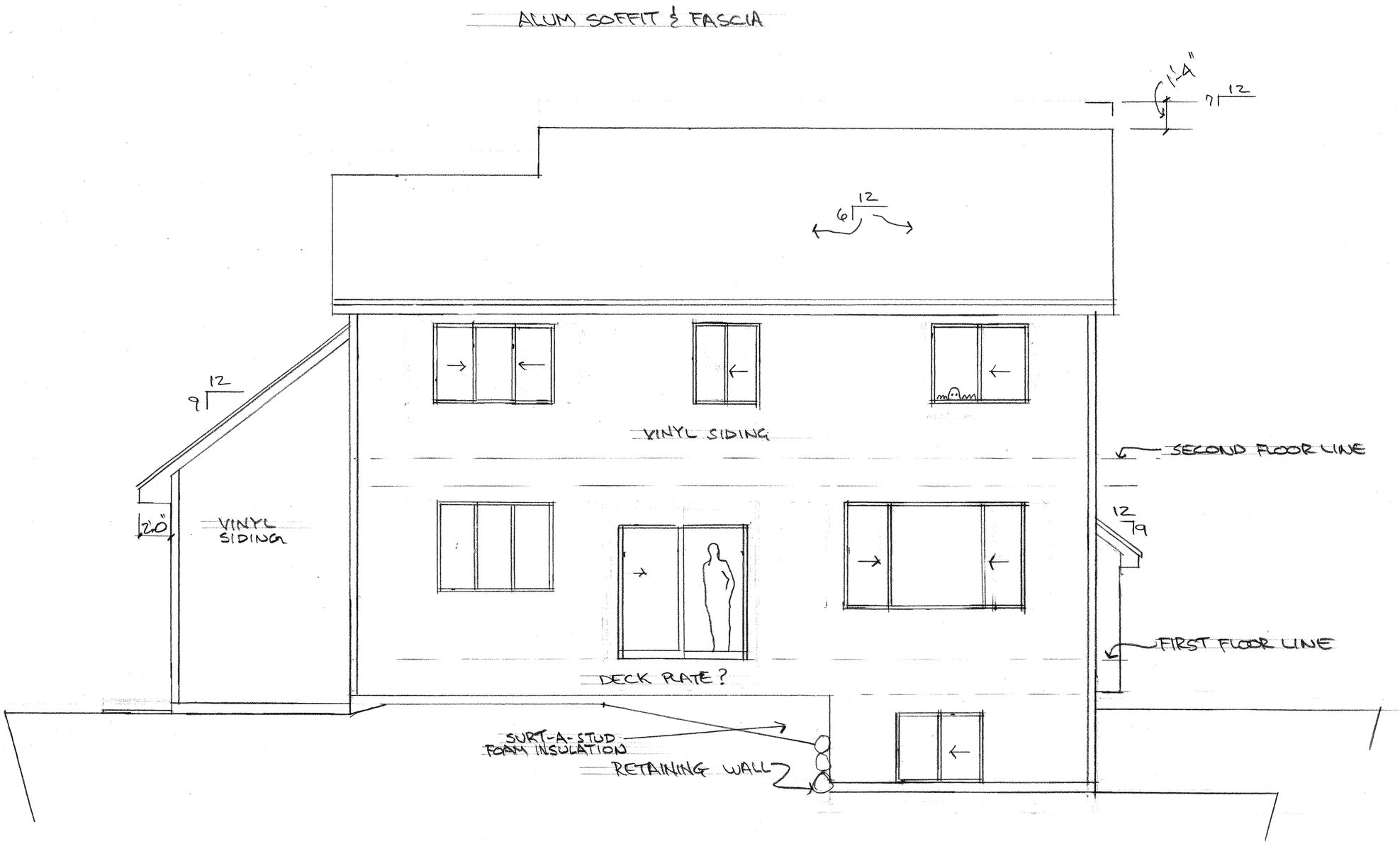
240185HS

ALUM SOFFIT & FASCIA
SIDES & REAR: VINYL SIDING
FRONT: LP SMARTSIDE

FRONT ELEVATION

SCALE 1/4" = 1'-0"

HOMES BY HELM DESIGNING & DRAFTING OF FINE CUSTOM HOMES jhelm78@YAHOO.COM PHONE 651-815-3727	PLANS DRAWN BY JOHN HELM
BUILDER:	DATE: 3-1-2024
NEW HOME FOR:	SHEET 1 OF 10



REAR ELEVATION

SCALE 1/4"=1'-0"

HOMES BY HELM
DESIGNING & DRAFTING
OF FINE CUSTOM HOMES
jhelm78@yahoo.com
PHONE 651-815-3727

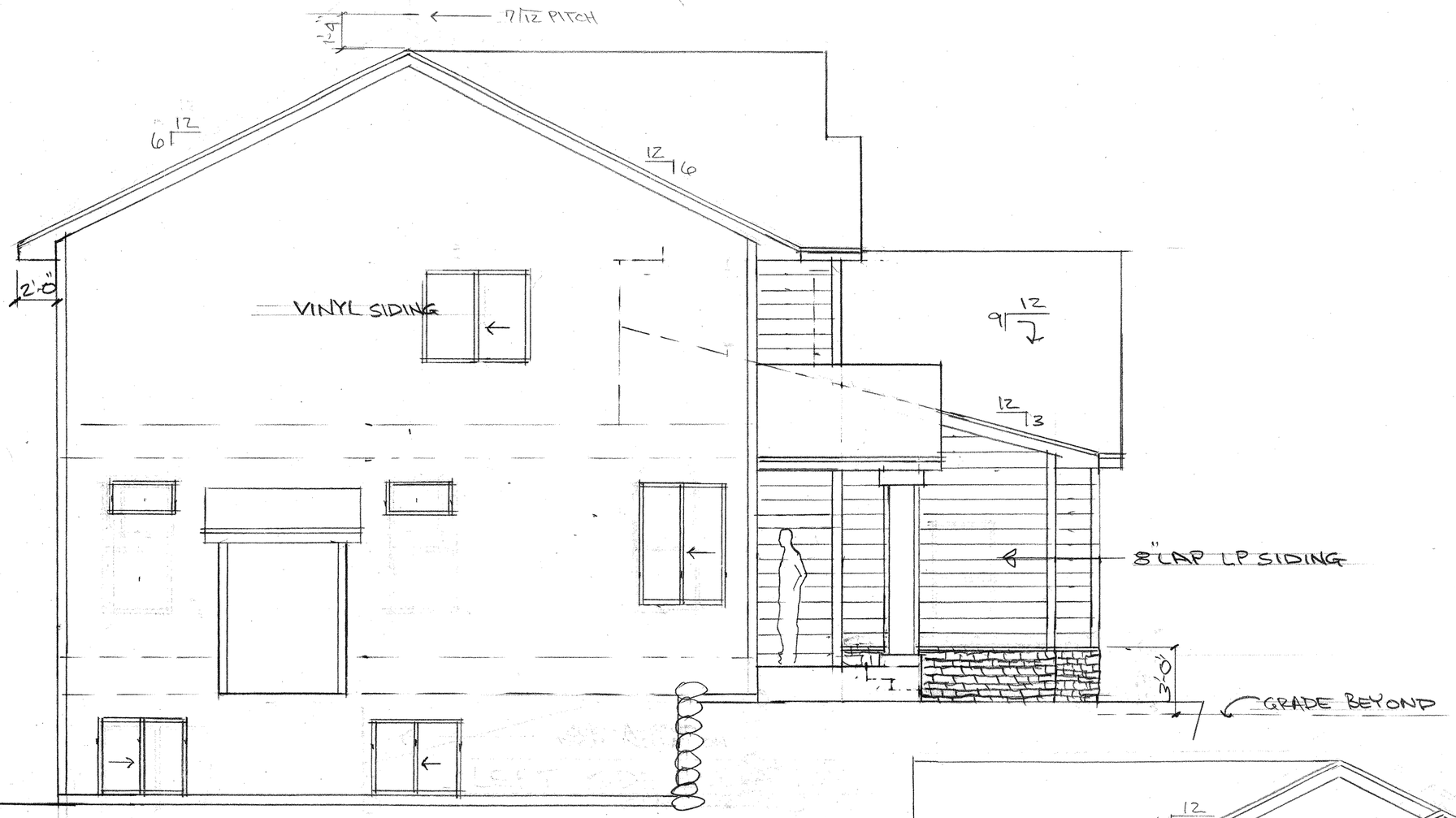
PLANS DRAWN BY

BUILDER:

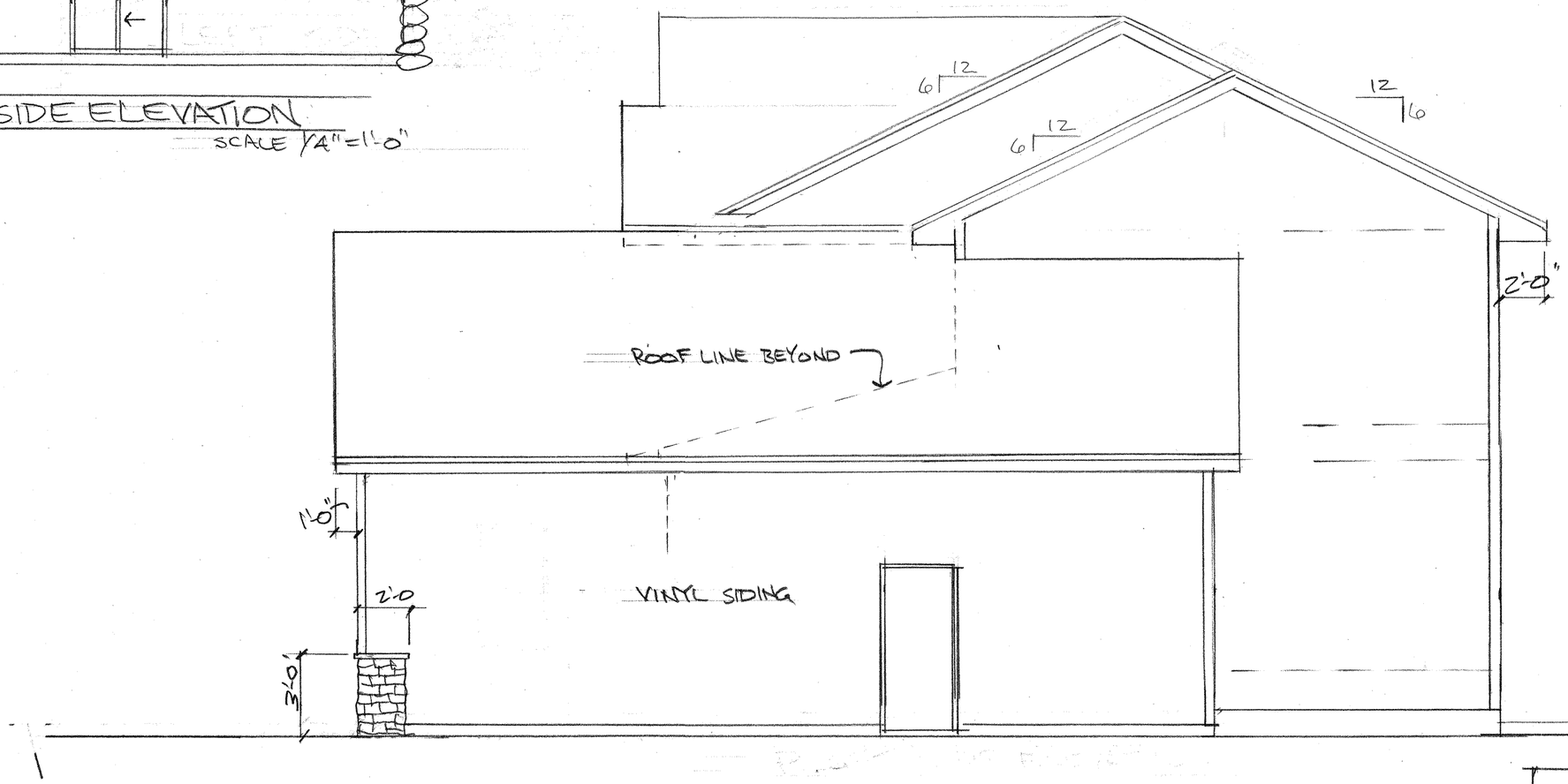
DATE:

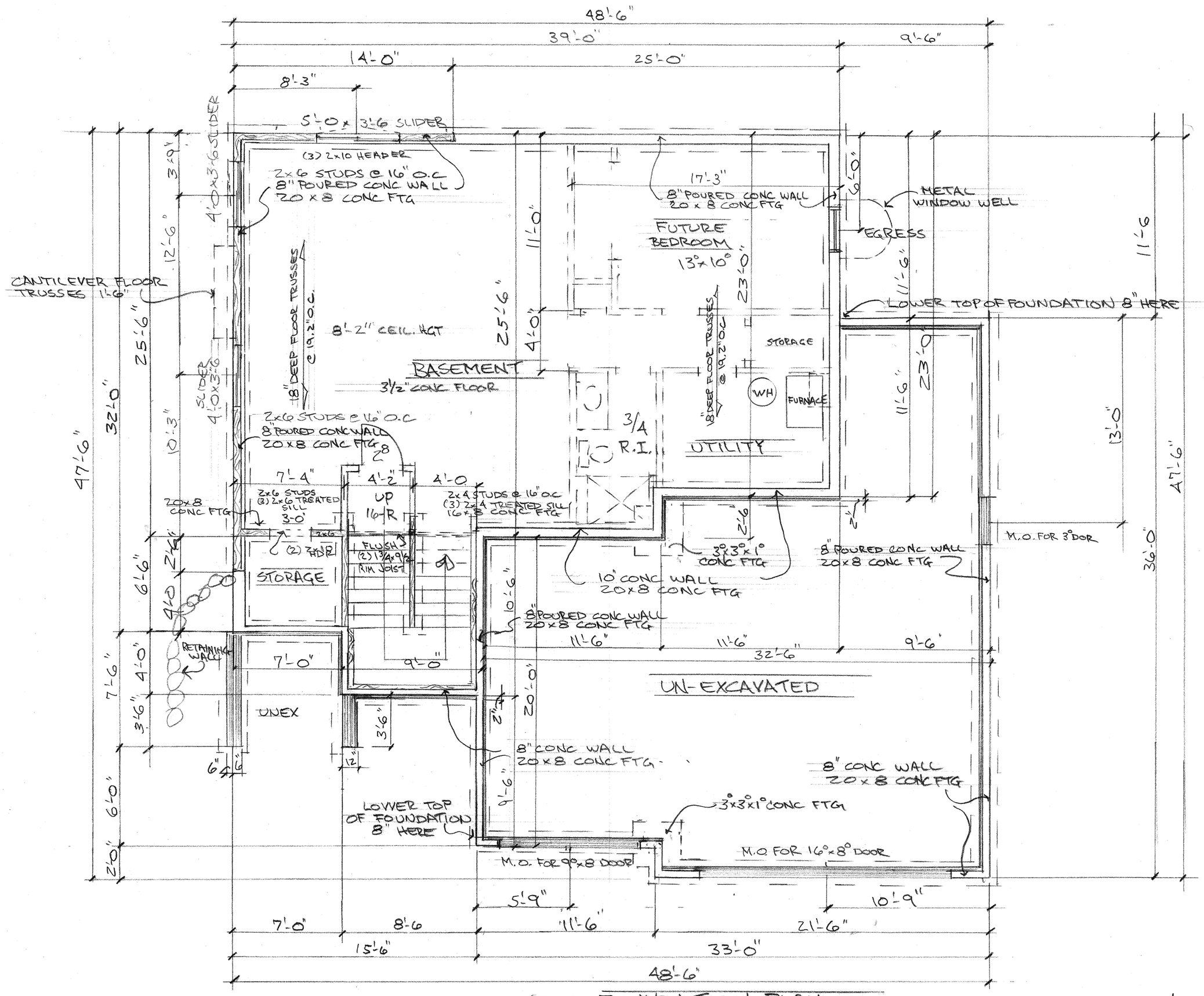
NEW HOME FOR:

SHEET OF



LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"



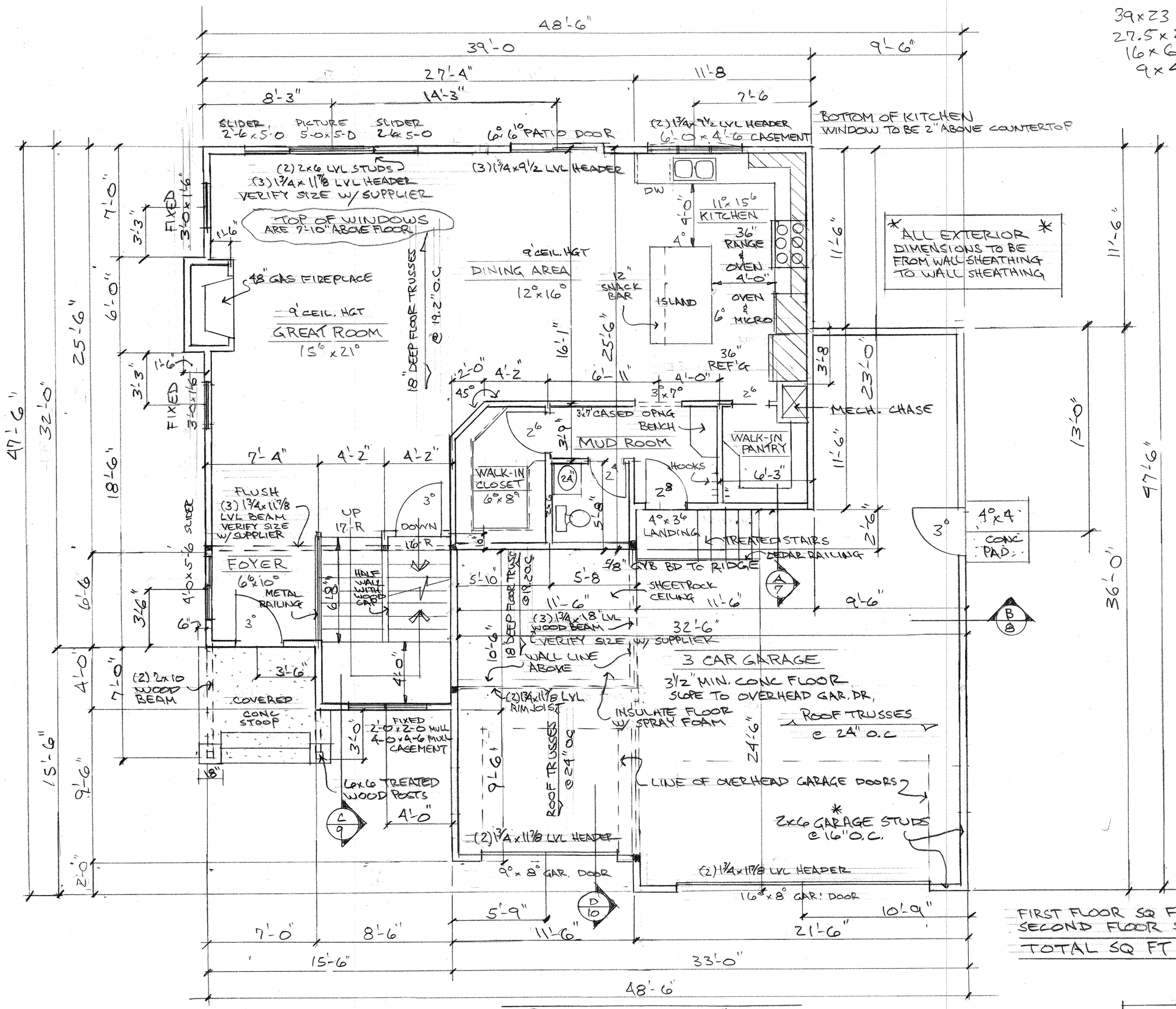


FOUNDATION PLAN

SCALE 1/4" = 1'-0"

SHEET 4 OF 10

39x23 = 897
27.5x2.5 = 69
16x6 = 96
9x4 = 36
1098



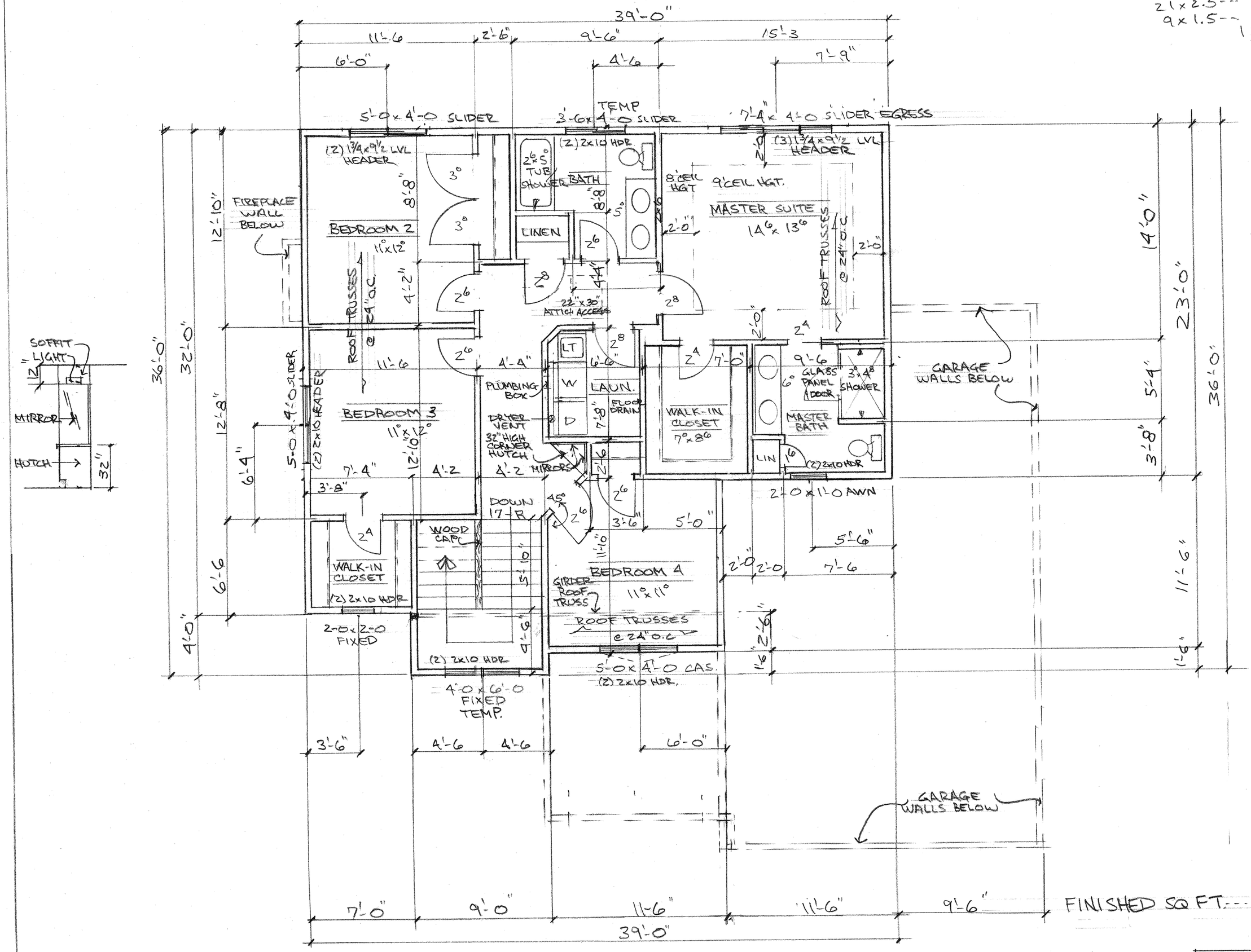
FIRST FLOOR PLAN

SCALE 1/4" = 1'-0"

FIRST FLOOR SQ FT	1098
SECOND FLOOR SQ FT	1200
TOTAL SQ FT	2298

SHEET 5 of 10

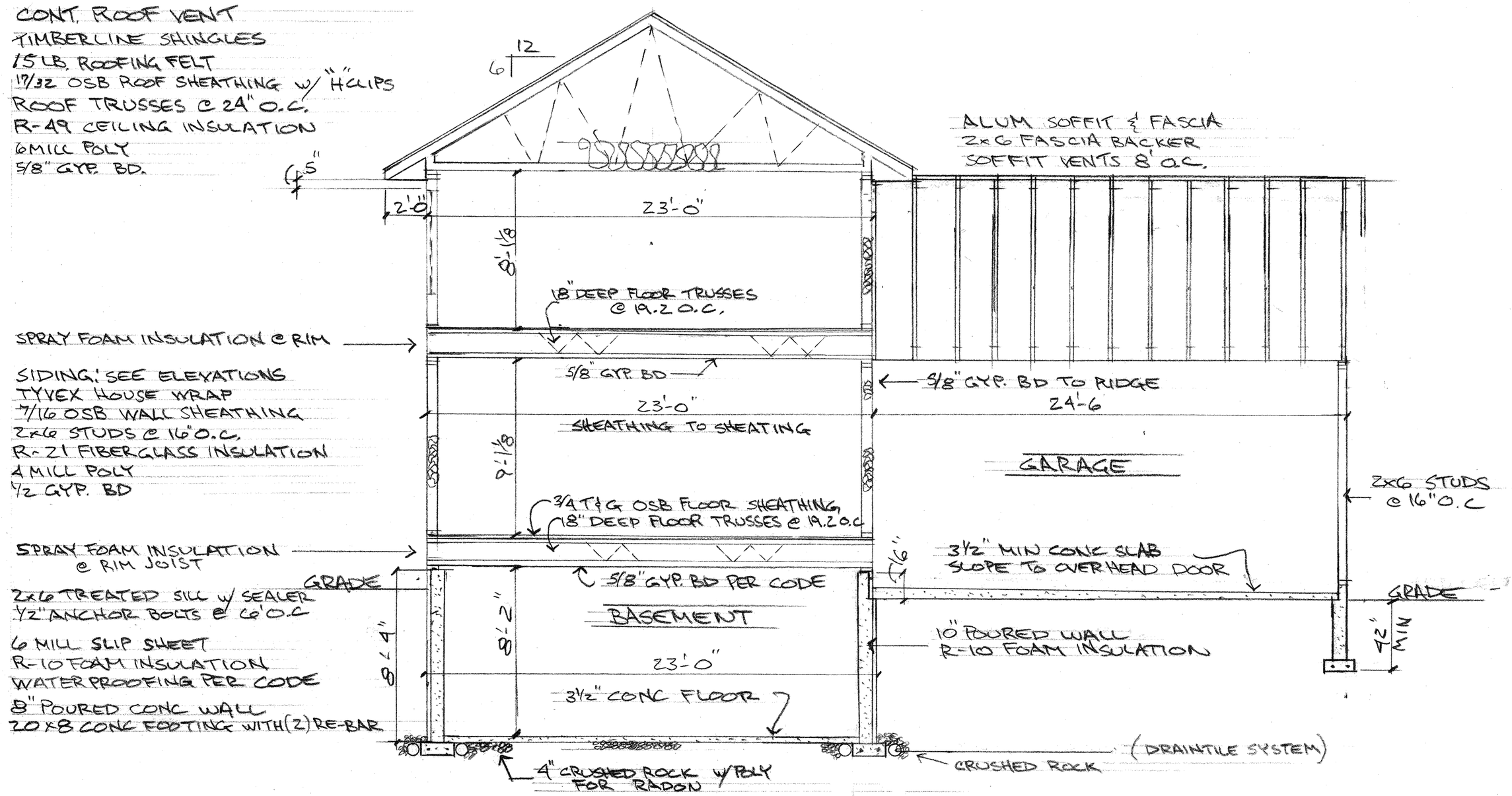
39x23 --- 897
28x8.5 --- 238
21x2.5 --- 52
9x1.5 --- 13
1200



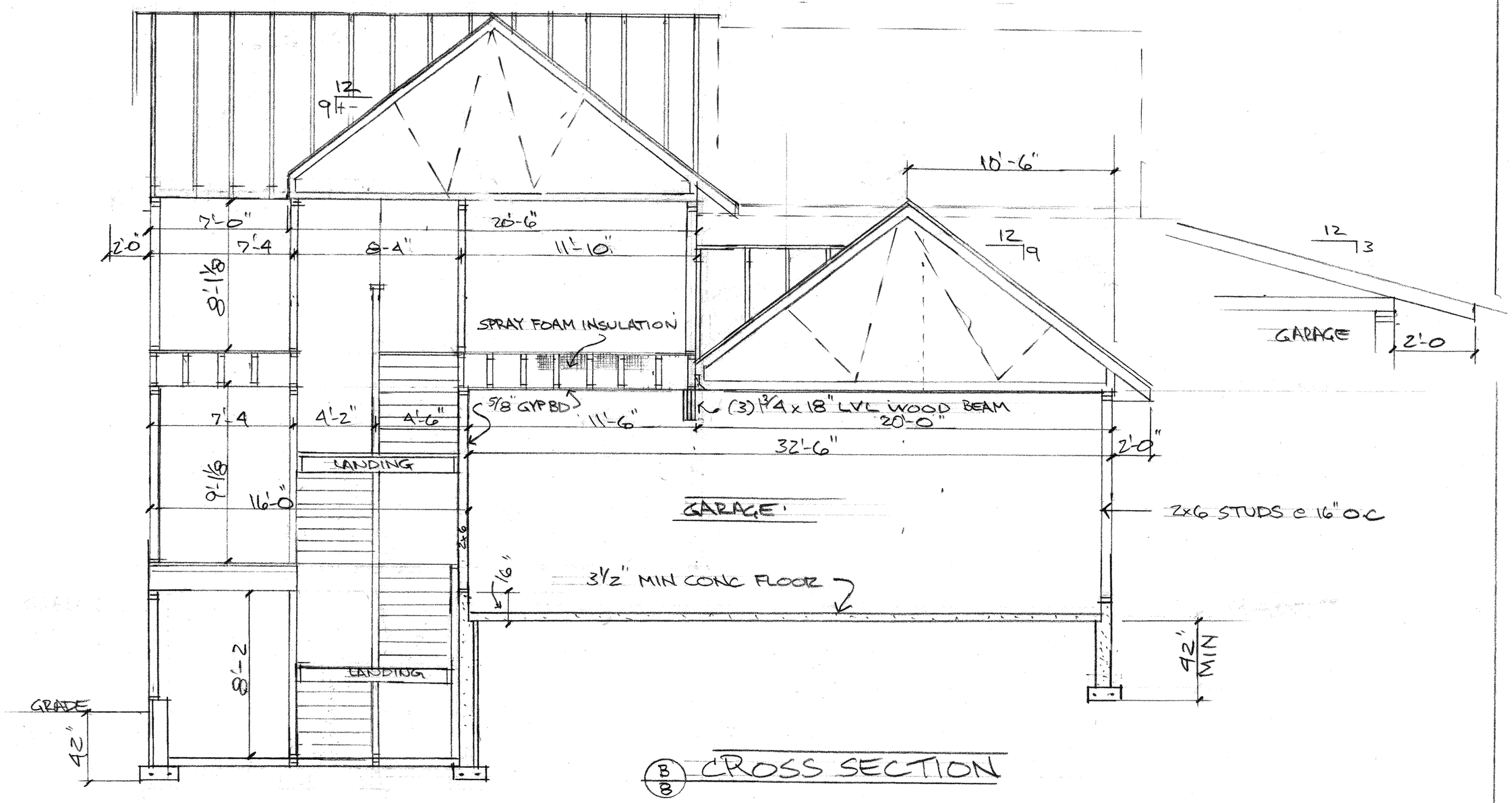
FINISHED SQ FT---1200

SECOND FLOOR PLAN SCALE 1/4" = 1'-0"

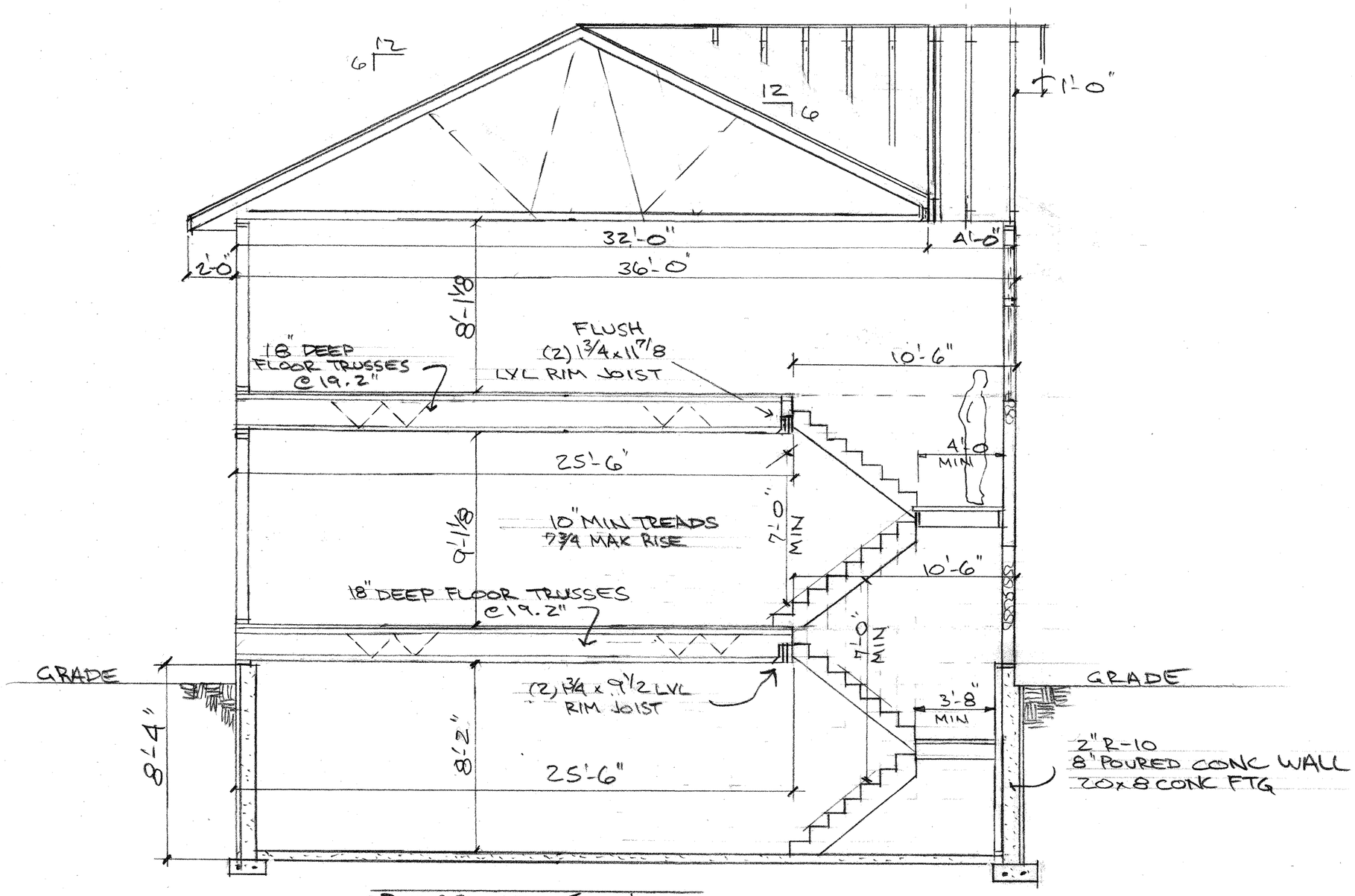
SHEET 6 of 10



A/7 CROSS SECTION



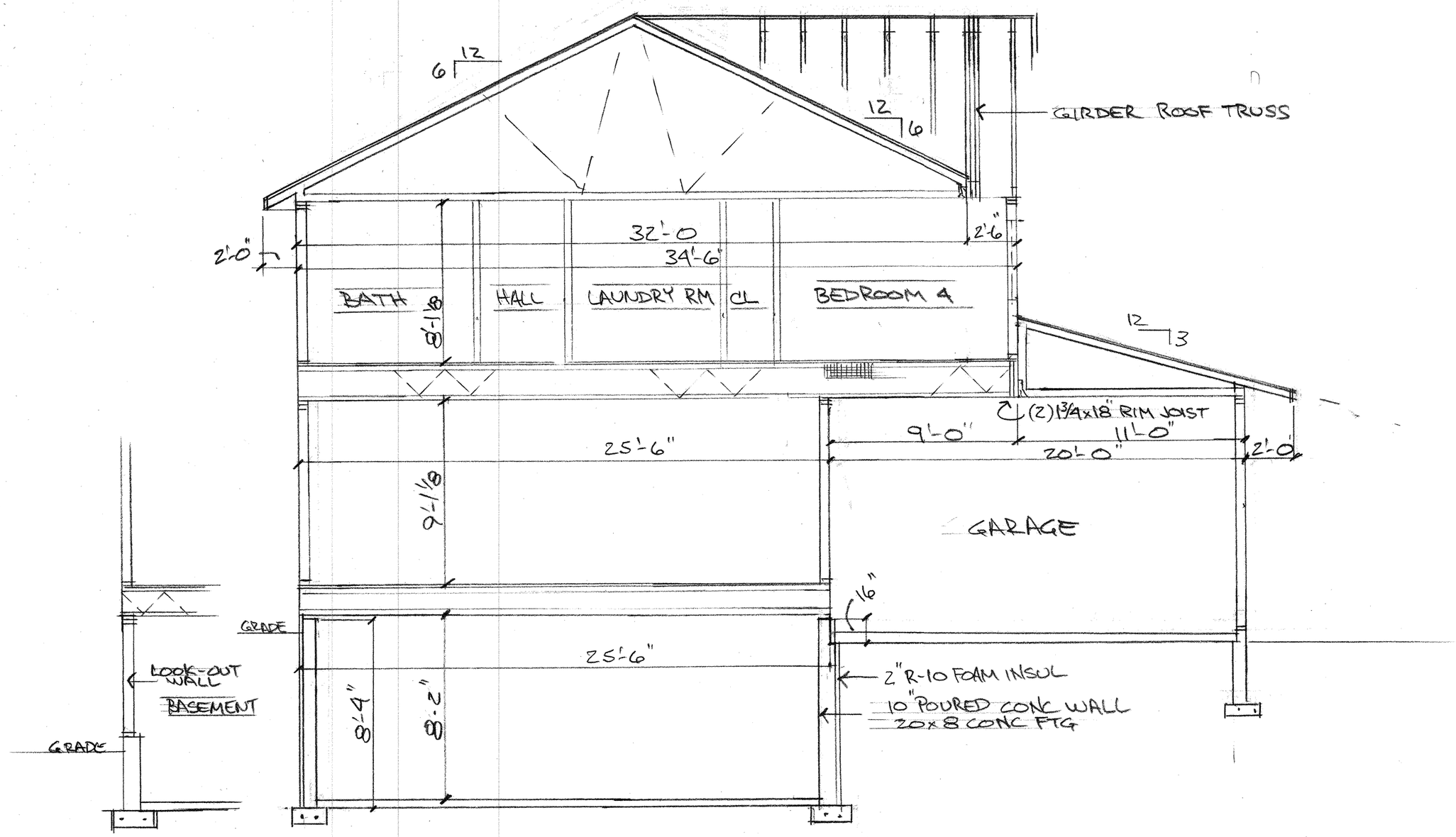
B/8 CROSS SECTION



C/9 CROSS SECTION

SCALE 1/4" = 1'-0"

SHEET 9 OF 10

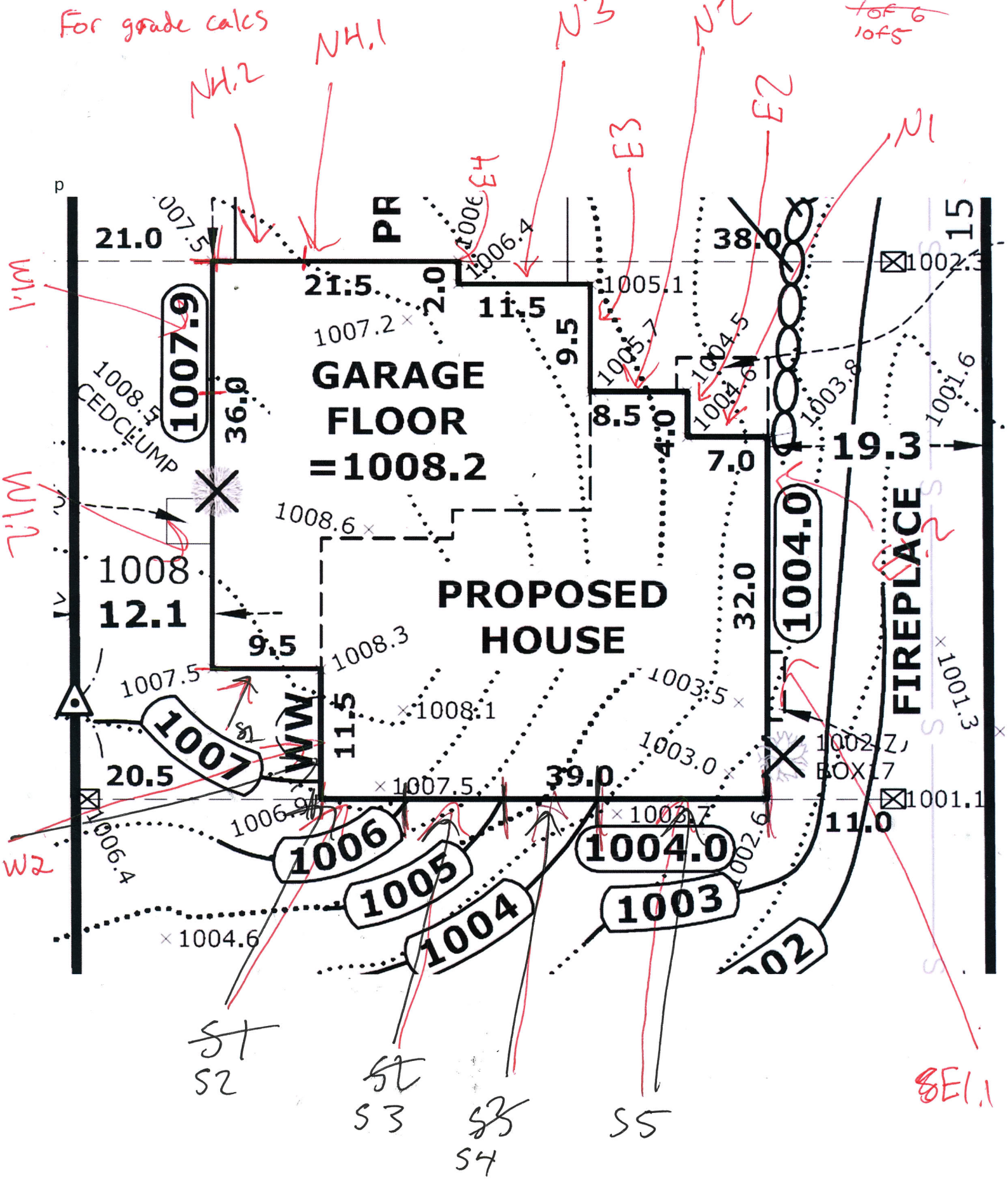


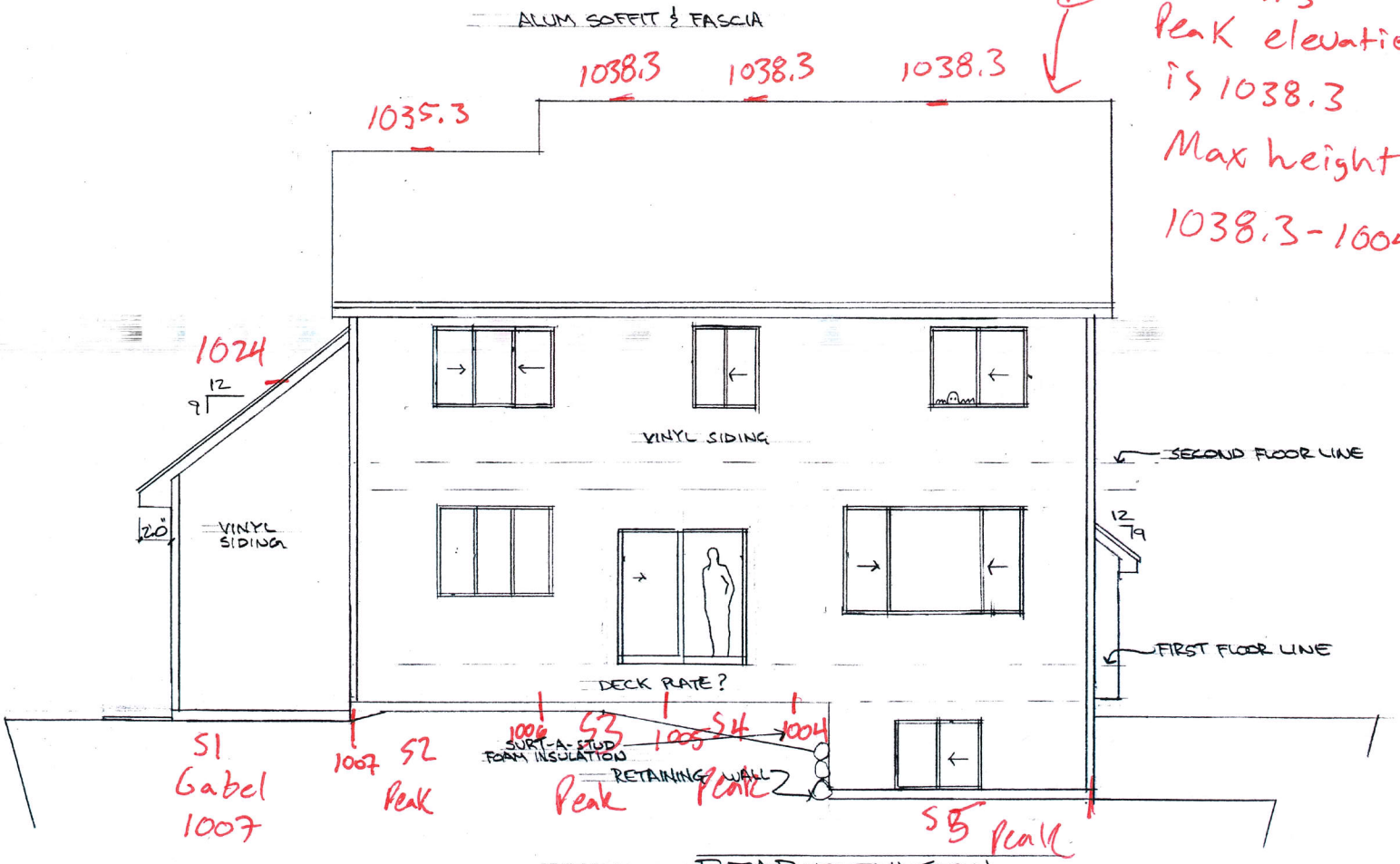
D/10 CROSS SECTION

SHEET 10 OF 10

Elevation Calc
For grade calcs

~~1 of 4~~
~~1 of 6~~
1 of 5





REAR ELEVATION

SCALE 1/4"=1'-0"

Highest peak 37feet from Basement. elevation of 1001.3 Peak elevation is 1038.3

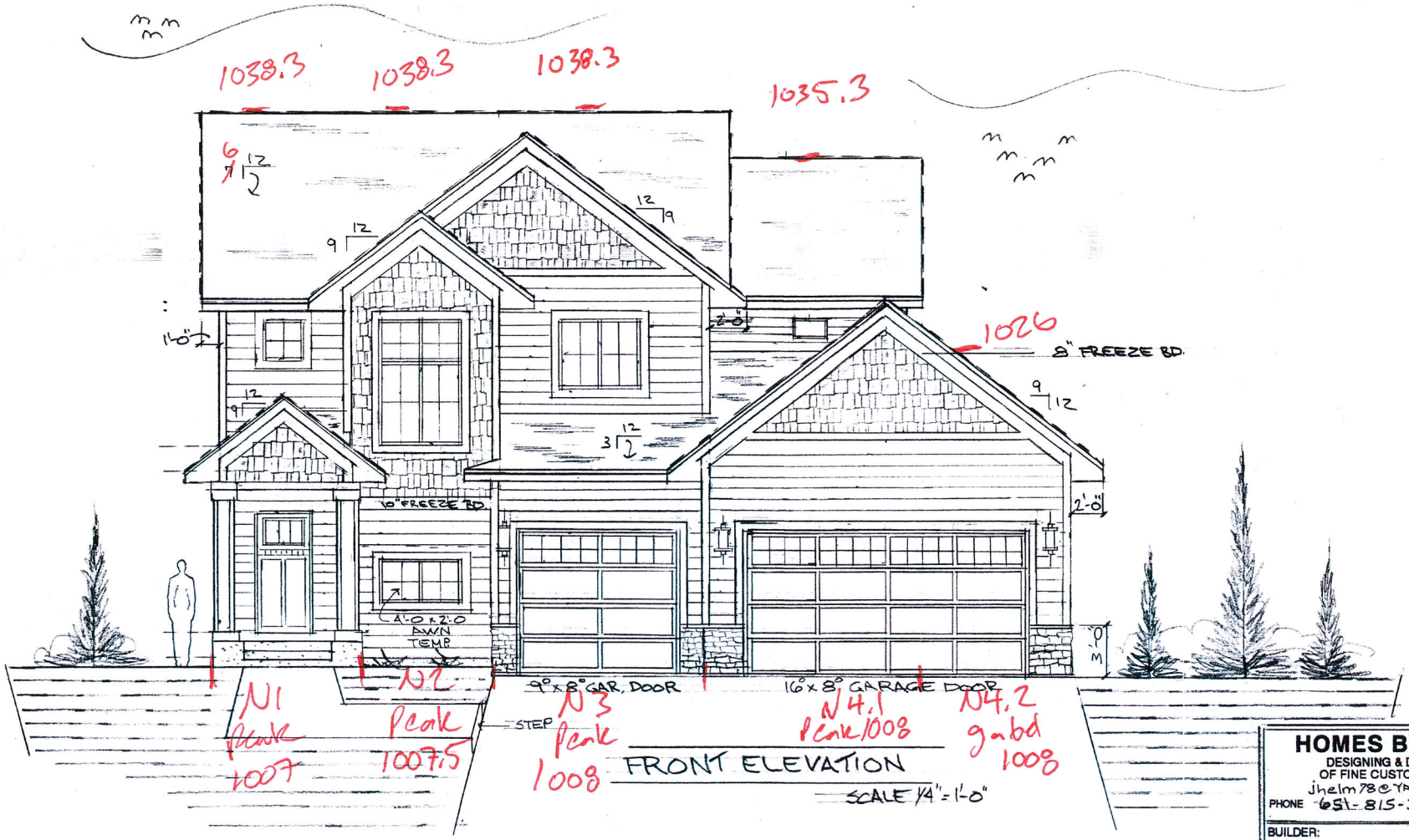
Max height at S5

1038.3 - 1004 = 34.3 ~~35~~ feet

PLANS DRAWN BY:	
HOMES BY HELM DESIGNING & DRAFTING OF FINE CUSTOM HOMES jhelm78@yahoo.com PHONE 651-815-3727	
BUILDER:	DATE:
NEW HOME FOR:	SHEET OF

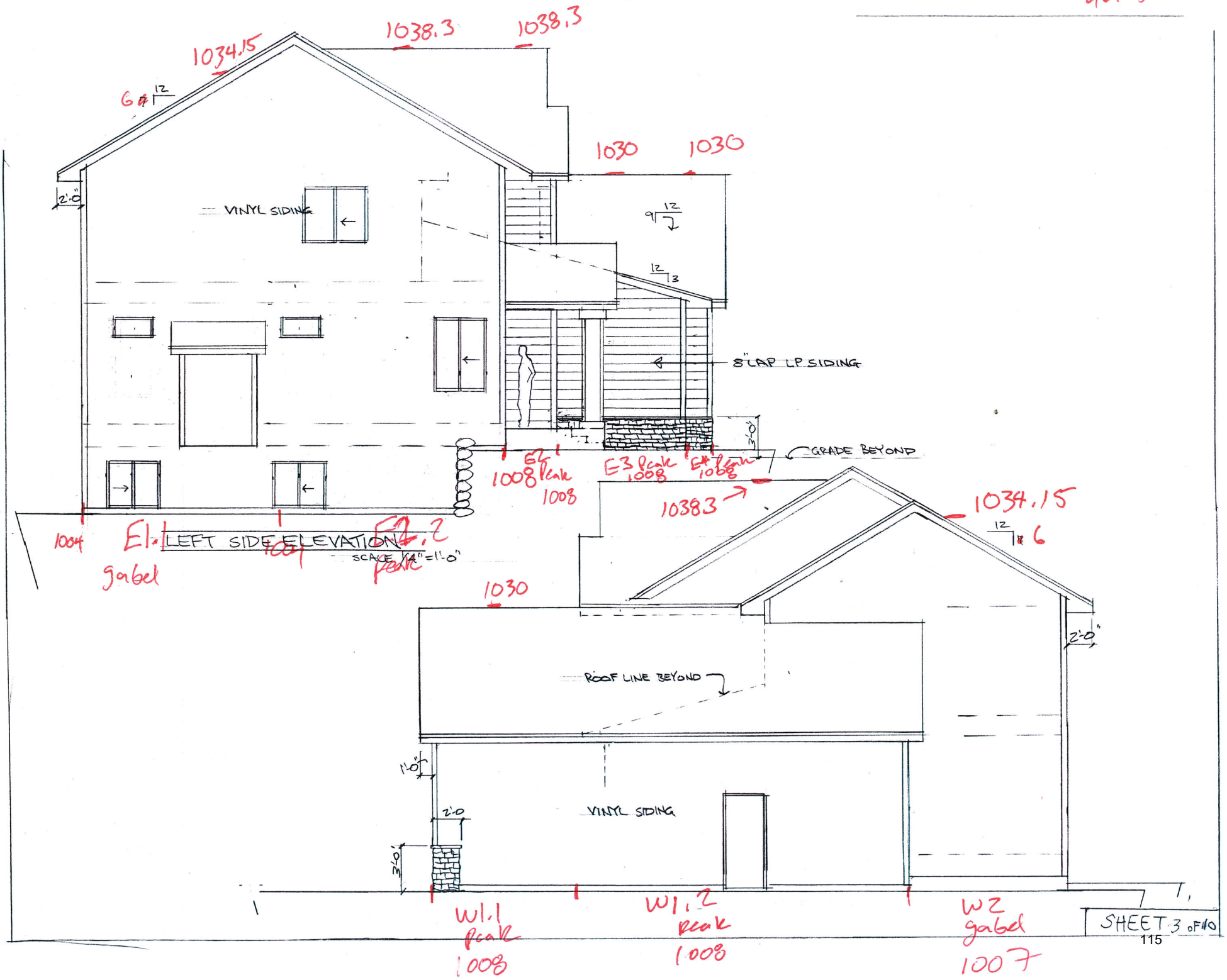
SHEET 2 OF 10

ALUM SOFFIT & FASCIA
SIDES & REAR: VINYL SIDING
FRONT: LP SMARTSIDE



FRONT ELEVATION
SCALE 1/4" = 1'-0"

HOMES BY HELM DESIGNING & DRAFTING OF FINE CUSTOM HOMES jhelm78@YAHOO.COM PHONE 651-815-3727	PLANS DRAWN BY JOHN HELM
BUILDER:	DATE: 3-1-2024
NEW HOME FOR:	SHEET 1 OF 10


1034.15
1038.3
1038.3
6 12
1030
1030
2'-0"
VINYL SIDING
9 12
12 3
8" LAP LP SIDING
3'-0"
GRADE BEYOND
E2 peak 1008
E3 peak 1008
E4 peak 1008
1008
1004
E1.1 LEFT SIDE ELEVATION
SCALE 1/4"=1'-0"
gabel
1034.15
12 6
1030
2'-0"
ROOF LINE BEYOND
1'-0"
2'-0
VINYL SIDING
3'-0"
W1.1 peak 1008
W1.2 peak 1008
W2 gabel 1007
SHEET 3 OF 10

House average grade calc's example

* See excel for all calcs

South

S_1

Length 9.5 ft

grade EL ~~Elevation at~~ 1007

Peak hight 1024

S_1 Peak height = elevation

- ~~15.75~~ 13 feet off Max peak

- 2.7 feet off gabel max height

$= 1039 - \cancel{15.75}\ 13 - 2.7$

$= 1024$ (rounded)

Elevation component S_1 $= 9.5 \times (1024 - 1007)$

$= 161.5$

S_2

Length 8.25

grade El_1 1007

grad El_2 1006

Stright Peak → Peak Light 1036

Elevation component S_2 =

$8.25 \times \left(1036 - \left(\frac{1007 - 1006}{2}\right)\right)$

$= 243.375$

etc.

Add up all lengths for S_1, S_2, S_3, S_4, S_5

$= 48.5$ ft

Add up all elevation compenets for S_1, S_2, S_3, S_4, S_5

$= 1439.875$

South Wall Average elevation $= \frac{1439.825}{48.5} = \cancel{29.68}\ 29.7$ ft for South

Add up all perimters for was S, E, N, W and add up all elevation compents S, E N, W

Total averge height $= \frac{5493.75}{192} = 28.6$ ft

Elevation / perimeter

Load Short Form
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood ...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Information

	Htg	Clg
Outside db (°F)	*-18*	91
Inside db (°F)	70	72
Design TD (°F)	88	19
Daily range	-	M
Inside humidity (%)	30	50
Moisture difference (gr/lb)	32	39

Infiltration	
Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

HEATING EQUIPMENT

Make		
Trade		
Model		
AHRI ref		
Efficiency	92 AFUE	
Heating input	0	Btuh
Heating output	0	Btuh
Temperature rise	0	°F
Actual air flow	1345	cfm
Air flow factor	0.026	cfm/Btuh
Static pressure	0	in H2O
Space thermostat		

COOLING EQUIPMENT

Make		
Trade		
Cond		
Coil		
AHRI ref		
Efficiency	13.4 SEER	
Sensible cooling	0	Btuh
Latent cooling	0	Btuh
Total cooling	0	Btuh
Actual air flow	1345	cfm
Air flow factor	0.055	cfm/Btuh
Static pressure	0	in H2O
Load sensible heat ratio	0.79	

ROOM NAME	Area (ft²)	Htg load (Btuh)	Clg load (Btuh)	Htg AVF (cfm)	Clg AVF (cfm)
Basement Lookout	196	2434	1305	63	72
Basement	1113	8631	1065	225	59
Main Floor	1125	20697	13562	539	749
2nd Floor	1221	19912	8440	518	466
Entire House	3655	51674	24372	1345	1345
Other equip loads		7503	1611		
Equip. @ 0.96 RSM			24918		
Latent cooling			6701		
TOTALS	3655	59177	31619	1345	1345

Bold/italic values have been manually overridden

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

Loads for Multiple Orientations

Entire House

Nystrom's Htg

Job: Nystrom's - Birchwood ...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:

Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

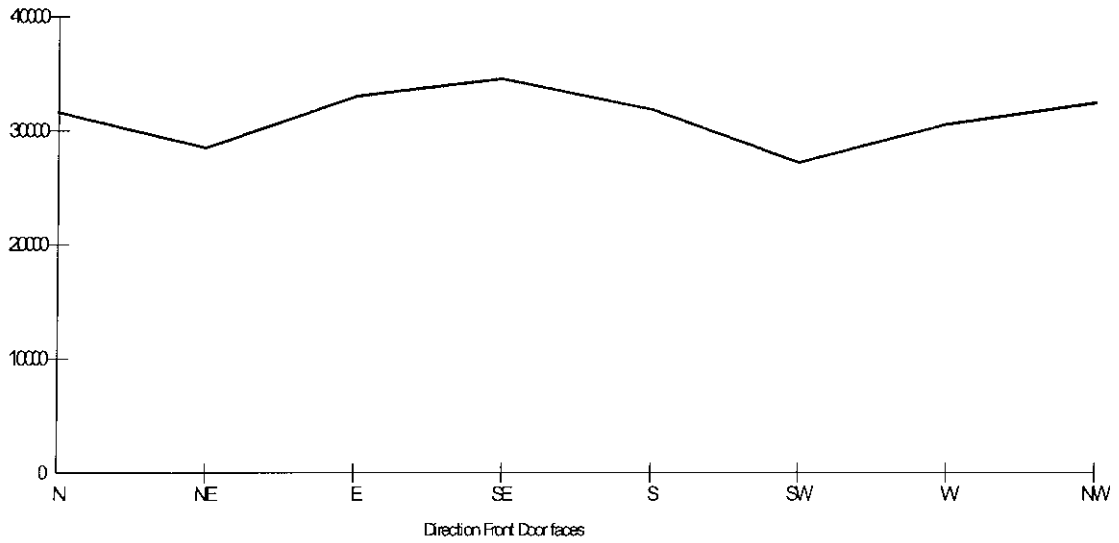
Outdoor:	**Heating**	**Cooling**
Drybulb (°F)	-18	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	**Heating**	**Cooling**
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Front Door	North	Northeast	East	Southeast	South	Southwest	West	Northwest
Sensible Load (Btuh)	24918	21810	26278	27820	25152	20437	23845	25707
Latent Load (Btuh)	6701	6701	6701	6701	6701	6701	6701	6701
Total Load (Btuh)	31619	28511	32980	34521	31853	27138	30546	32408
Heating AVF (cfm)	1345	1166	1423	1512	1359	1087	1283	1391
Cooling AVF (cfm)	1345	1166	1423	1512	1359	1087	1283	1391

Building Orientation Cooling Load



Current Orientation: Front Door faces North
Highest Cooling Load: Front Door faces Southeast

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

Building Analysis
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood ...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

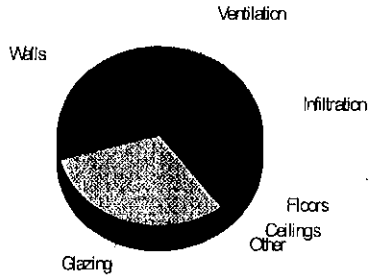
Outdoor:	**Heating**	**Cooling**
Drybulb (°F)	*-18*	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	**Heating**	**Cooling**
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:	
Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

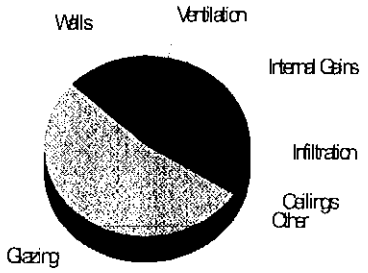
Heating

Component	Btuh/ft²	Btuh	% of load
Walls	5.2	17414	29.4
Glazing	41.5	18261	30.9
Doors	25.5	536	0.9
Ceilings	1.8	2170	3.7
Floors	2.0	2524	4.3
Infiltration	3.4	10768	18.2
Ducts		0	0
Piping		0	0
Humidification		0	0
Ventilation		7503	12.7
Adjustments		0	
Total		**59177**	**100.0**



Cooling

Component	Btuh/ft²	Btuh	% of load
Walls	1.0	3388	13.0
Glazing	31.3	13766	53.0
Doors	9.2	193	0.7
Ceilings	0.9	1115	4.3
Floors	0.1	64	0.2
Infiltration	0.3	1066	4.1
Ducts		0	0
Ventilation		1611	6.2
Internal gains		4780	18.4
Blower		0	0
Adjustments		0	
Total		**25983**	**100.0**



Latent Cooling Load = 6701 Btuh
Overall U-value = 0.074 Btuh/ft²-°F, Window / Floor Area = 12.1 %

Data entries checked.

Bold/italic values have been manually overridden

Supporting Detail			
Project Name:	Nystrom's - Birchwood Village	Date:	Apr 03, 2024
Address:	White Bear Lake		
Phone:		Job ID:	Nystrom's - Birchwood Village

Worksheet A
Location and Design Conditions

Weather Location:	Minneapolis-St Paul, MN, US	Elevation = 872	Latitude = 45
Indoor Conditions, Heating:	DB = 70 °F RH = 30 %	Indoor Conditions, Cooling:	DB = 72 °F RH = 50 %
Table 1 Conditions	99% DB = -18°F 1% DB = 91 °F	Grains Difference = 39 gr/lb	Daily Range = M
Design Temperature Differences		HTD = 88 °F	CTD = 19 °F

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	**Heating**	**Cooling**
Drybulb (°F)	-18	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	**Heating**	**Cooling**
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

Construction descriptions	Or	Area ft²	U-value Btuh/ft²-°F	Insul R ft²-°F/Btuh	Htg HTM Btuh/ft²	Loss Btuh	Clg HTM Btuh/ft²	Gain Btuh
Walls								
12F-0sw: Frm wall, vnl ext, 1/2" wood shth, r-21 cav ins, 1/2" gypsum board int fnsh, 2"x6" wood frm, 16" o.c. stud	ne	604	0.065	21.0	5.72	3455	1.33	805
	se	485	0.065	21.0	5.72	2774	1.33	646
	sw	612	0.065	21.0	5.72	3501	1.33	815
	nw	562	0.065	21.0	5.72	3212	1.33	748
	all	2263	0.065	21.0	5.72	12942	1.33	3015
15B11-8wc-4: Bg wall, heavy dry or light damp soil, 2"x4" wood int frm, concrete wall, r-10 ins, 8" thk, 1/2" gypsum board int fnsh	ne	99	0.043	19.0	4.44	440	0.54	54
	ne	126	0.043	19.0	3.98	502	0.16	21
	se	113	0.043	19.0	4.44	500	0.54	61
	se	137	0.043	19.0	3.98	544	0.16	22
	sw	150	0.043	19.0	4.41	662	0.52	78
	sw	126	0.043	19.0	3.98	502	0.16	21
	nw	176	0.043	19.0	4.44	780	0.54	95
	nw	137	0.043	19.0	3.98	544	0.16	22
	all	1062	0.043	19.0	4.21	4472	0.35	373
Partitions								
(none)								
Windows								
4A5-2ov: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, clr strm, 1/2" gap, 1/8" thk; 6.67 ft head ht	ne	71	0.470	0	41.4	2937	27.5	1956
	se	195	0.470	0	41.4	8065	34.2	6677
	se	64	0.470	0	41.4	2647	34.2	2191
	sw	12	0.470	0	41.4	496	34.2	411
	nw	75	0.470	0	41.4	3081	27.5	2052
	all	417	0.470	0	41.4	17226	31.9	13287
10D-v: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, 1/2" gap, 1/8" thk; 6.67 ft head ht	nw	24	0.490	0	43.1	1035	20.0	479
Doors								
11P0: Door, mtl pur core type	nw	21	0.290	10.5	25.5	536	9.19	193
Ceilings								
16CR-50ad: Attic ceiling, asphalt shingles roof mat, r-50 ceil ins, 5/8" gypsum board int fnsh		1233	0.020	50.0	1.76	2170	0.90	1115

Floors

20P-30c: Flr floor, frm flr, 12" thkns, carpet flr fnsh, r-30 cav ins, amb ovr	108	0.035	30.0	3.08	333	0.53	57
20P-30t: Flr floor, frm flr, 12" thkns, r-30 cav ins, amb ovr	12	0.035	30.0	3.08	37	0.53	6
21A-28t: Bg floor, heavy dry or light damp soil, 6.5' depth, carp 80% flr fnsh	1113	0.022	0	1.94	2155	0	0

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	**Heating**	**Cooling**
Drybulb (°F)	-18	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	**Heating**	**Cooling**
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

Construction descriptions	Or	Area ft²	U-value Btuh/ft²-°F	Insul R ft²-°F/Btuh	Htg HTM Btuh/ft²	Loss Btuh	Clg HTM Btuh/ft²	Gain Btuh
Walls								
12F-0sw: Frm wall, vnl ext, 1/2" wood shth, r-21 cav ins, 1/2" gypsum board int fnsh, 2"x6" wood frm, 16" o.c. stud	ne	50	0.065	21.0	5.72	283	1.33	66
	se	41	0.065	21.0	5.72	232	1.33	54
	all	90	0.065	21.0	5.72	515	1.33	120
Partitions								
(none)								
Windows								
4A5-2ov: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, clr strm, 1/2" gap, 1/8" thk; 6.67 ft head ht	ne	14	0.470	0	41.4	558	27.5	372
	se	23	0.470	0	41.4	931	34.2	770
	all	36	0.470	0	41.4	1489	31.7	1142
Doors								
(none)								
Ceilings								
(none)								
Floors								
(none)								

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	Heating	Cooling
Drybulb (°F)	-18	91
Daily range (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	Heating	Cooling
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

Construction descriptions	Or	Area ft²	U-value Btuh/ft²-°F	Insul R ft²-°F/Btuh	Htg HTM Btuh/ft²	Loss Btuh	Clg HTM Btuh/ft²	Gain Btuh
Walls								
15B11-8wc-4: Bg wall, heavy dry or light damp soil, 2"x4" wood int frm, concrete wall, r-10 ins, 8" thk, 1/2" gypsum board int fnsh	ne	99	0.043	19.0	4.44	440	0.54	54
	ne	126	0.043	19.0	3.98	502	0.16	21
	se	113	0.043	19.0	4.44	500	0.54	61
	se	137	0.043	19.0	3.98	544	0.16	22
	sw	150	0.043	19.0	4.41	662	0.52	78
	sw	126	0.043	19.0	3.98	502	0.16	21
	nw	176	0.043	19.0	4.44	780	0.54	95
	nw	137	0.043	19.0	3.98	544	0.16	22
	all	1062	0.043	19.0	4.21	4472	0.35	373
Partitions								
(none)								
Windows								
4A5-2ov: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, clr strm, 1/2" gap, 1/8" thk; 6.67 ft head ht	sw	12	0.470	0	41.4	496	34.2	411
Doors								
(none)								
Ceilings								
(none)								
Floors								
21A-28t: Bg floor, heavy dry or light damp soil, 6.5' depth, carp 80% flr fnsh		1113	0.022	0	1.94	2155	0	0

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	Heating	Cooling
Dry bulb (°F)	*-18*	91
Daily range (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	Heating	Cooling
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

Construction descriptions	Or	Area ft²	U-value Btuh/ft²-°F	Insul R ft²-°F/Btuh	Htg HTM Btuh/ft²	Loss Btuh	Clg HTM Btuh/ft²	Gain Btuh
Walls								
12F-0sw: Frm wall, vnl ext, 1/2" wood shth, r-21 cav ins, 1/2" gypsum board int fnsh, 2"x6" wood frm, 16" o.c. stud	ne	297	0.065	21.0	5.72	1696	1.33	395
	se	218	0.065	21.0	5.72	1244	1.33	290
	sw	324	0.065	21.0	5.72	1853	1.33	432
	nw	316	0.065	21.0	5.72	1808	1.33	421
	all	1154	0.065	21.0	5.72	6601	1.33	1538
Partitions								
(none)								
Windows								
4A5-2ov: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, clr strm, 1/2" gap, 1/8" thk; 6.67 ft head ht	ne	28	0.470	0	41.4	1137	27.5	757
	se	88	0.470	0	41.4	3619	34.2	2996
	se	64	0.470	0	41.4	2647	34.2	2191
	nw	8	0.470	0	41.4	331	27.5	220
	all	187	0.470	0	41.4	7734	33.0	6165
10D-v: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, 1/2" gap, 1/8" thk; 6.67 ft head ht	nw	24	0.490	0	43.1	1035	20.0	479
Doors								
11P0: Door, mtl pur core type	nw	21	0.290	10.5	25.5	536	9.19	193
Ceilings								
16CR-50ad: Attic ceiling, asphalt shingles roof mat, r-50 ceil ins, 5/8" gypsum board int fnsh		12	0.020	50.0	1.76	21	0.90	11
Floors								
20P-30t: Flr floor, frm flr, 12" thkns, r-30 cav ins, amb ovr		12	0.035	30.0	3.08	37	0.53	6

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	Heating	Cooling
Drybulb (°F)	-18	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	Heating	Cooling
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

Construction descriptions	Or	Area ft²	U-value Btuh/ft²-°F	Insul R ft²-°F/Btuh	Htg HTM Btuh/ft²	Loss Btuh	Clg HTM Btuh/ft²	Gain Btuh
Walls								
12F-0sw: Frm wall, vnl ext, 1/2" wood shth, r-21 cav ins, 1/2" gypsum board int fnsh, 2"x6" wood frm, 16" o.c. stud	ne	258	0.065	21.0	5.72	1476	1.33	344
	se	227	0.065	21.0	5.72	1298	1.33	302
	sw	288	0.065	21.0	5.72	1647	1.33	384
	nw	246	0.065	21.0	5.72	1404	1.33	327
	all	1019	0.065	21.0	5.72	5826	1.33	1357
Partitions								
(none)								
Windows								
4A5-2ov: 2 glazing, clr low-e outr, air gas, insulated vinyl frm mat, clr innr, clr strm, 1/2" gap, 1/8" thk; 6.67 ft head ht	ne	30	0.470	0	41.4	1241	27.5	826
	se	85	0.470	0	41.4	3516	34.2	2910
	nw	67	0.470	0	41.4	2750	27.5	1832
	all	182	0.470	0	41.4	7507	30.7	5568
Doors								
(none)								
Ceilings								
16CR-50ad: Attic ceiling, asphalt shingles roof mat, r-50 ceil ins, 5/8" gypsum board int fnsh		1221	0.020	50.0	1.76	2149	0.90	1104
Floors								
20P-30c: Flr floor, frm flr, 12" thkns, carpet flr fnsh, r-30 cav ins, amb ovr		108	0.035	30.0	3.08	333	0.53	57

Project Summary
Entire House
Nystrom's Htg

16842 47th Place N, Plymouth, MN

Job: Nystrom's - Birchwood ...
Date: Apr 03, 2024
By: Ryan Boelke

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Notes: 2 story w/ lookout basement, 5 bed

Design Information

Weather: Minneapolis-St Paul, MN, US

Winter Design Conditions

Outside db	*-18*	°F
Inside db	70	°F
Design TD	88	°F

Summer Design Conditions

Outside db	91	°F
Inside db	72	°F
Design TD	19	°F
Daily range	M	
Relative humidity	50	%
Moisture difference	39	gr/lb

Heating Summary

Structure	51674	Btuh
Ducts	0	Btuh
Central vent (SER=50% 160 cfm)	*7503*	Btuh
Heat recovery		
Humidification	0	Btuh
Piping	0	Btuh
Equipment load	59177	Btuh

Infiltration

Method	Simplified
Construction quality	Semi-tight
Fireplaces	1 (Semi-tight)

	Heating	Cooling
Area (ft²)	3655	3655
Volume (ft³)	24436	24436
Air changes/hour	0.28	0.13
Equiv. AVF (cfm)	115	53

Sensible Cooling Equipment Load Sizing

Structure	24372	Btuh
Ducts	0	Btuh
Central vent (SER=50% 160 cfm)	*1611*	Btuh
Heat recovery		
Blower	0	Btuh
Use manufacturer's data	n	
Rate/swing multiplier	0.96	
Equipment sensible load	24918	Btuh

Latent Cooling Equipment Load Sizing

Structure	2568	Btuh
Ducts	0	Btuh
Central vent (160 cfm)	*4133*	Btuh
Heat recovery		
Equipment latent load	6701	Btuh
Equipment Total Load (Sen+Lat)	31619	Btuh
Req. total capacity at 0.70 SHR	3.0	ton

Heating Equipment Summary

Make		
Trade		
Model		
AHRI ref		
Efficiency	92	AFUE
Heating input	0	Btuh
Heating output	0	Btuh
Temperature rise	0	°F
Actual air flow	1345	cfm
Air flow factor	0.026	cfm/Btuh
Static pressure	0	in H2O
Space thermostat		

Cooling Equipment Summary

Make		
Trade		
Cond		
Coil		
AHRI ref		
Efficiency	13.4	SEER
Sensible cooling	0	Btuh
Latent cooling	0	Btuh
Total cooling	0	Btuh
Actual air flow	1345	cfm
Air flow factor	0.055	cfm/Btuh
Static pressure	0	in H2O
Load sensible heat ratio	0.79	

Bold/italic values have been manually overridden

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

AED Assessment
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood ...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

Project Information

For: Birchwood Village, Nystrom's Htg
White Bear Lake

Design Conditions

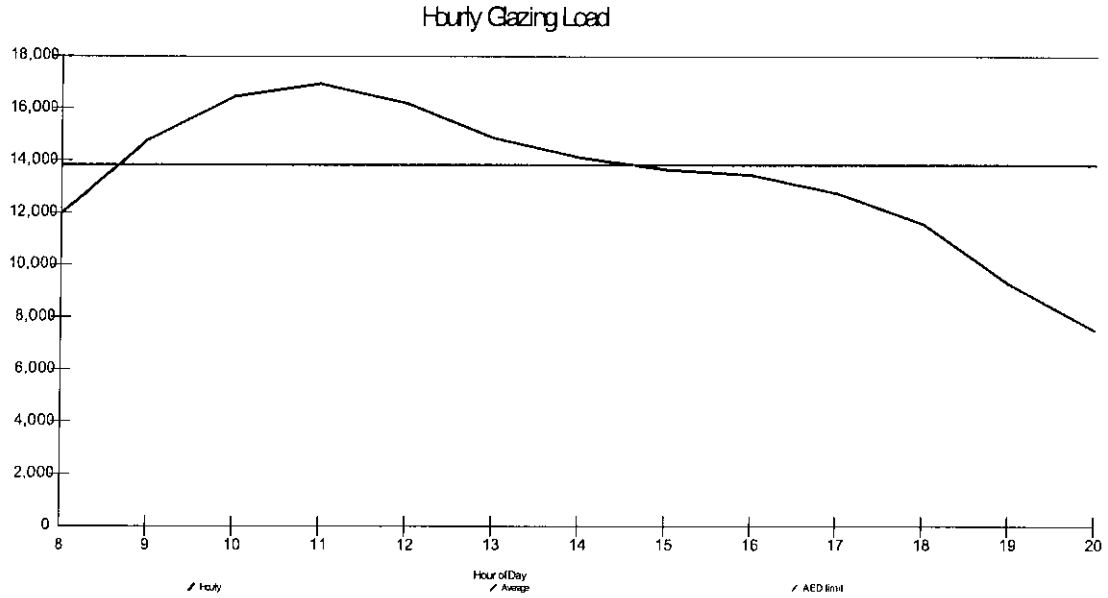
Location:
Minneapolis-St Paul, MN, US
Elevation: 872 ft
Latitude: 45°N

Outdoor:	**Heating**	**Cooling**
Drybulb (°F)	*-18*	91
Dailyrange (°F)	-	17 (M)
Wet bulb (°F)	-	73
Wind speed (mph)	15.0	7.5

Indoor:	**Heating**	**Cooling**
Indoor temperature (°F)	70	72
Design TD (°F)	88	19
Relative humidity (%)	30	50
Moisture difference (gr/lb)	32.1	39.2

Infiltration:

Test for Adequate Exposure Diversity



Maximum hourly glazing load exceeds average by 22.5%.

House has adequate exposure diversity (AED), based on AED limit of 30%.

AED excursion: 0 Btuh

Bold/italic values have been manually overridden

wrightsoft

Right-J® Worksheet
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood Vill...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

		Entire House	Basement Lookout
1	Room name		
2	Exposed wall	454.0 ft	28.0 ft
3	Room height	8.1 ft	4.5 ft heat/cool
4	Room dimensions		14.0 x 14.0 ft
5	Room area	3655.0 ft²	196.0 ft²

	Ty	Construction number	U-value (Btuh/ft²-°F)	Or	HTM (Btuh/ft²) Heat	HTM (Btuh/ft²) Cool	Area (ft²) or perimeter (ft) Gross	N/P/S	Load (Btuh) Heat	Load (Btuh) Cool	Area (ft²) or perimeter (ft) Gross	N/P/S	Load (Btuh) Heat	Load (Btuh) Cool
6	**W**	**12F-0sw**	**0.065**	**ne**	**5.72**	**1.33**	**675**	**604**	**3455**	**805**	**63**	**50**	**283**	**66**
.	**G**	**4A5-2ov**	**0.470**	**ne**	**41.36**	**27.54**	**71**	**0**	**2937**	**1958**	**14**	**0**	**558**	**372**
.	W	15B11-8wc-4	0.055	ne	4.44	0.54	99	99	440	54	0	0	0	0
.	**W**	**15B11-8wc-6**	**0.055**	**ne**	**3.98**	**0.16**	**126**	**126**	**502**	**21**	**0**	**0**	**0**	**0**
11	W	12F-0sw	0.065	se	5.72	1.33	744	485	2774	646	63	41	232	54
	G	4A5-2ov	0.470	se	41.36	34.24	195	0	8065	6677	23	0	931	770
	G	4A5-2ovd	0.470	se	41.36	34.24	64	0	2647	2191	0	0	0	0
	W	**15B11-8wc-4**	**0.055**	**se**	**4.44**	**0.54**	**113**	**113**	**500**	**61**	**0**	**0**	**0**	**0**
	W	15B11-8wc-6	0.055	se	3.98	0.16	137	137	544	22	0	0	0	0
	W	**12F-0sw**	**0.065**	**sw**	**5.72**	**1.33**	**612**	**612**	**3501**	**815**	**0**	**0**	**0**	**0**
	W	15B11-8wc-4	0.055	sw	4.41	0.52	162	150	662	78	0	0	0	0
	G	4A5-2ov	0.470	sw	41.36	34.24	12	0	496	411	0	0	0	0
	W	**15B11-8wc-6**	**0.055**	**sw**	**3.98**	**0.16**	**126**	**126**	**502**	**21**	**0**	**0**	**0**	**0**
	W	12F-0sw	0.065	nw	5.72	1.33	681	562	3212	748	0	0	0	0
	G	10D-v	0.490	nw	43.12	19.97	24	0	1035	479	0	0	0	0
	G	4A5-2ov	0.470	nw	41.36	27.54	75	0	3081	2052	0	0	0	0
	D	11P0	0.290	nw	25.52	9.19	21	21	536	193	0	0	0	0
	W	**15B11-8wc-4**	**0.055**	**nw**	**4.44**	**0.54**	**176**	**176**	**780**	**95**	**0**	**0**	**0**	**0**
	W	15B11-8wc-6	0.055	nw	3.98	0.16	137	137	544	22	0	0	0	0
	C	**16CR-50ad**	**0.020**	**-**	**1.76**	**0.90**	**1233**	**1233**	**2170**	**1115**	**0**	**0**	**0**	**0**
	F	20P-30c	0.035	-	3.08	0.53	108	108	333	57	0	0	0	0
	F	**20P-30t**	**0.035**	**-**	**3.08**	**0.53**	**12**	**12**	**37**	**6**	**0**	**0**	**0**	**0**
	F	21A-28t	0.022	-	1.94	0.00	1113	1113	2155	0	0	0	0	0

6	c) AED excursion									0				0
	Envelope loss/gain								40905	18526			2004	1262
12	a) Infiltration								10768	1066			430	43
	b) Room ventilation								0	0			0	0
13	Internal gains:	Occupants @	230				6			1380	0			0
		Appliances/other								3400				0
	Subtotal (lines 6 to 13)								51674	24372			2434	1305
	Less external load								0	0			0	0
	Less transfer								0	0			0	0
	Redistribution								0	0			0	0
14	Subtotal								51674	24372			2434	1305
15	Duct loads						0%	0%	0	0	-0%	0%	0	0
	Total room load								51674	24372			2434	1305
	Air required (cfm)								1345	1345			63	72

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

wrightsoft

Right-J® Worksheet
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood Vill...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

		Basement	Main Floor
1	Room name	Basement	Main Floor
2	Exposed wall	122.0 ft	154.0 ft
3	Room height	8.0 ft heat/cool	9.0 ft heat/cool
4	Room dimensions	1.0 x 1113.0 ft	1.0 x 1125.0 ft
5	Room area	1113.0 ft²	1125.0 ft²

	Ty	Construction number	U-value (Btuh/ft²-°F)	Or	HTM (Btuh/ft²) Heat	HTM (Btuh/ft²) Cool	Area (ft²) or perimeter (ft) Gross	Area (ft²) or perimeter (ft) N/P/S	Load (Btuh) Heat	Load (Btuh) Cool	Area (ft²) or perimeter (ft) Gross	Area (ft²) or perimeter (ft) N/P/S	Load (Btuh) Heat	Load (Btuh) Cool
6	W	12F-0sw	0.065	ne	5.72	1.33	0	0	0	0	324	297	1696	395
	G	4A5-2ov	0.470	ne	41.36	27.54	0	0	0	0	28	0	1137	757
	W	15B11-8wc-4	0.055	ne	4.44	0.54	99	99	440	54	0	0	0	0
	W	15B11-8wc-6	0.055	ne	3.98	0.16	126	126	502	21	0	0	0	0
11	W	12F-0sw	0.065	se	5.72	1.33	0	0	0	0	369	218	1244	290
	G	4A5-2ov	0.470	se	41.36	34.24	0	0	0	0	88	0	3619	2996
	G	4A5-2ovd	0.470	se	41.36	34.24	0	0	0	0	64	0	2647	2191
	W	15B11-8wc-4	0.055	se	4.44	0.54	113	113	500	61	0	0	0	0
	W	15B11-8wc-6	0.055	se	3.98	0.16	137	137	544	22	0	0	0	0
	W	12F-0sw	0.065	sw	5.72	1.33	0	0	0	0	324	324	1853	432
	W	15B11-8wc-4	0.055	sw	4.41	0.52	162	150	662	78	0	0	0	0
	G	4A5-2ov	0.470	sw	41.36	34.24	12	0	496	411	0	0	0	0
	W	15B11-8wc-6	0.055	sw	3.98	0.16	126	126	502	21	0	0	0	0
	W	12F-0sw	0.065	nw	5.72	1.33	0	0	0	0	369	316	1808	421
	G	10D-v	0.490	nw	43.12	19.97	0	0	0	0	24	0	1035	479
	G	4A5-2ov	0.470	nw	41.36	27.54	0	0	0	0	8	0	331	220
	D	11P0	0.290	nw	25.52	9.19	0	0	0	0	21	21	536	193
	W	15B11-8wc-4	0.055	nw	4.44	0.54	176	176	780	95	0	0	0	0
	W	15B11-8wc-6	0.055	nw	3.98	0.16	137	137	544	22	0	0	0	0
	C	16CR-50ad	0.020	-	1.76	0.90	0	0	0	0	12	12	21	11
	F	20P-30c	0.035	-	3.08	0.53	0	0	0	0	0	0	0	0
	F	20P-30t	0.035	-	3.08	0.53	0	0	0	0	12	12	37	6
	F	21A-28t	0.022	-	1.94	0.00	1113	1113	2155	0	0	0	0	0

6	c) AED excursion									131				-79
	Envelope loss/gain								7123	915			15964	8314
12	a) Infiltration								1508	149			4733	469
	b) Room ventilation								0	0			0	0
13	Internal gains:	Occupants @	230				0			0	6			1380
		Appliances/other								0				3400
	Subtotal (lines 6 to 13)								8631	1065			20697	13562
	Less external load								0	0			0	0
	Less transfer								0	0			0	0
	Redistribution								0	0			0	0
14	Subtotal								8631	1065			20697	13562
15	Duct loads						-0%	0%	0	0	-0%	0%	0	0
	Total room load								8631	1065			20697	13562
	Air required (cfm)								225	59			539	749

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

wrightsoft

Right-J® Worksheet
Entire House
Nystrom's Htg

Job: Nystrom's - Birchwood Vill...
Date: Apr 03, 2024
By: Ryan Boelke

16842 47th Place N, Plymouth, MN

1	Room name	2nd Floor
2	Exposed wall	150.0 ft
3	Room height	8.0 ft heat/cool
4	Room dimensions	1.0 x 1221.0 ft
5	Room area	1221.0 ft²

	Ty	Construction number	U-value (Btuh/ft²-°F)	Or	HTM (Btuh/ft²) Heat	HTM (Btuh/ft²) Cool	Area (ft²) or perimeter (ft) Gross	Area (ft²) or perimeter (ft) N/P/S	Load (Btuh) Heat	Load (Btuh) Cool	Area or perimeter Gross	Area or perimeter N/P/S	Load Heat	Load Cool
6	W	12F-0sw	0.065	ne	5.72	1.33	288	258	1476	344				
.	G	4A5-2ov	0.470	ne	41.36	27.54	30	0	1241	826				
.	W	15B11-8wc-4	0.055	ne	4.44	0.54	0	0	0	0				
.	W	15B11-8wc-6	0.055	ne	3.98	0.16	0	0	0	0				
11	W	12F-0sw	0.065	se	5.72	1.33	312	227	1298	302				
	G	4A5-2ov	0.470	se	41.36	34.24	85	0	3516	2910				
	G	4A5-2ovd	0.470	se	41.36	34.24	0	0	0	0				
	W	15B11-8wc-4	0.055	se	4.44	0.54	0	0	0	0				
	W	15B11-8wc-6	0.055	se	3.98	0.16	0	0	0	0				
	W	12F-0sw	0.065	sw	5.72	1.33	288	288	1647	384				
	W	15B11-8wc-4	0.055	sw	4.41	0.52	0	0	0	0				
	G	4A5-2ov	0.470	sw	41.36	34.24	0	0	0	0				
	W	15B11-8wc-6	0.055	sw	3.98	0.16	0	0	0	0				
	W	12F-0sw	0.065	nw	5.72	1.33	312	246	1404	327				
	G	10D-v	0.490	nw	43.12	19.97	0	0	0	0				
	G	4A5-2ov	0.470	nw	41.36	27.54	67	0	2750	1832				
	D	11P0	0.290	nw	25.52	9.19	0	0	0	0				
	W	15B11-8wc-4	0.055	nw	4.44	0.54	0	0	0	0				
	W	15B11-8wc-6	0.055	nw	3.98	0.16	0	0	0	0				
	C	16CR-50ad	0.020	-	1.76	0.90	1221	1221	2149	1104				
	F	20P-30c	0.035	-	3.08	0.53	108	108	333	57				
	F	20P-30t	0.035	-	3.08	0.53	0	0	0	0				
	F	21A-28t	0.022	-	1.94	0.00	0	0	0	0				

6	c) AED excursion						-52		
	Envelope loss/gain					15814	8035		
12	a) Infiltration					4098	406		
	b) Room ventilation					0	0		
13	Internal gains:	Occupants @	230	0			0		
		Appliances/other					0		
	Subtotal (lines 6 to 13)					19912	8440		
	Less external load					0	0		
	Less transfer					0	0		
	Redistribution					0	0		
14	Subtotal					19912	8440		
15	Duct loads			-0%	0%	0	0		
	Total room load					19912	8440		
	Air required (cfm)					518	466		

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

New Construction Energy Code Compliance Certificate

Per R401.3 Certificate. A building certificate shall be posted on or in the electrical distribution panel.

Date Certificate Post	
Mailing Address of the Dwelling or Dwelling Unit	City
Name of Residential Contractor	MN License Number

Place your logo here

THERMAL ENVELOPE

Insulation Location	Total R-Value of all Types of Insulation	Type: Check All That Apply								Other Please Describe Here
		None or Not Applicable	Fiberglass, Blown	Fiberglass, Batts	Foam, Closed Cell	Foam, Open Cell	Mineral Fiberboard	Rigid, Extruded Polystyrene	Rigid, Isocyanurate	
Below Entire Slab										
Foundation Wall										
Perimeter of Slab on Grade										
Rim Joist (1st Floor)										
Rim Joist (2nd Floor+)										
Wall										
Ceiling, flat										
Ceiling, vaulted										
Bay Windows or cantilevered areas										
Floors over unconditioned area										
Describe other insulated areas										

RADON CONTROL SYSTEM

	Passive (No Fan)
	Active (with fan and manometer or other system monitoring device)
Location (or future location) of Fan:	

Building envelope air tightness:	Duct system air tightness:

Windows & Doors	
Average U-Factor (excludes skylights and one door) U:	
Solar Heat Gain Coefficient (SHGC):	

Heating or Cooling Ducts Outside Conditioned Spaces	
Y	Not applicable, all ducts located in conditioned space
	R-value

MECHANICAL SYSTEMS

Appliances	Heating System		Domestic Water Heater		Cooling System	
Fuel Type:	Nat Gas				Electric	
Manufacturer:	Lennox				Lennox	
Model:	ML91V0H070				ML14XC1503	
Rating or Size	Input in BTUs:	70000	Capacity in Gallons:		Output in Tons:	3
Efficiency:	AFUE or HSPF:	96			SEER/EER	14
Residential Load Calculation	Heating Loss		Heating Gain		Cooling Load	
	57,177		31,619		2-1,3	

Make-up Air Select a Type	
X	Not required per mech. code
	Passive
	Powered
	Interlocked with exhaust device Describe:
	Other, describe
Location of duct or system:	
	Cfm's
	" round duct OR
	" metal duct

MECHANICAL VENTILATION SYSTEM

Describe any additional or combined heating or cooling systems if installed: (e.g. two furnaces or air source heat pump with gas back-up furnace):

Select Type

	Heat Recover Ventilator (HRV) Capacity in cfms:	Low:		High:	
X	Energy Recover Ventilator (ERV) Capacity in cfms:	Low:	140	High:	180
	Balanced Ventilation capacity in cfms:				
	Location of fan(s), describe:				
	Capacity continuous ventilation rate in cfms:				
	Total ventilation (intermittent + continuous) rate in cfms:				

Combustion Air Select a Type	
X	Not required per mech. code
	Passive
	Other, describe
Location of duct or system:	Mech room
	Cfm's
(d)	" round duct OR
	" metal duct

	South		East			North			West		
	S1	Wall Total Elv		E1.1	Wall Total Elv		N1	Wall Total Elv		W1.1	Wall Total Elv
Length	9.5	161.5	Length	22	663.3	Length	7	219.1	Length	11.5	253
E1	1007		E	1004		E	1007		E	1008	
E2	1007		Max	1034.15		Max	1038.3		Max	1030	
Max	1024			E1.1			N2			W1.2	
	s2		Length	10	343	Length	8.5	261.8	Length	24.5	742.35
Length	8.25	237.6	E	1004		E	1007.5		E	1008	
E1	1007		Max	1038.3		Max	1038.3		Max	1038.3	
E2	1006			E2			N3			W2	
Max	1035.3		Length	4	121.2	Length	11.5	348.45	Length	11.5	312.225
	s3		E	1008		E	1008		E	1007	
Length	8.25	270.60	Max	1038.3		Max	1038.3		Max	1034.15	
E1	1005			E3			N4.1				
E2	1006		Length	9.5	209	Length	12	327.6			
Max	1038.3		E	1008		E	1008				
	s4		Max	1030		Max	1035.3				
Length	8.25	278.85		E4			N4.2				
E3	1005		Length	2	44	Length	9.5	171			
E4	1004		E	1008		E	1008				
Max	1038.3		Max	1030		Max	1026				
	s5										
Length	14.25	488.775									
E5	1004										
E6	1004										
Max	1038.3										
	Total Side Perir	Total Elv		Total Side Perir	Total Elv		Total Side Perir	Total Elv		Total Side Perir	Total Elv
	48.5	1437.325		47.5	1380.5		48.5	1327.95		47.5	1307.575

	Perimeter	Total Elv
South	48.5	1437.325
East	47.5	1380.5
North	48.5	1327.95
West	47.5	1307.575
Total	192	5453.35
Average Heigh	**28.4**	ft

BOLTON & MENK
Real People. Real Solutions.

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

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

MEMORANDUM

Date: 8-13-2024

To: Rebecca Kellen, City of Birchwood Village

From: Marcus Johnson, Bolton & Menk

Subject: 160 Cedar Appeal
City of Birchwood Village
Project No.: 0N1.131471

Rebecca,

Behind this memo is Bolton and Menk's response to the appeal in red. Behind the appeal are the attachments that go along with the response to the appeal.

Should the planning commission or city council like more information please reach out to me.

Sincerely,

Bolton & Menk, Inc.

Marcus A. Johnson

Marcus Johnson PE
Associate Project Engineer

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Bolton & Menk is an equal opportunity employer.

160 Cedar Street
Birchwood, MN 55110

July 15,2024

City Clerk
207 Birchwood Avenue
White Bear Lake, MN S5110

Re: Appeal of City permit issued for 160 Cedar Street

Dear City Clerk:

Pursuant to the letter we received from your city attorney dated June 18, 2024, we are appealing the permit issued by the City of Birchwood Village for 160 Cedar Street in Birchwood. There are a number of code provisions the City has failed to apply. These are the issues and the code that should have been applied:

1. "Birchwood Code 301.055 (7) Stormwater and erosion control plans. For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer." This has not been done.
   And "The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property". There are no drainage control structures or any provision for impoundment/containment of water at and within 160 Cedar Street.
   a. As far as I am aware, the city has granted the option of a licensed engineer or a surveyor. It is signed by a licensed surveyor.
   b. Due to the nature of the project it was not required to be signed off by a licensed engineer on the plans.
      - We have asked for a structural engineer signature for more complex structures. For example, a retaining wall larger than 4' tall would require a engineer's sign off.
   c. Erosion control is on the survey drawing and is following the MPCA requirements as far as BMP's (Best management practices) are concerned. See attached survey document.

2. "Birchwood Code 301 NOTE: A separate Conditional Use Permit is not required for a land disturbance activity in conjunction with construction as part of a building permit as granted. However, as part of the Building Permit application, the applicant shall provide information required pursuant to Section 306.030 and shall follow all provisions of Section 302.050...and 302.055".

   a. Birchwood Code 302.050 states "to reduce the unwanted harmful effects of stormwater, it is policy of the City of Birchwood Village that each property within the City manage its own stormwater to limit runoff into streets, waterways, and neighboring properties."
      - See survey attachment where drainage arrows have been applied. If you follow my drainage arrows (if constructed per plans), drainage would follow near the property line but not cross.

b. "Birchwood Code 302.055 (2)(a)(1) No construction or alteration of new or existing structures or land topography shall be done to increase the rate of storm water runoff from the parcel as compared to the runoff rate before such construction or alteration unless: . . . ." (Note: none of the exceptions listed apply.)

- The existing house that was on the property prior (approximately 5300 square feet of impervious) was compared to the impervious proposed in the current building permit (3500 square feet of impervious). I have attached an impervious area map for the proposed building and the google maps image showing the approximate previous house on the property. The existing building appears to primarily be on 160 Cedar's property, which is why the impervious area of the existing building was included in the analysis of this building permit. Since there was no survey of the previous house, Google maps was used to verify the amount of impervious was onsite prior to the demolition. In looking at this, the city would see a decrease in the rate of storm water runoff as there is proposed to date. In future building permits of the two remaining lots there would be the potential for an increase in rate runoff should they be developed.
- On the attached survey from the 160 Cedar building permit, the square footage of impervious area that is running to the low point at the back of the property is noted at approximately 1250 square feet. When comparing the existing contours shown on the provided survey, the drainage pattern does not appear to be significantly changing onsite. So it appears to me the back yard low spot would not see an increase in the rate of storm water runoff.

Per the builder's survey dated 4/25/2024, the increase in impervious surface is 3500 square feet. Much of that impervious surface will drain directly onto our property. There are no

containment provisions included in the plan, nor are there any calculations for runoff or analysis of any soils to determine the infiltration rate of storm water.

The city engineer, at a site meeting with us on June 11, 2024, stated he calculated there would be no increased runoff based on a "quick calculation that I just did in my head" and he included in his impervious "analysis" a garage that was torn down three years prior. The city code does not provide for the long-demolished garage to be included since the runoff must be "compared to the runoff rate before such construction or alteration". And the engineer's "analysis" was not presented as a "signed" evaluation.

See the attached survey where drainage arrows have been applied. 1250 square feet of the impervious surface would run to the low point. As shown in my interpretation the drainage would run along the property.

c. Birchwood Code 306.030 (a)(6) requires "a description of soils of the site, including a map indicating soil types of the areas to be disturbed." This has not been done.

A Site Construction Plan is required including

"(2) Locations and dimensions of all temporary soil and construction materials." This has not been done.

"(3) Locations and dimensions of all construction site erosion control and permanent stabilization measures to meet City and State Code both during and after the construction process." This has not been done.

"(4) Schedule of anticipated starting and ending dates of each land disturbance activity and construction site erosion control, storm water runoff control, and inspection, and maintenance activity." This has not been done.

Plat of Final Site Conditions is required including

"(3) A drainage plan of the developed site including final storm water drainage systems and natural drainage patterns on and immediately adjacent to the site with delineation of the direction in which storm water is conveyed from the site." This has not been done.

Section 306 is a Conditional Use section. A conditional use permit was not needed in the application.

d. Birchwood Code 306.030(b) "Demonstration that the work will not adversely affect ...the adjacent parcels of land." This has not been done.

Our property will incur additional runoff due to the city's failure to apply the city code as required. We have consulted a licensed, professional engineer. They have been advised that low area delineated by elevation 1002 feet on the site survey, and endorsed as the drainage area by the city engineer, will cause water to intrude onto our *property* at that elevation. Due to the Lack of runoff calculations and analysis of soil types, it is impossible to know how much water will pond and how long it will take to infiltrate. Regardless, the ground floor elevation of our house Is at least five feet below this ponding area. This additional runoff puts our house at risk for water infiltration and/or flooding—neither of which have we previously experienced. The ground floor elevation is finished, and any water damage to

it will be substantial. This damage will be a direct result of the City's failure to require any drainage controls as mandated by city code.

To fully respond to the feedback from the consulted engineer, I would need to see the conclusions of the professional engineer employed to understand what their model parameters are. I would be happy to consult with their engineer.

It would take a large enough storm for ponding to occur in this low point. When ponding occurs, it would start just below 1002' in elevation. The low elevation of 160 Cedar is approximately 1003.7. The low elevation of the closest neighbor (180 Cedar) is the windowsill at 1004' or 1003.8' along the south side of the house. Should ponding occur, it would require approximately 9600 cubic feet of ponding to occur prior to flooding of homes should occur. 160 Cedar would see flooding prior to surrounding neighbors, at this point, the area of 160 Cedar low floor would be included in the ponding area prior to 180 Cedar seeing water. To date, it has been assumed that the neighbor's basement walls are in good condition. Based on the attached email dated 4/25/2024 from the neighbor of 160 Cedar, it has been acknowledged that this low point does occasionally hold water and with no history of flooding when the existing house and garage of 176 Cedar was in place. It is my understanding 180 Cedar does not have a sump pump, which additionally suggests the low point ponding has not risen to a point of concern to date. The photos sent to the city on 8/9/2024, is not concerning as it has been my understanding that ponding has occurred at the low point historically during large rain events. See the attached survey for the location of the silt fence. As shown on the survey, the silt fence runs right through the low point. Ponding should still be expected to occur during large rain events. The silt fence's purpose is to retain sediment from leaving the site, which in return may restrict water to flow through leaving or coming onto the site.

With the concern expressed on the future properties being built, should those plans show drainage leaving the property onto 160 Cedar as the existing contours show to date. That set of plans would violate city code 302.050 which would trigger further investigation.

Furthermore, the building area of the lot immediately to the west of 160 Cedar Street drains almost exclusively to our property. In our May 17, 2024 email to the city engineer, we attempted to have City Engineer Marcus Johnson address this issue. He responded, "Yhat is where I recommended coming up with a drainage agreement between the three neighbors essentially in an agreement saying if there are any issues back there that the three property owners will come up with a solution together". This statement is in contravention to the planning and building requirements of the city's code.

The city has a responsibility to protect our property. This failure will result in substantial, ongoing damage to our property and is an unlawful taking of our property without just compensation. We ask that you remedy the problem immediately by requiring the above-referenced code be applied and enforced as part of the permit issued for 160 Cedar Street.

We appreciate your prompt response.

Very truly yours,

Rachael David Drew

Rachael and David Drew

In summary, Bolton and Menk received the attached survey and the building layout, traffic control plan, and the permit itself. Most of the site's drainage is reviewed from the survey drawing. To determine which portion of the house drains off to the back of the property, it was required to review the building layout. The city code requires storm water management for all new impervious surfaces. However, it is not as clear as to what level of management is needed when the impervious percentage is less than 25% across the site. As shown in the survey, this property is proposed to only have 7% of surfaces be impervious on the property. The code also does not cover what level of treatment is needed for the stormwater runoff that comes on site from surrounding properties and whose responsibility it is to manage. The permit was approved since the low point was onsite with no variance or conditional use permit. If the permit showed 25% or more impervious onsite or if the drainage left the site, a more in-depth management plan would be asked of the 160 Cedar permit. At that point, a SWPPP signed by a licensed engineer would also be required assuming calculations that would need to be signed off would be involved.

CERTIFICATE OF SURVEY

~for~ AVERY MORSE
~of~ 160 CEDAR STREET
BIRCHWOOD, MN

LEGAL DESCRIPTION

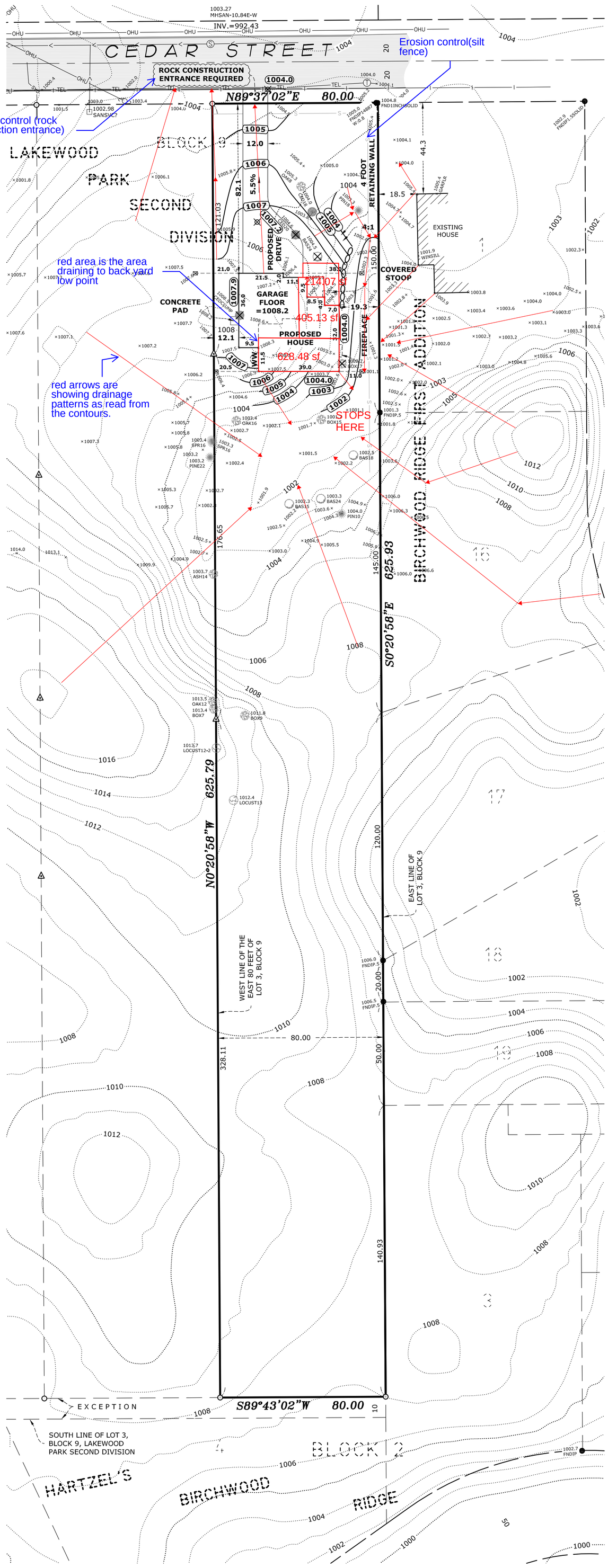
The East 80.00 feet of Lot 3, Block 9, LAKEWOOD PARK SECOND DIVISION, Washington County, Minnesota. Except the south 10.00 feet thereof.

GRAPHIC SCALE

30 0 15 30 60

1 INCH = 30 FEET

NORTH



LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- (800.0) DENOTES PROPOSED ELEVATION
- x1011.2 DENOTES EXISTING ELEVATION
- DENOTES DIRECTION OF DRAINAGE
- DENOTES WOOD HUB/METAL SPIKE AT 11 FOOT OFFSET (UNLESS OTHERWISE NOTED)
- DENOTES SANITARY SEWER MANHOLE
- DENOTES TELEPHONE MANHOLE
- DENOTES EXISTING CONTOURS
- GAS — DENOTES UNDERGROUND GAS LINE
- TEL — DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES PROPOSED RETAINING WALL
- DENOTES PROPOSED CONTOURS
- S — DENOTES SILT FENCE

HOUSE NOTES

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

SURVEY NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 03/07/24, and 04/24/24.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 30-030-21-23-0069.
- Address: 176 Cedar Street, White Bear Lake, MN 55110.
- 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.
- Contours shown are a combination of field work and MNGeo Lidar Topography.
- Location of utilities existing on or serving the surveyed property determined by:
  - -- Observed evidence collected pursuant to Section 5.E.iv.
  - -- Markings requested by E.G. Rud & Sons, Inc. per Gopher State One Call Ticket No. 212601645.
  - -- Record drawings provided by the City of Birchwood's engineering department.
- Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE
- DENOTES TREE TO BE REMOVED

DIAG: 47.50 X 70.50 = 85.01
(8'4" POURED WALL LOOKOUT BASEMENT)

PROPOSED ELEVATIONS

TOP OF BLOCK = 1009.3
GARAGE FLOOR = 1008.2 (DROP 8 INCHES)
LOWEST OPENING = 1004.5
LOWEST FLOOR = 1001.3
TOP OF FOOTING = 1001.0

roughly the same elevation as the window well

SETBACKS

FRONT ROAD = 40 FEET
SIDE STREET = 40 FEET
SIDE YARD = 10 FEET
REAR YARD = 10 FEET

EXISTING ZONING

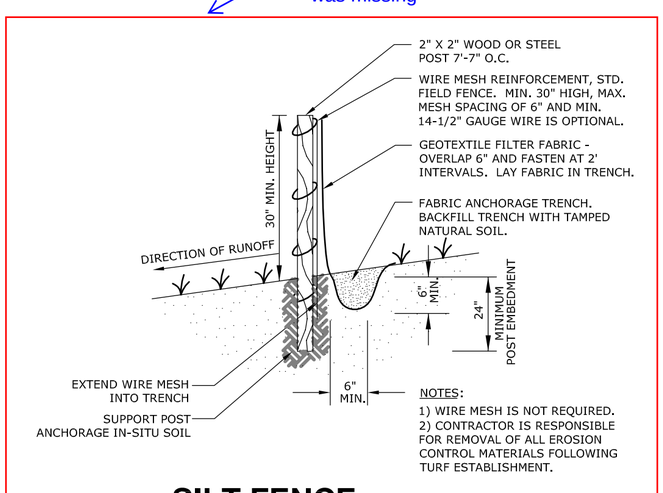
RESIDENTIAL

IMPERVIOUS SURFACE CALCULATIONS

TOTAL PARCEL AREA	50,069 S.F. (1.15 Acres)
PROPOSED HOUSE, GARAGE, STOOP	2,027 S.F.
PROPOSED DRIVEWAY	1,457 S.F.
PROPOSED CONCRETE	16 S.F.
TOTAL IMPERVIOUS SURFACE	3,500 S.F.
PERCENT IMPERVIOUS	7.0%

impervious calculations

part of the erosion control suggested was missing



SILT FENCE

N.T.S.

SEWER AND WATER INSTRUCTIONS

1. SEWER LINE: CONTACT JOHN MANSHIP 651-426-9386 AND STEVE THATCHER 612-867-7234 ON THE DAY THE HOLE IS OPENED UP.
2. WATER LINE: CONTACT JOHN MANSHIP 651-426-9386 AND STEVE THATCHER 612-867-7234 ON THE DAY THE HOLE IS OPENED UP.

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

licensed survey

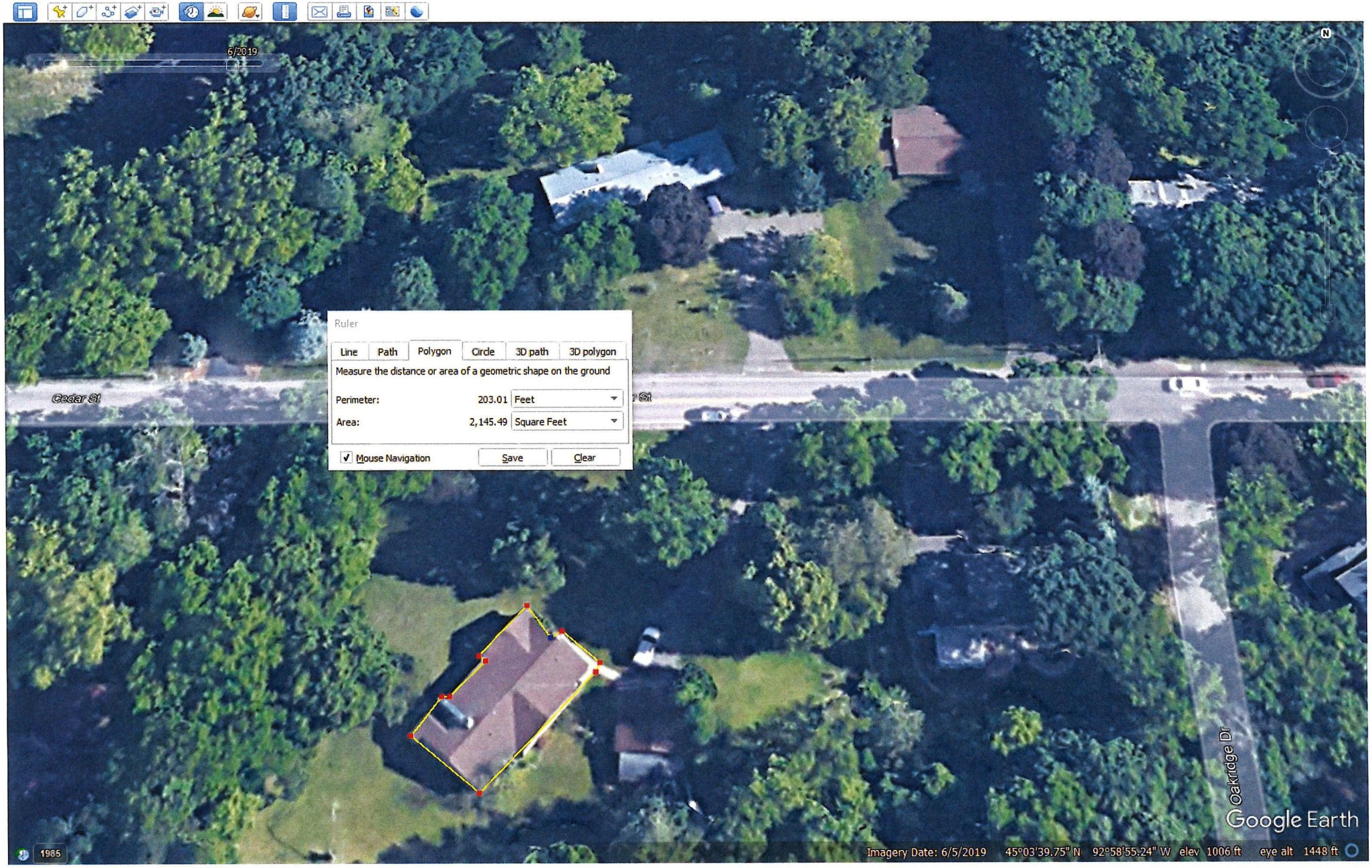
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 4/25/2024 License No. 41578

DRAWN BY: RAF	JOB NO: 240185HS	DATE: 03-14-24
CHECK BY: JER	FIELD CREW: DT/CT	

NO.	DATE	DESCRIPTION	BY
1	04-23-24	UPDATED ADDRESS	RAF
2	04-25-24	ADDED FIELD INFO.	RAF
3			


5/2019
Ruler
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Polygon
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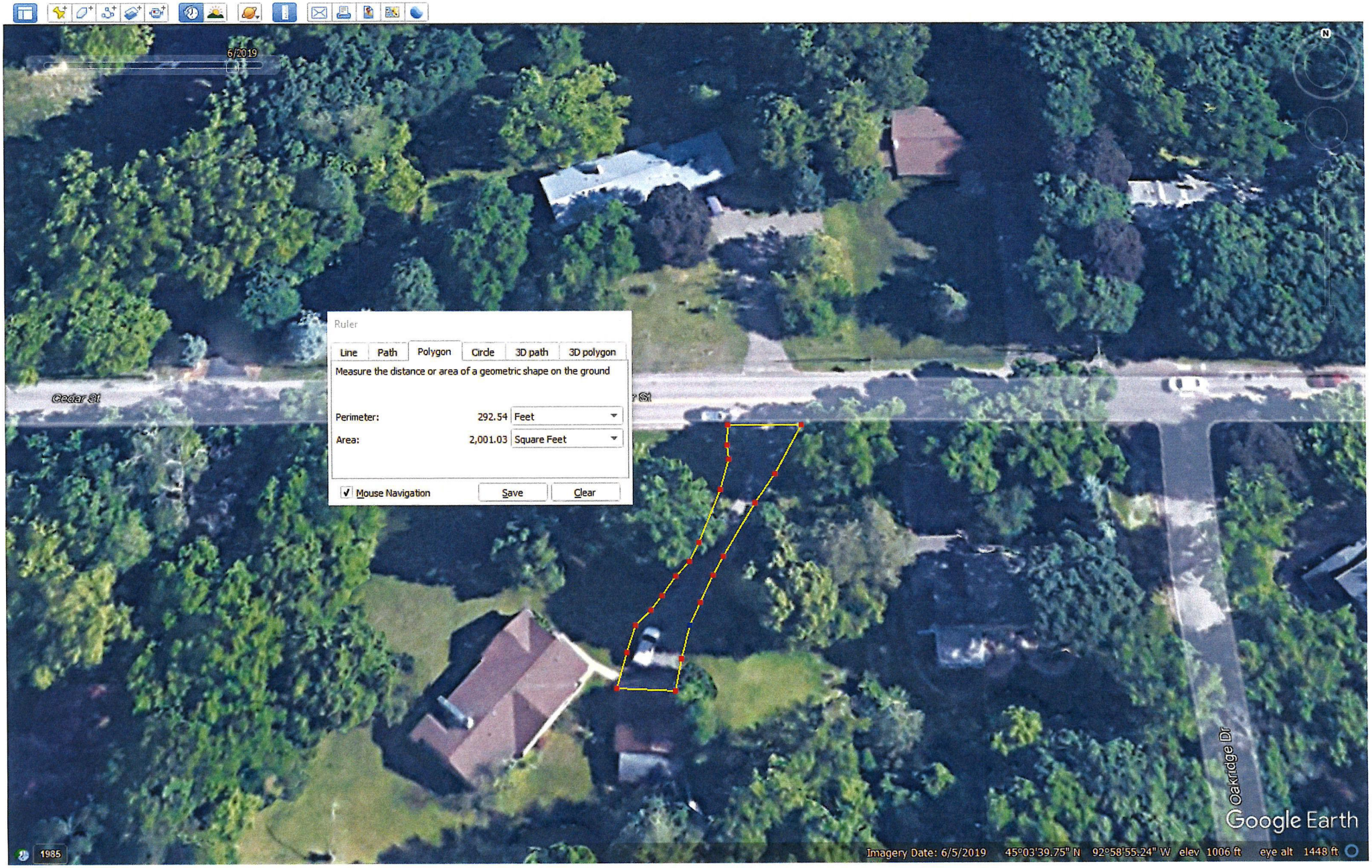
3D path
3D polygon
Measure the distance or area of a geometric shape on the ground
Perimeter: 203.01 Feet
Area: 2,145.49 Square Feet
Mouse Navigation
Save
Clear
Cedar St
Oakridge Dr
Google Earth
1985
Imagery Date: 6/5/2019 45°03'39.75" N 92°58'55.24" W elev 1006 ft eye alt 1448 ft


6/2019
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Measure the distance or area of a geometric shape on the ground
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Area: 2,001.03 Square Feet
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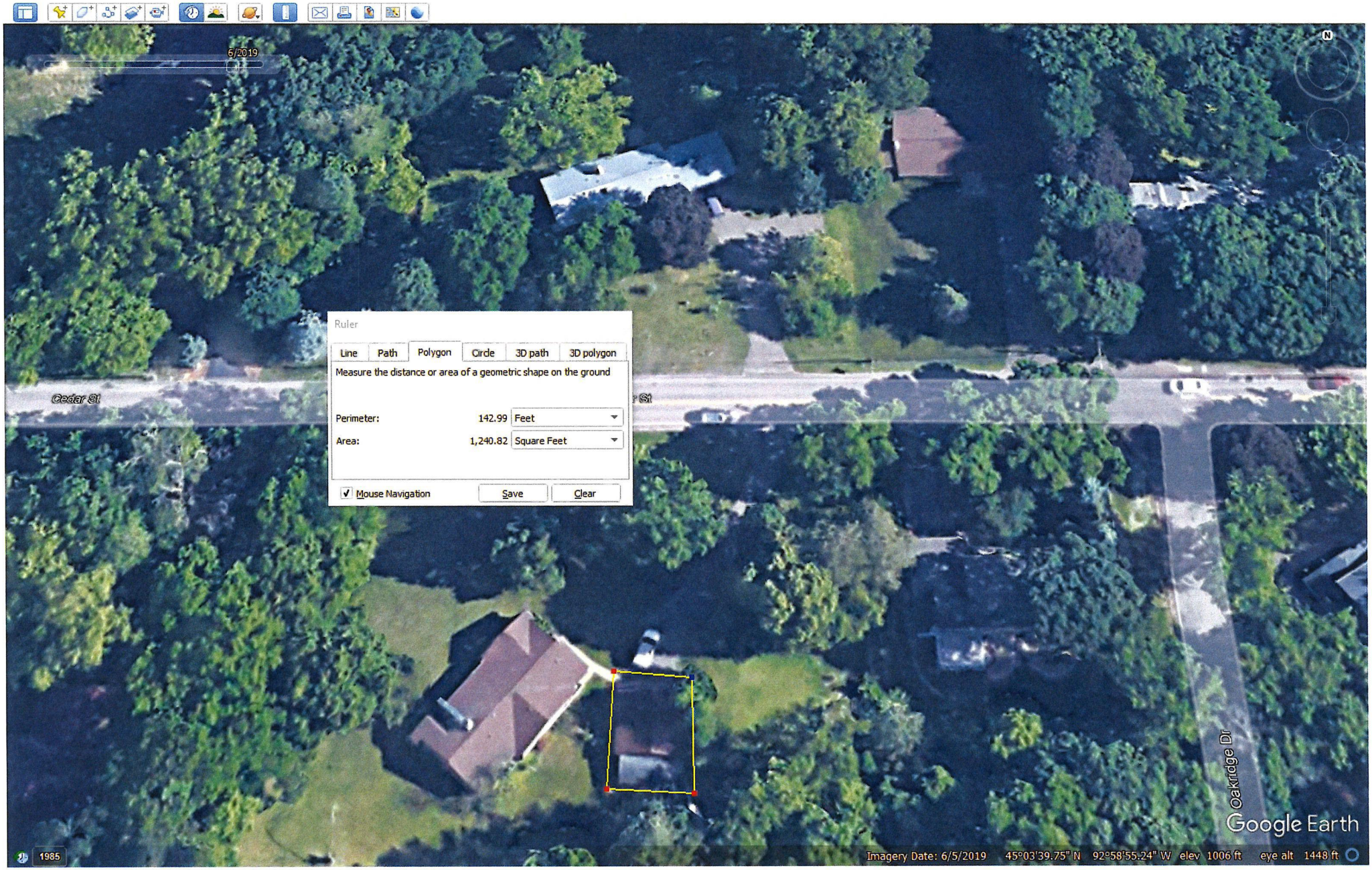
Imagery Date: 6/5/2019 45°03'39.75" N 92°58'55.24" W elev 1006 ft eye alt 1448 ft


6/2019
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3D polygon
Measure the distance or area of a geometric shape on the ground
Perimeter: 142.99 Feet
Area: 1,240.82 Square Feet
Mouse Navigation
Save
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Cedar St
Oakridge Dr
Google Earth
1985
Imagery Date: 6/5/2019 45°03'39.75" N 92°58'55.24" W elev 1006 ft eye alt 1448 ft

Marcus Johnson

From: Rachael Drew <rdrew5954@gmail.com>
Sent: Thursday, April 25, 2024 9:24 AM
To: Marcus Johnson; benwikstrom@gmail.com
Subject: Building permit

To:
Marcus Johnson, City Engineer for Birchwood Village

Ben Wickstrom, City Planner for Birchwood Village

From:
Rachael and Dave Drew, homeowners of 180 Cedar St. Birchwood Village

We are writing this email to make clear our concerns with the current building permit submitted for 160 Cedar St- the adjacent property to our west.

The nature of this lot- very narrow, long and hilly makes it very important to determine the best placement for the new owners as well as the surrounding neighbors.

Most homes in Birchwood are built in line with the street but because this property is so long it affords the new owners the luxury of building their home setback from the street. The current plans have the house sitting on a fairly large hill and close to the shared property line since it is a narrow lot.
We have many concerns about this location.
We have concerns with the height of the property. Even though it complies with the rules it is being built on a hill and very close to the property line. The 35 foot height limit when built on a hill does not afford us the protection intended by that 35 ft rule. We will lose all privacy in our backyard and any kind of feel for space. We know that you are viewing the permit to see if it follows the guidelines set by Birchwood but as a City Planner we hoped that there might be more than just guidelines and rules. The value of a homeowners property might be considered.

Our biggest concern is how a home built on a hill so close to our property will affect the water flow. We feel that a home so close at that elevation will mean that our yard will be the area that holds the water. Historically, during rainy periods and winter thaws we have had standing water in the back of our lot. We are not the only homeowners in Birchwood that have experienced this. With this change to the terrain we are very concerned that this will be an ongoing issue for our property.

It was brought up by the owner that their surveyor suggested they might need to do “something” on our property to ensure the water stays on their lot. We gave some thought to this and decided that we don’t feel we should have to make changes to our property to accommodate this plan. If the current plan does not guarantee our land will be unharmed then a more level land location should be considered by the new owners.

We also have concerns about future building on the middle lot. A view from our backyard will show that if those property owners also choose to build high on the hill, this will mean more water moving down toward our property. Water displaced by this home will hit already saturated land moving more water our way.

Lastly, we are concerned with the plan the new owners have with the fill removed for their foundation. Any placement of this dirt and fill on their property will impact water flow to adjacent properties. It will be important to know the plan in order to protect us or other property owners.

You are welcome any time to go on our property to have a look. We are available anytime for questions. It might also be interesting to view the lots from a higher point of view from our home. You are welcome to take a look from inside our second story.

We would appreciate being informed as to the status of the permit once a decision is made. We like our new neighbors and welcome them but this is very important to us and we feel we need to stand up for our property and its value.

Rachael and Dave Drew
Best to reach by phone - (651)808-5700
Or email- david.drew@sawmillmgt.com

Sent from my iPhone

MEETING MINUTES (Draft)

Birchwood Planning Commission Regular Meeting

City Hall - 7:00 PM Regular Meeting 8/22/2024

Submitted by Michael Kraemer – secretary

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

COMMISSIONERS ABSENT: Michelle Maiers-Atakpu

OTHERS PRESENT: Council Member Ryan Hankins, Bill Hullsiek, Avery Morse, Sara Patoua, Jennifer Arsenault, Arthur Arsenault, Kevin Heisdorffer, Ryan Eisele, Shari Salzman, Jack Kramer, Marcus Johnson, Ben Wikstrom – City Planner

1. TO ORDER: Sorenson called meeting to order at 7:01 PM.
2. PUBLIC FORUM
    a. none
3. APPROVE AGENDA
    a. Suggestion by Sorenson to switch order of Items B and C. Motion by McKenzie, 2nd by Muhm, 2nd to approve agenda as altered. Vote: Yes -4, No – 0. Motion passed.
4. REGULAR AGENDA
    a. Item A – Review/Approve July 25, 2024 Planning Commission Meeting Minutes.
        i. Motion by Muhm, 2nd by McKenzie to approve the minutes. Vote: Yes – 4, No – 0, Motion passed.
    b. Item C – Appeal Regarding Approval of the Building Permit at 160 Cedar.
        i. Planning Commission took statements on the review of the July 15, 2024 Appeal letter for 160 Cedar from Jack Kramer – Building Official, Ben Wikstrom – City Planner. Marcus Johnson - consulting City engineer and Avery Morse, Sara Patoua owners of 160 Cedar.
        ii. **Issue #1** – *"Birchwood Code 301.055 (7) Stormwater and erosion control plans. For a building permit the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. This was not done."*
            1. **Findings/Recommended Action:** The Planning Commission recommended that the site plan which indicated existing and proposed grading and contours as well as details on silt fence and erosion control locations and details as prepared by registered land surveyor E. G. Rude and Sons met the intent of the code. The resultant opinion of the Planning Commission on motion by Casey, 2nd by Sorenson was that the City did not make a mistake

in the approval of the building permit. Advisory Vote: Did not make a mistake – 4, Did make a mistake – 0.

iii. **Issue #2 –** *"a. Birchwood Code 302.050 states "to reduce the unwanted harmful effects of stormwater, it is policy of the City of Birchwood Village that each property within the City manage its own stormwater to limit runoff into streets, waterways, and neighboring properties."…."b. Birchwood Code 302.055 (2))a) (1) No construction or alteration of new or existing structures or land topography shall be done to increase the rate of storm water runoff from the parcels as compared to the runoff rate before such construction or alteration unless…"*

1. **Findings/Recommended Action:** The property owners reiterated that the spoil pile from basement excavation will be not remain in the low area and the contours and dimensions of the pre-existing low area will not be altered and will remain to accept storm water runoff as indicated on the approved site plans. The City Engineer determined that the runoff from the impervious surface created by the new home, and the impact on the capacity and operation of the storm water collection low area is comparable to pre-development conditions. A resultant motion by McKenzie and 2nd by Sorenson - it is the Planning Commission opinion the City did not error on approving the construction permit. Advisory Vote: Did not error – 4. Did error – 0.

Item B – Set dates for November and December, 2024 Planning Commission meetings since the 4th Thursday of each of these month's conflicts with Thanksgiving and Christmas holidays.

iv. **Action Taken:** Suggest the City Administrator review the calendar and determine which dates the City Hall is available for the Planning Commission meeting while avoiding the holiday dates as much as possible.

ADJOURN 8:29 PM

c. Motion by Motion by McKenzie, 2nd by Muhm to adjourn meeting. Vote: Yes - 4, No – 0. Motion passed.

Re: August 22, 2024 Planning Commission Agenda Packet

Rachael Drew <rdrew5954@gmail.com>

Fri 8/16/2024 1:21 PM

To:Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc:Andy Sorenson <asconstruction@me.com>;Michelle Maiers-Atakpu <pmatakpu@comcast.net>;Mike Kraemer <mrkraemer50@gmail.com>;MICHAEL McKenzie <mgmcke31@comcast.net>;Casey Muhm <casey.muhm@gmail.com>;Alan Kantrud <hakantrud@protonmail.com>;Marcus Johnson <Marcus.Johnson@bolton-menk.com>;Ben Wikstrom <benwikstrom@gmail.com>;Jack Kramer <inspjack@msn.com>

1 attachments (20 MB)

August 22 2024 PC Meeting Packet.pdf;

To the Birchwood Planning Commission:

After reviewing Marcus's responses to the appeal letter we would like to clarify a few things and ask a few questions.
We are thankful you are reviewing the drainage/ water issues along our property. We are not really clear what your role is in the appeal process. If that could be explained we would appreciate it. But we are really thankful to have your interest.
In the appeal letter #1, we are wondering what constitutes a "complex structure"? The example sites a > 4' retaining wall but a 3500 sq ft impervious surface 15 ' from a property line does not? Since this is the reason cited for waiving some of the codes, we were wondering if this is defined by Birchwood. Also in #1, regarding erosion control the survey was used to satisfy the permit without a specific plan but a site visit would show that this is not happening. The silt skirt has been breached multiple times requiring it to be propped up and dirt is level with the skirt in several places allowing water to flow over the skirt. Is there follow up once a permit is in place?
In the appeal letter #2 regarding drainage arrows. This document is not accurate. Water is pouring off the front of the house. See picture below. The engineer hasn't accounted for this in the diagram. But following the survey and seeing firsthand you can see that water is moving down the east side and settling in the lowest point on our property- survey level 1001.2. I sent pics of the 8/9 rain storm but I have others. See one below dated 7/13 that shows the water pouring off the front. I have more. This is not an isolated storm situation.
Marcus states that the previous property was approximately 5300 sq ft of impervious surface with most of it sitting on 160 Cedar, according to a calculation off of a Google maps pic. Elmer's home per Washington Co was 1,872 sq ft of living space with a single car garage and single lane driveway. We question the impervious surface calculation of 5300. In addition, only a fraction of the single car garage was on the 160 lot. Below are pictures from the Washington Co Property Maps site showing the placement of the structures in relation to the new lots. We don't think that using those impervious surface calculations is relevant to any calculations for the current house.
Lastly regarding the "ponding" on our property. Prior to the permit approval we sent a letter to all the professionals involved in the permit process. We expressed our concerns with water drainage and that during rainy, winter thawing periods we had had water on the back southwest corner of our lot. This occurred two winter / spring periods while the ground was frozen and couldn't contain the flow of water. With the development of these three lots we were concerned this would become a regular occurrence. This is an occurrence and concern shared by others in the neighborhood. That is why when Husnik's bought the land concerns were addressed and the decision to limit the property to 3 lots was made. The concern has not gone away it is just limited to a few. This is a major development because of the terrain and narrowness of

the lots. It deserves close scrutiny, reliable calculations, adherence to the codes and a good drainage plan for all.

Rachael and Dave Drew
image1.jpeg

image2.jpeg

image3.jpeg

image4.jpeg

Sent from my iPhone

On Aug 15, 2024, at 12:06 PM, Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com> wrote:

Attached is the agenda packet for the August 22, 2024 Planning Commission meeting. It can also be found on the website here: cityofbirchwood.com/wp-content/uploads/2024/08/August-22-2024-PC-Meeting-Packet.pdf

Outlook-ey4wktq2.png

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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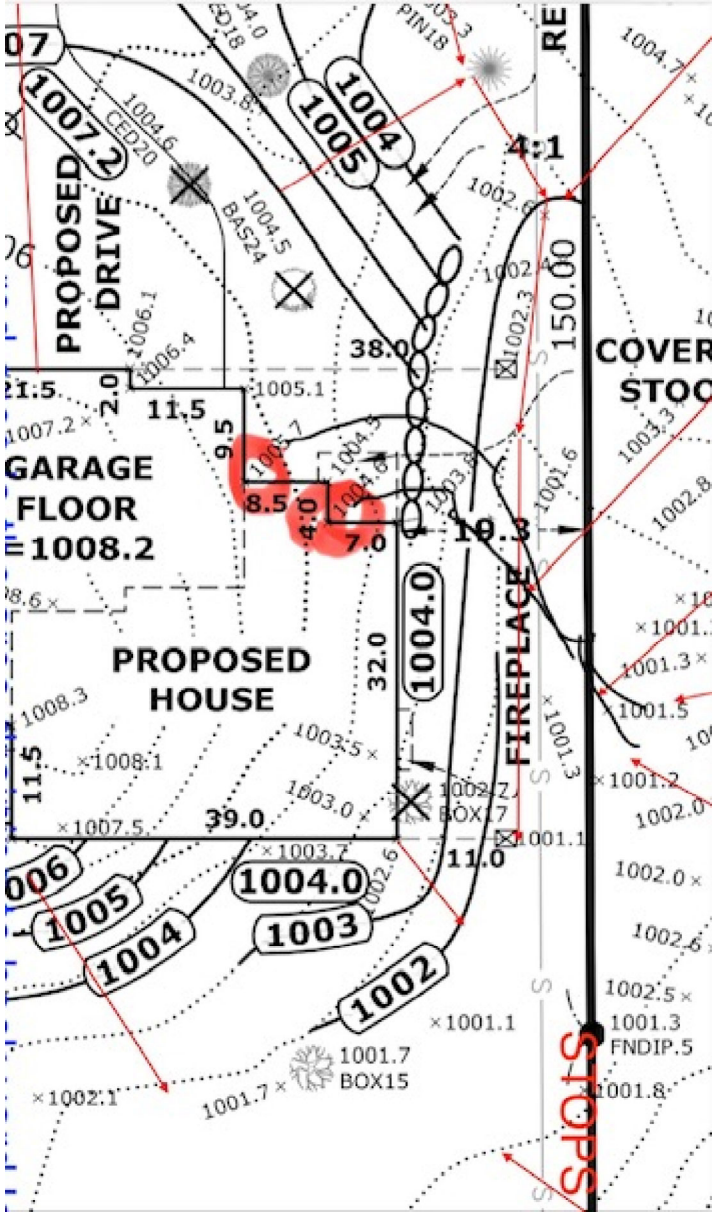
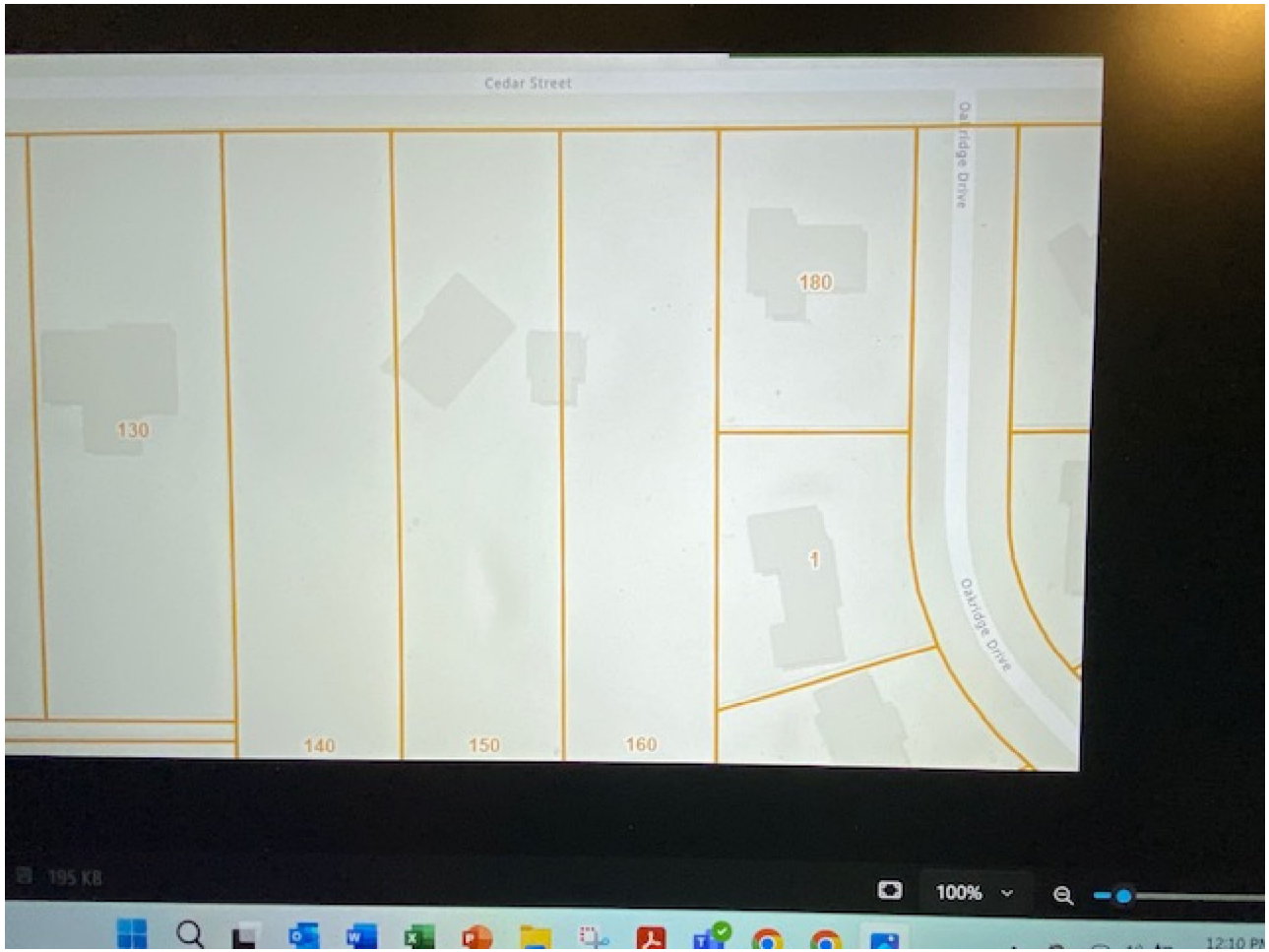
<August 22 2024 PC Meeting Packet.pdf>

August 22 2024 PC Meeting P... Done




Cedar Street
Oakridge Drive
Oakridge Drive
130
140
150
160
180
1
195 KB
100%

Print...
Legend
Search
Layers
Tools
CEDAR ST
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30.030.21.23.0065
30.030.21.23.0019
OAKRIDGE DR
30.030.21.23.0067
30.030.21.23.0069

Builders

Water

Rachael Drew <rdrew5954@gmail.com>
Mon 9/2/2024 1:21 PM
To:Margaret Ford <Margaret.Ford@cityofbirchwood.com>
Cc:Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

2 attachments (8 MB)
Video.mov; Video_1.mov;

Mayor Margaret,

We continue to have water pour off the front of 160 Cedar and run down the side settling on our property. We are sending pictures with each event to inform and also to establish a record.
We just can't understand why we aren't afforded the protections set up in the ordinances. It can be seen clearly by pictures, landscape erosion and now videos (below) that water off the house is flowing directly onto our property.
This last rainfall brought the sitting water 15 ft in from the property line. We are very concerned that the ground is saturated and with each rainfall will increase the risk of reaching our basement. This is not a shared ponding issue. It is a water runoff situation.
What would you or the other council members do if water was running into your property. Wouldn't you expect the ordinances and codes to protect your property?
We are frustrated and preparing for legal action if needed. We will continue to provide documentation to Birchwood and will secure an attorney specializing in this area if the problem continues.

Rachael and Dave Drew

These are photos taken on Thursday 8/29.

image0.jpeg

I tried tilting pavers up and blocking with a rock but water runs underneath and the velocity is too much for that kind of deterrent.

image8.jpeg

image9.jpeg

image10.jpeg
15 feet in from property line

<Video.mov>
<Video_1.mov>

Water runs down and under the silt skirt.

City of Birchwood Village

FINAL COUNCIL APPROVAL

Meeting Date:

Resolution-Reducing Speed Limit of City Streets to 20 mph – Final Reading and Adoption

---

OVERVIEW:

The Road Saety Task Force has proposed a uniform 20 MPH speed limit throughout Birchwood. On June 6th, 2024 an open forum was held to present 3 traffic speed studies to residents and Washington County law Enforcement to allow feedback. City Engineer Marcus Johnson also reviewed the proposal. By consensus of the mayor and council, to consider changing to 20 mph, was recommended for further action at an upcoming City Council meeting.

In regards to changing speed limits, city of Birchwood refers to State of Minnesota State Statute as stated below:
The regulatory provisions of M.S. Chapter 169, as it may be amended from time to time, are hereby incorporated into this title by reference and will control the use of roadways located within the city.

According to Minnesota Statutes, Section 169.14 as revised in 2019, the City of Birchwood Village now has the authority to adopt a reduced speed limit of 20 mph on residential roadways under City jurisdiction. The pertinent language of this statue is:

- Subd. 2(a)(7) 20 miles per hour in residential roadways is adopted by the road authority having jurisdiction over the residential roadway; and
- Subd. 2(b) A speed limit adopted under paragraph (a), clause (7), is not effective unless the road authority has erected signs designating the speed limit and indicating the beginning and end of the residential roadway on which the speed limit applies.

The City Council had a reading of the proposed changes at a City Council meeting and the amendment becomes official after being published in the designated official newspaper. Even though the City Code is not being amended, a recommendation to announce the speed limit change to 20 MPH be posted in the newsletter. There have been no untoward letters or calls concerning regarding the propsed speed limit change

Attachments: Birchwood Village Speed Study results
20 mph Streets and Proposed Signage exhibit

Attached you will find the results of the speed trailer located at Birchwood 164 Wildwood Eastbound. The areas was monitored from 10/18 – 10/25. I spoke with Sheriff Pearson and the results show that the 50th percentile of travelers were at 21 miles per hour. The 25th percentile of travelers were at 17 miles per hour, and the 85th percentile of travelers were at 25 miles per hour. The speed limit there is 20 mph.

For the period of 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM, 953 vehicles passed at below 19 mph. 1564 passed between 19 and 27 mph, and 33 passed between 28-36 mph.

For the period of 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM, 419 vehicles passed below 19 mph. 676 vehicles passed between 19-27 mph. 15 vehicles passed between 28-36 mph.

Attached you will find the more detailed results for your review, by week.

Thank you,

Rebecca Kellen

Highest Speeds Summary Report

Title/Location: Bwood164ebwd
Sign Address: 20401123300003

Measurement Period: 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM
Reporting Period: 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM

Total number of vehicles: 2552
Lowest Log Speed Setting: 10 MPH
Highest Log Speed Setting: 100 MPH
Posted Speed Limit: 20 MPH
Average Speed: 19 MPH
25th Percentile Speed: 17 MPH
50th Percentile Speed: 21 MPH
85th Percentile Speed: 25 MPH
Total Vehicles For:
Below 19: 953
19 - 27: 1564
28 - 36: 33
37 - 45: 2
46 - 54: 0
55 - 63: 0
64 - 72: 0
73 - 81: 0
82 - 90: 0
Above 91: 0

Highest Speeds Summary Report

Title/Location: Bwood164ebwd
Sign Address: 20401123300003

Measurement Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM
Reporting Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM

Total number of vehicles: 1110
Lowest Log Speed Setting: 10 MPH
Highest Log Speed Setting: 100 MPH
Posted Speed Limit: 20 MPH
Average Speed: 19 MPH
25th Percentile Speed: 17 MPH
50th Percentile Speed: 21 MPH
85th Percentile Speed: 25 MPH
Total Vehicles For:
Below 19: 419
19 - 27: 676
28 - 36: 15
37 - 45: 0
46 - 54: 0
55 - 63: 0
64 - 72: 0
73 - 81: 0
82 - 90: 0
Above 91: 0

Fw: 2nd data set from speed survey

Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Tue 7/16/2024 2:08 PM

To:Margaret Ford <Margaret.Ford@cityofbirchwood.com>;Cora Hankins <skierlady1@gmail.com>;Arthur Arsenault <arsenaultarthur@yahoo.com>;Ron Malles <mallesron@gmail.com>

2 attachments (349 KB)

Birchwood Village 512 Hall tracking east bound. 5 day sumnmary 05-21-24.pdf; Birchwood 2024 May 29-24 Second data set (1).pdf;

Please see the data sets that were received for the speed studies, if you have not already received them. There was some confusion on the locations, but I was told by Sergeant Mike Pearson that the results for the dates of 5/24-5/29 were the Hall deployment and the results for the dates of 5/16-5/21 were the Wildwood deployment. Hope this helps.

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Sent: Tuesday, July 9, 2024 6:47 PM
To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Subject: Re: 2nd data set from speed survey

I apologize for the lateness of my reply, I have been off on a vacation and then was working over the 4th.

As far as I have been told, the results for the dates of 5/24-5/29 were the Hall deployment and the results for the dates of 5/16-5/21 were the Wildwood deployment.

We did meet with your traffic safety group and they were informed as well.

Thanks,

Sergeant Mike Pearson #193
Washington County Patrol Division
15015 62nd St. N.

Stillwater MN, 55082
Phone: (651)-430-7893
Fax: (651) 430-7853
24 Hour Non-emergency: (651)-439-9381

From: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Sent: Tuesday, July 2, 2024 2:19 PM
To: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Subject: Re: 2nd data set from speed survey

External message alert: This message originated from outside the Washington County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Hi Michael,
Were you able to determine if the monitor was placed in the correct spot? As a reminder we had asked for a speed study at 509 Wildwood and 600 Hall, both in the southeast direction. Please let me know. Thanks.

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Sent: Friday, June 7, 2024 10:57 AM
To: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Subject: Re: 2nd data set from speed survey

Hi Michael,

I hope you are doing well. I wanted to follow up to see if this was a typo or if it was placed incorrectly. Please let me know when you get a chance. Thanks.

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Sent: Saturday, June 1, 2024 2:35 PM
To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Subject: Re: 2nd data set from speed survey

I see that public works documented that they put it out at 509 Hall to get East bound traffic. I am not sure if that is a typo or if they put it out at the wrong location. I will follow up with public works when I return to work on Wednesday the 5th.

Sergeant Mike Pearson #193
Washington County Patrol Division
15015 62nd St. N.
Stillwater MN, 55082
Phone: (651)-430-7893
Fax: (651) 430-7853
24 Hour Non-emergency: (651)-439-9381

From: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Sent: Friday, May 31, 2024 11:22 AM
To: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Subject: Re: 2nd data set from speed survey

External message alert: This message originated from outside the Washington County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Hi Michael,
Thank you for sending this over. I am unclear as to which location this is. We had asked for a speed study at 509 Wildwood and 600 Hall, both in the southeast direction. Which location is this for? Please let me know. Thanks.

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Michael Pearson <Michael.Pearson@co.washington.mn.us>
Sent: Thursday, May 30, 2024 3:17 PM
To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc: Sara Halverson <Sara.Halverson@co.washington.mn.us>; WCSO.Patrol.Mahtomedi <WCSO.Patrol.Mahtomed@co.washington.mn.us>
Subject: 2nd data set from speed survey

Here is both data sets from the speed survey.

Thanks!

Sergeant Mike Pearson #193
Washington County Patrol Division
15015 62nd St. N.
Stillwater MN, 55082
Phone: (651)-430-7893
Fax: (651) 430-7853
24 Hour Non-emergency: (651)-439-9381

600 Hall Southeast Direction

Highest Speeds Summary Report

Title/Location: 509HallSEbrwd
Sign Address: 38641120120002

Measurement Period: 05/24/24 12:00:03 AM to 05/29/24 12:30:02 PM
Reporting Period: 05/24/24 12:00:03 AM to 05/29/24 12:30:02 PM

Total number of vehicles: 1209
Lowest Log Speed Setting: 5 MPH
Highest Log Speed Setting: 100 MPH
Posted Speed Limit: 20 MPH
Average Speed: 20 MPH
25th Percentile Speed: 15 MPH
50th Percentile Speed: 20 MPH
85th Percentile Speed: 29 MPH
Total Vehicles For:
Below 14: 249
14 - 22: 462
23 - 31: 464
32 - 40: 29
41 - 49: 5
50 - 58: 0
59 - 67: 0
68 - 76: 0
77 - 85: 0
Above 86: 0

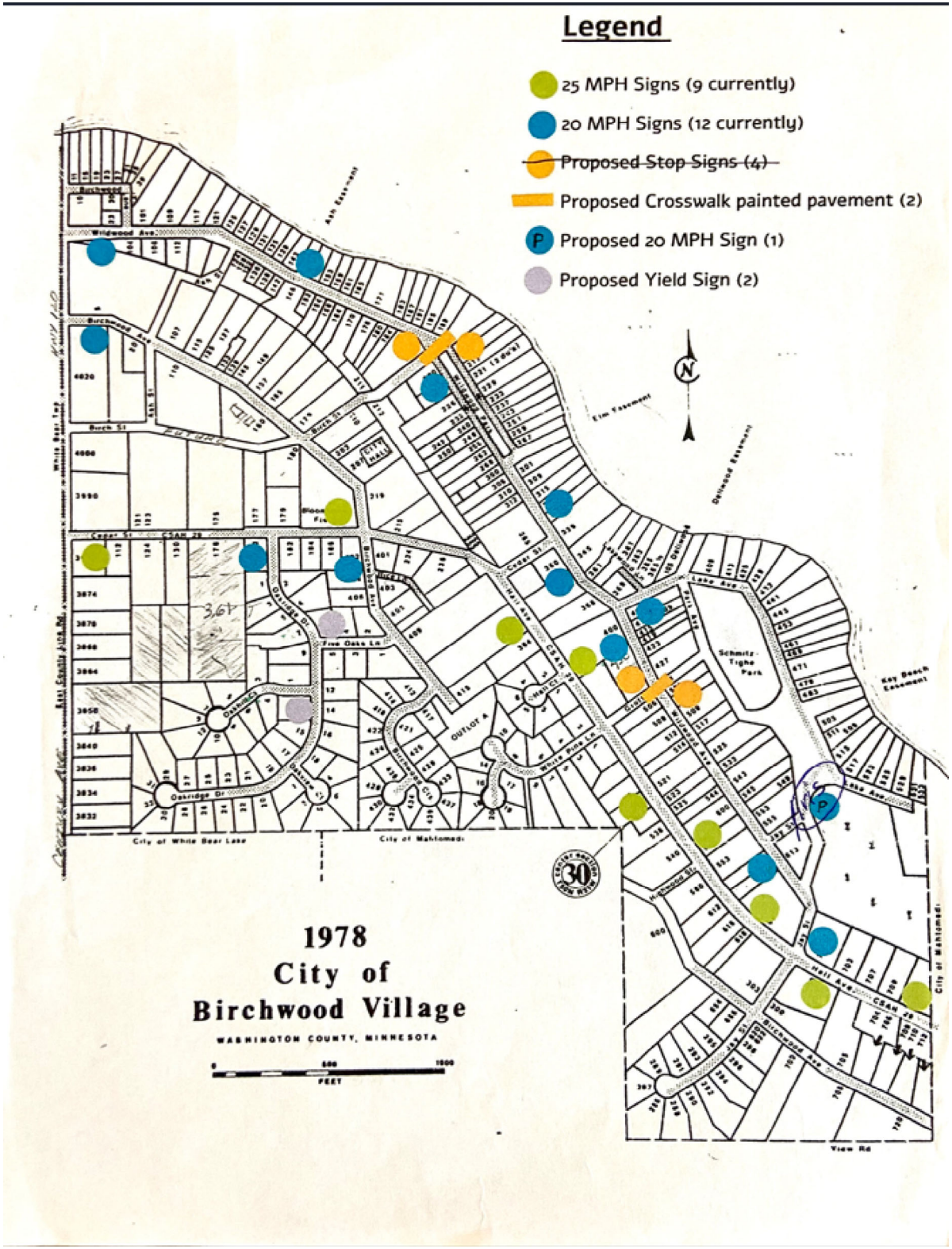
509 Wildwood Southeast Direction

Highest Speeds Summary Report

Title/Location: 509HallSEbrwd
Sign Address: 38641120120002

Measurement Period: 05/16/24 12:00:00 PM to 05/21/24 12:30:01 PM
Reporting Period: 05/16/24 12:00:00 PM to 05/21/24 12:30:01 PM

Total number of vehicles: 1468
Lowest Log Speed Setting: 5 MPH
Highest Log Speed Setting: 100 MPH
Posted Speed Limit: 20 MPH
Average Speed: 19 MPH
25th Percentile Speed: 14 MPH
50th Percentile Speed: 20 MPH
85th Percentile Speed: 30 MPH
Total Vehicles For:
Below 14: 375
14 - 22: 493
23 - 31: 524
32 - 40: 73
41 - 49: 3
50 - 58: 0
59 - 67: 0
68 - 76: 0
77 - 85: 0
Above 86: 0


Legend
25 MPH Signs (9 currently)
20 MPH Signs (12 currently)
~~Proposed Stop Signs (4)~~
Proposed Crosswalk painted pavement (2)
Proposed 20 MPH Sign (1)
Proposed Yield Sign (2)
1978
City of
Birchwood Village
WASHINGTON COUNTY, MINNESOTA
FEET
City of White Bear Lake
City of Mahtomedi
Wildwood Ave.
Birchwood Ave.
Birch St.
Cedar St.
Oakridge Dr.
Hall Ave.
Lake Ave.
Schmitz-Tighe Park
Outlot A
Elm Easement
Oakwood Easement
Key Beach Easement
Ash Easement
White Bear Lake Area Schools
Ramsey County
View Rd.

CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA

RESOLUTION 2024-44
A RESOLUTION ADOPTING
REDUCED SPEED LIMIT OF 20 MPH ON CITY OWNED RESIDENTIAL ROADWAYS

WHEREAS, beginning in 2019 authority was given to cities to adopt a reduced speed limit of 20 mph on residential roadways under city jurisdiction per Minnesota Statute 169.14; and

WHEREAS, The City of Birchwood is a walkable Village, without sidewalks, has hidden driveways, is a residential community with samll childern, and has limited sight lines. Lowering the speed limits will provide for safer streets and reduce the likelihood of death or life-changing injuries; Making Birchwood safe for pedestrians, walkers, bikers and vehicles is of utmoat impertance. Slower speeds on our streets make travel safer for everyone no matter how they get around.

WHEREAS, following adoption, staff will install new speed limit signs and the lower speed limits go into effect immediately and; and a notice will be posted in the newslwtter

NOW THERFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village to adopt a reduced speed limit of 20 mph for city owned residential roadways.

Adopted this 8th day of October, 2024.

_____,
Mayor

ATTEST:_____
City Clerk

Reviewed for administration: _____
City Manager

Road Safety Resolutions

Proposals from the Road Safety Committee

RESOLUTION #1

- The road safety committee proposes a uniform 20 MPH speed limit throughout Birchwood. Increase patrol for 20 MPH speed limit.
  - Residents were in agreement at the open public forum on 6/6/24 to promote resident safety.
  - Two Washington County Sheriffs in attendance at the forum were in agreerment.
  - Narrow roadways without sidewealks, hidden driveways, a residential community with small children, and limited sight lines are dangerous for pedestrians, bikers, and walkers.
  - Along with markings and road signs being proposed by the bike committee, the 20MPH will encourage slower traffic.
  - Ron has been in contact with Mahtomedi regarding recommendations and pricing for signs
  - Cedar/Hall Avenue at 25 MPH runs east to Mahtomedi where the speed limit is 20 MPH. Other Birchwood streets are 20 MPH.
  - A speed study that was done 10/23/23 at 164 Wildwood Ave. showed 691 vehicles traveling between 19 and 36 MPH.
  - A speed study that was done on 5/16/24 at 509 Wildwood Ave showed 600 vehicles traveling between 23 and 49 MPH.
  - A speed study that was done on 5/24/24 at 600 Hall Avenue showed 498 vehicles traveling between 23 and 49 MPH
  - This number of vehicles traveling at excess speeds is unacceptable

COST

- Ron and Art have agreed to replace signs $650
- Contracted cost for new signs $1200
- See the break down of pricing on the spread sheet

Resolution #2

The road safety committee proposes the addition of 2 new crosswalks with signage on Wildwood Ave. Locations at Birch Beach/Owl street and Grotto. Add a concrete pad on each side of the pavement crosswalk marking for a safe area for pedestrians.(add to road project)

- School buses from Mahtomedi and White Bear Lake stop on Wildwood Ave at Birch Beach and Owl street at least 8-12 times per day. A near miss for 2 children walking across the street occurred.
- People park on Owl street and cross Wildwood Ave to access the beach.
- Residents agreed to the additional crosswalks at the forum.
- Washington County Sheriffs agreed with the crosswalks and centerline signage stating that it would slow traffic and improve safety.
- A walkway at Grotto is unmarked and unsafe for pedestrians.

COST

- Paint the crosswalk $600
- Install 4 signs, “Stop Pedestrian Crossing” and 4 posts
  - Ron and Art to do the signs $800
  - Contract the work $1200
- Install centerline signage
  - Ron and Art to do the signs $732
  - Contract the work $832
- See pricing spread sheet

Resolution #3

Propose the addition of one stop sign on Wildwood Ave at 368 Wiildwood Ave.

- A near miss occurred. A stop exits for West bound traffic, but not east bound. Poor sight line on Wildwood Ave. going east.
- Narrow and hidden driveways and roadway.
- To calm traffic and slow speed

Cost

- Ron and Art $200
- Contracted $250

Resolution #4

The road safety committee proposes the addition of 2-4 solar powered radar speed signs

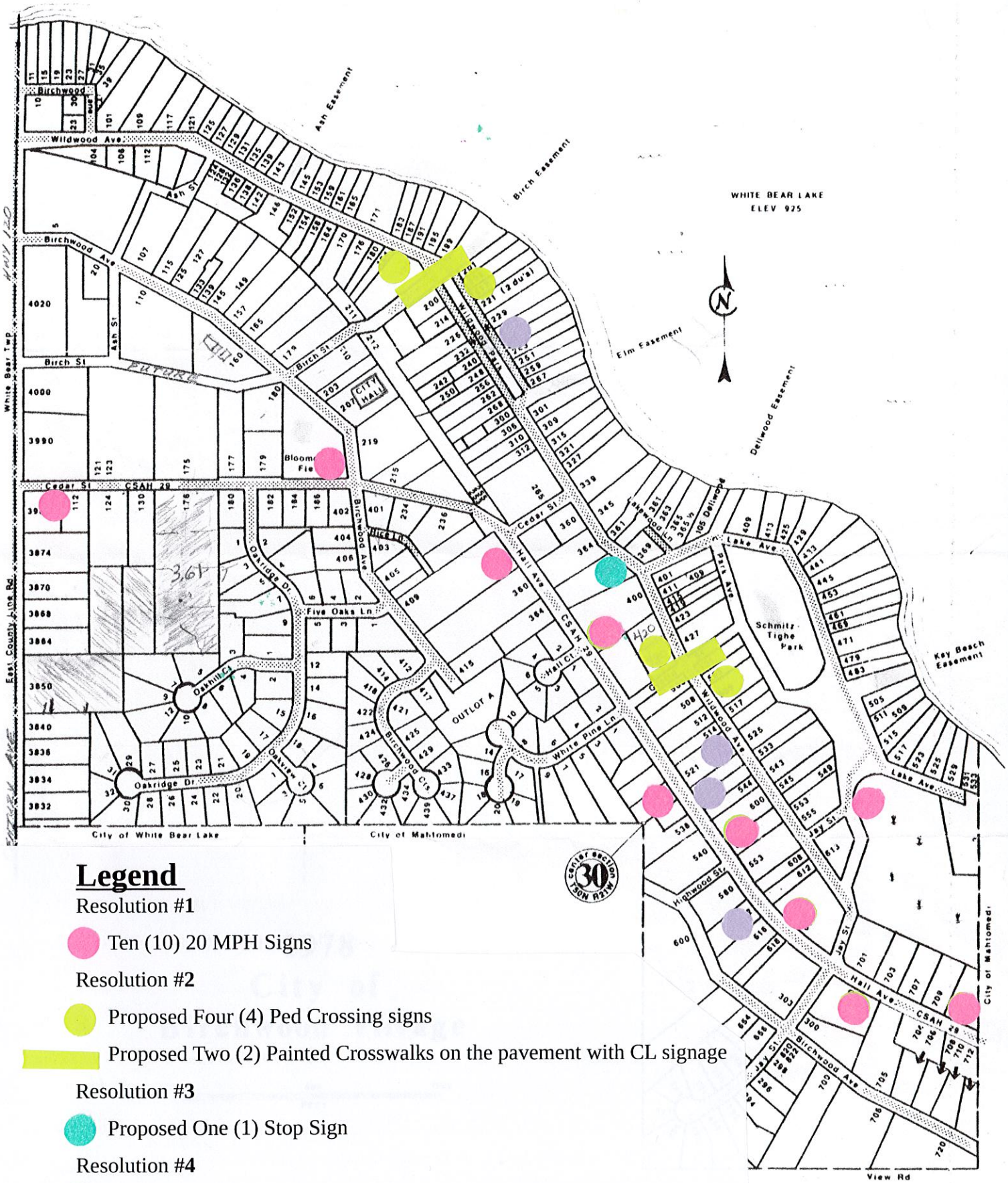
- Flashing speed signs alert the vehicle driver to the speed limit and their current speed.
- Solar powered radar speed signs are effective in reducing speed.
- **<u>Cost</u>**
- One sign $4053.99
- Four signs $16215.96 (budget for next year)

City of Birchwood Village – 2024 Road Safety Tack Force

Item	Description	Cost		Sub Totals	
		Material	Labor	Ron & Art	Contracted
1	**Adopt a 20 MPH city wide speed limit within Birchwood.** This excludes Century Ave (HWY 120) on the city's west border				
1a	Replace 9 - 25 MPH Speed Limit signs to 20 MPH. 24" x 30" 3M Reflective from Highway Traffic Supply (Amazon)	9 @ $55.00 = $495	Ron & Art - $0	$495.00	
			Sub Contracted 9hrs @ $50 = $450		$945.00
1b	Install 1 new 20 MPH sign with post on Iris Street between Wildwood Ave & Lake Ave	$55.00 Sign $100.00 Post & Hardware	Ron & Art - $0	$155.00	
			Sub Contracted 2 hrs @ $50 = $100		$255.00
2	**Addition of 2 new pedestrian crosswalks with signage on Wildwood Ave** Locations at Birch Beach/Owl Street and Grotto				
2a	Paint Crosswalk on the pavement	Labor & Material Sub-contacted estimate on Blain,MN 2014 booklet 2 @ $300			$600.00
2b	Install 4 Sign Posts 8'-0" U Channel post and Hardware (Amazon)	4 signs @ $100 = $400 4 Post & Hardware @ $100 = $400	Ron & Art - $0	$800.00	
	Install 4 Signs (Stop Pedestrian Crossing) 24"x30" Reflective from Highway Traffic Supply (Amazon)		Sub Contracted 8 hrs @ $50 = $400		$1,200.00
2c	Install centerline signage at each location. 12"X24" Reflective Lime, STOP Symbol "FOR PEDESTRIANS", Vertical Panel Barricade W/28 Lb. Base	Two (2) @ $366= $732	Ron & Art - $0	$732.00	
			Sub Contracted 2 hrs @ $50 = $100		$832.00
3	Addition of one (1) Stop Sign on Wildwood Ave at 368 Wildwood (southeast bound traffic before Lake Ave)	1 sign @ $100 1 post @ $100	Ron & Art - $0	$200.00	
			Sub Contracted1 hrs@ $50 = $50		$250.00
4	Addition of 4 new Solar Powered Radar Speed signs. Two (2) signs on Wildwood Ave and two (2) on Hall Ave. LED Lighting Solutions	4 signs @ $4053.99 = $16215.96 Shipping = $410 4 posts @ $150 = $600	Ron & Art - $0	$17,225.96	
			Sub Contracted 8 hrs @ $50 = $400		$17,625.96

Using Ron Malles and Art Arsenault's labor at no cost	$19,607.96
Paint Crosswalk on the pavement	$600.00
TAX (6.75%) :	$1,323.54
Unknown factors (15%) :	$2,941.19
Total not to exceed :	**$24,472.69**

Using city hired labor for all four proposals	$21,107.96
TAX (6.75%) :	$1,424.79
Unknown factors (15%) :	$3,166.19
Total not to exceed :	**$25,698.94**



Legend

Resolution #**1**

Ten (10) 20 MPH Signs

Resolution #**2**

Proposed Four (4) Ped Crossing signs

Proposed Two (2) Painted Crosswalks on the pavement with CL signage

Resolution #**3**

Proposed One (1) Stop Sign

Resolution #**4**

Proposed One to Four (1 to 4) Solar powered Speed Signs

BOLTON & MENK
Real People. Real Solutions.

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

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

9-30-2024

City of Birchwood Village

Council,

700 Birchwood Lot Split (Exhibit A)

- The lot split would create a low point between properties similar to 160 Cedar and 180 Cedar. The low spot would be right on the property line on the backside of the property. On View Road side of the property, the drainage would drain towards Mahtomedi's property. The city of Mahtomedi would need to approve any future build draining towards their city road.
- Water and Sewer utilities would not be able to be provided by the City of Birchwood Village without easement along side of 700 Birchwood Avenue. Based on the survey it appears utilities would be possible from Mahtomedi. Would need to coordinate with the City of Mahtomedi on if it is possible to serve the proposed lot.

Wildwood Lift Station Reconstruction (Exhibit B)

- Attached are the plans and specifications. Due to the size of the specifications, the specifications have been sent to the city but left out of this memo. With councils' approval, Bolton and Menk proposes we proceed with opening for bidding pending EPA's approval. If the city has changes, they would like to see please reach out to Marcus Johson to discuss.
- Engineers estimate is expecting bid to come in at $605,000. This is accounting for a 10 percent contingency. Due to the EPA grant, there are BABAA regulations which need to be followed. As part of these requirements, the materials for the project must be sourced from local suppliers which may drive the price up slightly. For this reason, Bolton and Menk decided to account for a 10% contingency.
- Below is the estimated timeline for the lift station
    - 9/30 Submit Plans and Spec to EPA (2 weeks for review)
    - 10/8 Council Approves Plans and specs and recommends proceeding to advertise for bids
    - 10/9 Submit with the White Bear Press the bid advertisement
    - 10/15 Post Plans and specs online (EPA requires the city to advertise an extended amount of time compared to normal bidding process)
    - 11/29 Close Bidding
    - 12/5 Recommendation due for council packet
    - 12/12 Council to review bids/approve a bidder

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Oakridge Dr. Drainage Issues (Exhibit C)

- Attached are the approximate drainage existing. There are two additional figures showing options to repair this drainage issue.
    - Survey would be required to determine the cost and most feasible option. Field staking of an alignments and center line staking to verify low and high points are put in the appropriate places. Expected survey and engineering costs would range from $15,000-$25,000 to survey the conditions as they sit today, Design of the roadway profile, drainage solutions, and contract documents.
- Existing Pavement and Drainage
    - Bituminous Roadways reclaimed Oakridge Drive, hauled off the excess gravel base, and added 2 bituminous layers back onto the road.
    - No survey of existing conditions or engineered design was done prior. Bituminous Roadways matched existing plan and profile by matching the edge of the boulevard, driveways, and cul-de-sac edge of pavement and built the crown up from there.
- Storm Sewer Improvements
    - In option 1, rough costs of 12" RCP pipe with catch basins to run approximately 820' along Oakridge Drive would be $100,000.
        - This does not account for base and bituminous rebuilt. An alignment would need to created in determining the bituminous removal limit would be needed. It would be safe to assume another $60,000-80,000 needed to rebuild the section and restore the roadway and boulevard.
    - Option 2 would be shaping the road to get drainage to dump to the existing storm sewer. This option would be to raise the road, driveways, and boulevards up to the ROW. Again, this would need to be verified by a survey. I would estimate $150,000 - $200,000 for the area hatched in red on the behind figure.

Lost Lake Improvements (Exhibit D)

- The City of Mahtomedi is looking to resolve the flooding issues on Birchwood Road (Hall Avenue). In speaking with their engineer, the DNR has granted this as a temporary solution for the time being. The improvements made based on the attached plan set are not within Birchwood Village city limits. The improvements made would affect Birchwood Village as far as the upstream and down drainage concerns go.
    - Bolton and Menk's recommendation is to allot a few hours to us to request and review the hydraulic modeling for the project. Bolton and Menk also recommends support to the project pending no concerns with the hydraulic modeling. Should there be concerns, Bolton and Menk would notify the City of Birchwood Village that more discussion should be had at the next meeting.

Tighe Schmitz Drainage Improvements (Exhibit E)

- Summary of this project is to address discharged water onto Tighe Schmitz Park. This water usually turns into standing water. These improvements are primarily focused around the hockey arena and Lake Avenue.
- Lori has asked Bolton and Menk to assist in the design while working under the grant dollars.

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2024 Road Improvements (Exhibit F)

- Pothole patch work occurred on the 19th of September. As of 10-1, there was 2 known potholes that were marked out and missed. There is also the top of a gate valve that was hit during the paving of Oakridge Drive. John Manship provided a top for Bituminous Roadways to repair this.
- On 10-1 Bituminous Roadways reached out with an update that they plan to have a crew back to fix these 3 issues. As of today, items left to do should be repaired by 10-2-2024.
- Bolton and Menk's recommendation is to hold 5% of the invoiced amount of $107,785.42 ($5389.27) if the work has not been completed by the October Council Meeting. Paid the invoice fully if work has been completed.

Please feel free to contact me at marcus.johnson@bolton-menk.com or 507-440-0537 with any questions.

Sincerely,

Bolton & Menk, Inc.

Marcus A. Johnson

Marcus Johnson PE
Associate Project Engineer

Bolton & Menk is an equal opportunity employer.

Exhibit A

Bolton & Menk is an equal opportunity employer.

MINOR SUBDIVISION

~for~ BILL AND MARY HULLSIEK
~of~ 700 BIRCHWOOD AVENUE
BIRCHWOOD, MN 55110

EXISTING PROPERTY DESCRIPTION

Lot 8, Block 16, LAKEWOOD PARK 3RD DIVISION, Washington County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/19/2024.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 30-030-21-42-0027.
- Total parcel area = 52,779 sq. ft. (1.21 acres).
- 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.

LEGEND

- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES FOUND PKNAIL
- DENOTES CATCH BASIN
- DENOTES CATCH BASIN MANHOLE
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES GUY WIRE
- DENOTES POWER POLE AND OVERHEAD WIRES
- DENOTES ELECTRICAL METER
- DENOTES TELEPHONE PEDESTAL
- DENOTES CABLE PEDESTAL
- x 952.36 — DENOTES EXISTING SPOT ELEVATION
- DENOTES EXISTING CONTOURS
- DENOTES RETAINING WALL
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- (XX.XX WOOLSTENCROFT) — DENOTES DIMENSION PER PLAT OF "WOOLSTENCROFT ADDITION"
- (XX.XX PLAT) — DENOTES DIMENSION PER PLAT OF "LAKEWOOD PARK THIRD DIVISION"
- PIN No. 17-119-22-14-0008 Owner: City of X Address: Unassigned — DENOTES ADJACENT PARCEL OWNER INFORMATION (PER WASHINGTON COUNTY TAX INFORMATION)

TREE DETAIL

952.26 OAK30-2
- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

PROPOSED PROPERTY DESCRIPTIONS

PARCEL A:
The northeasterly 181.5 feet of Lot 8, Block 16, LAKEWOOD PARK 3RD DIVISION, Washington County, Minnesota.

PARCEL B:
That part of Lot 8, Block 16, LAKEWOOD PARK 3RD DIVISION, Washington County, Minnesota, which lies southwesterly of the northeasterly 181.5 feet thereof.

PROPOSED EASEMENT DESCRIPTION

A perpetual easement for private ingress/egress purposes over and across the northwesterly 12 feet of Lot 8, Block 16, LAKEWOOD PARK 3RD DIVISION, Washington County, Minnesota.

PARCEL A IMPERVIOUS COVERAGE

TOTAL PARCEL AREA = 22,498 SF

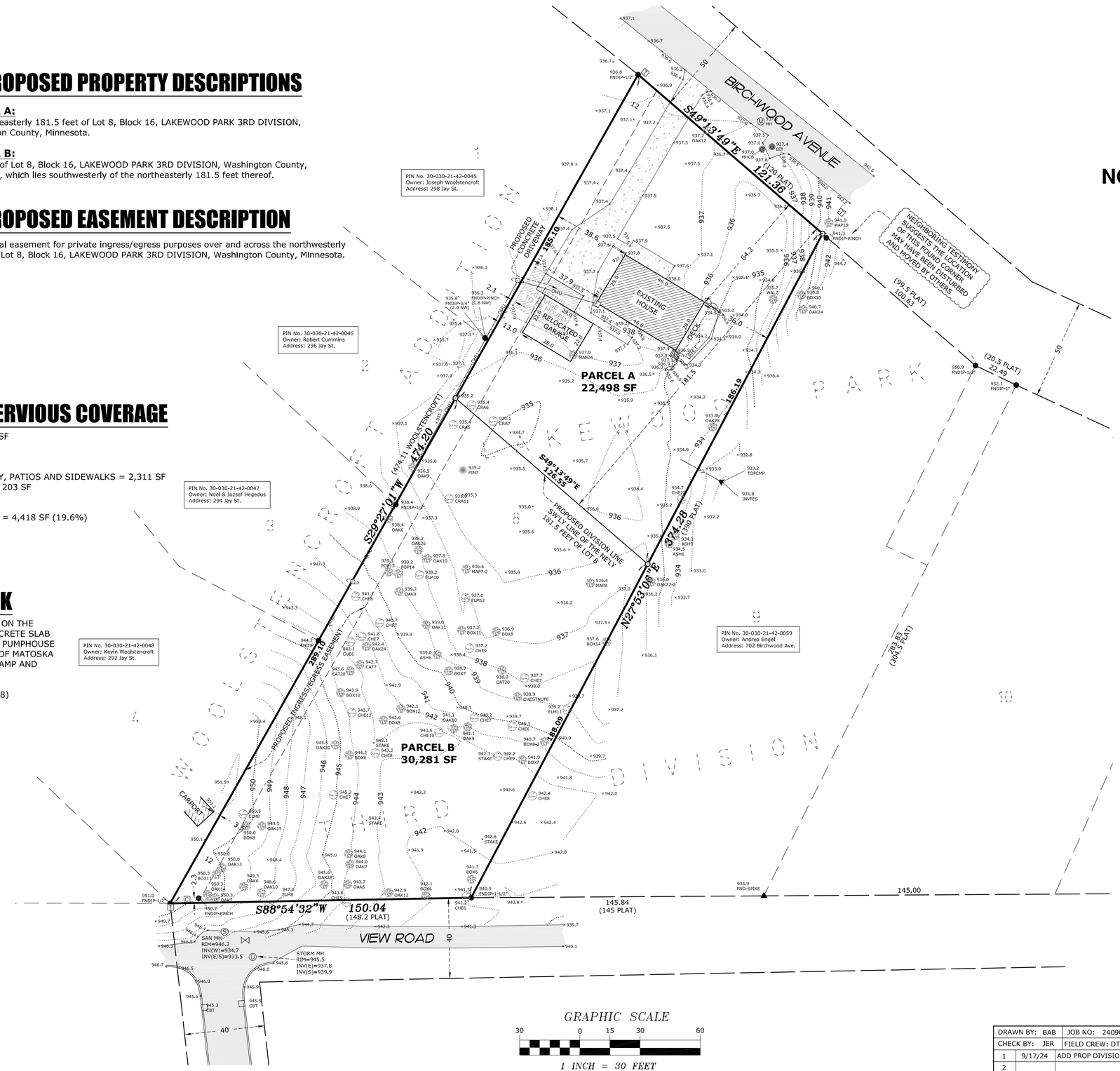
EXISTING HOUSE = 1,288 SF
EXISTING GARAGE = 616 SF
EXISTING CONCRETE DRIVEWAY, PATIOS AND SIDEWALKS = 2,311 SF
PROPOSED CONCRETE DRIVE = 203 SF

TOTAL IMPERVIOUS COVERAGE = 4,418 SF (19.6%)

BENCHMARK

RAMSEY CO. BM. PAINT MARK ON THE SOUTHEAST CORNER ON CONCRETE SLAB UNDER PIPE AT EAST SIDE OF PUMPHOUSE AT THE NORTHEAST CORNER OF MATOSKA PARK PUBLIC ACCESS BOAT RAMP AND MANITOU ISLAND ROAD.

ELEVATION = 928.72 (NAVD 88)



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: 9/17/2024 License No. 41578

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

DRAWN BY: BAB	JOB NO: 240903BT	DATE: 8/22/2024	
CHECK BY: JER	FIELD CREW: DT/CT		
1	9/17/24	ADD PROP DIVISION LINE AND ESMT	BAB
2			
3			
NO.	DATE	DESCRIPTION	BY

Exhibit B

Bolton & Menk is an equal opportunity employer.

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

CONSTRUCTION PLANS FOR

WILDWOOD AVENUE LIFT STATION REPLACEMENT

2024

RESOURCE LIST

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

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Birchwood, MN 55110
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City Council Members:
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John Manship (Water)
Phone: (651) 775-4060

Dale Reed (Sewer)
Phone: (651 747-2777

220 WILDWOOD AVE
BIRCHWOOD VILLAGE, MN 55110

SHEET INDEX

SHEET NO.	GENERAL
G0.01	TITLE, LOCATION MAP, AND SHEET INDEX
G0.02	ABBREVIATIONS
G0.03	LEGEND
	SITE
C0.01	EXISTING/DEMOLITION SITE - PLAN
C0.02	EXISTING/DEMOLITION - SECTION
C1.01	STANDARD DETAILS
C3.01	PROPOSED SITE - PLAN
	PROCESS
C5.01	PROPOSED LIFT STATION - PLAN AND SECTION
C5.02	PROPOSED MANHOLE - PLAN AND SECTION
	ELECTRICAL
E0.01	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E0.02	ELECTRICAL SITE PLAN - LIFT STATION
E0.03	ELECTRICAL DETAILS

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL , 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

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Autodesk Docs://BIRCHWOOD MN LIFT STATION/BIRCHWOOD LIFT STATION 1131616.rvt

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: TYPED OR PRINTED NAME: Jacob E. Humburg
DATE 09/27/2024 LIC NO. 56751

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DESIGNED JIL	NO.	ISSUED FOR	DATE
DRAWN NLH	A	REVIEW	09/27/2024
CHECKED JEH			
CLIENT PROJ. NO. 1131616			

CITY OF BIRCHWOOD VILLAGE, MINNESOTA
WILDWOOD AVENUE LIFT STATION REPLACEMENT
TITLE, LOCATION MAP, AND SHEET INDEX

SHEET G0.01

A	ACRE, ANGLE
AB	ANCHOR BOLT
ABBR	ABBREVIATION
ABUT	ABUTMENT
AC	ACTIVATED CARBON, ASPHALT CONCRETE
A/C	AIR CONDITIONING
ACOUS	ACOUSTIC, ACOUSTICAL
ACP	ASPHALTIC CONCRETE PAVEMENT, ASBESTOS CEMENT PIPE
ADJ	ADJUST, ADJACENT
AER	AERATION
AGG	AGGREGATE
AL	ALUMINUM, ALUM
ALT	ALTERNATE
ALUM	ALUMINUM
AMB	AMBIENT
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE (FORMERLY A.S.A.)
API	AMERICAN PETROLEUM INSTITUTE
APP	APPROACH
APPD	APPROVED
APPROX	APPROXIMATE
APR	APRON
ARC L	ARCH LENGTH
ARCH	ARCHITECTURAL
ASA	AMERICAN STANDARDS ASSOCIATION (NOW ANSI)
ASME	AMERICAN SOCIETY OF MECHANICAL ENGINEERS
ASSY	ASSEMBLY
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIAL
ATM	ATMOSPHERE
AVAR	AIR VACUUM AND AIR RELEASE VALVE
AWWA	AMERICAN WATER WORKS ASSOCIATION
AZ	AZIMUTH
BAL	BALANCE
BC	BEGIN CURVE, BOLT CIRCLE, BETWEEN CENTERS
BCR	BEGIN CURVE RETURN
BD	BOARD
BE	BOX ELDER
BEG	BEGIN
BET	BETWEEN
BF	BLIND FLANGE
BFP	BACK FLOW PREVENTER
BHP	BRAKE HORSEPOWER
BIT	BITUMINOUS
BLDG	BUILDING
BLD FLG	BLIND FLANGE
BLK	BLACK, BLOCK
BLKG	BLOCKING
BM	BEAM, BENCH MARK
BO	BLOW OFF ASSEMBLY
BOD	BIOCHEMICAL OXYGEN DEMAND
BORR	BORROW
BOT	BOTTOM
BPV	BACK PRESSURE VALVE
BR	BRIDGE, BASE OF RAIL
BRG	BEARING
B & S	BELL AND SPIGOT
BS	BACK SIGHT, BOTTOM SLOPE
BSMT	BASEMENT
BTM PL	BOTTOM PLATE
BTU	BRITISH THERMAL UNIT
BV	BUTTERFLY VALVE
BVC	BEGIN VERTICAL CURVE
BWV	BACK WATER VALVE
C	CENTIGRADE, CURVE, CUT
CAB	CABINET
CAP	CAPACITY
CAR	COUNTY AID ROAD
CB	CATCH BASIN, CHALK BOARD
CC	CENTER TO CENTER
CD	CEILING DIFFUSER
CEM	CEMETERY, CEMENT
CFH	CUBIC FEET PER HOUR
CFM	CUBIC FEET PER MINUTE
CFS	CUBIC FEET PER SECOND
C & G	CURB AND GUTTER
CHAN	CHANNEL
CHEM	CHEMICAL
CHG	CHANGE
CHK V	CHECK VALVE
CHXD PL	CHECKERED PLATE
CI	CAST IRON
CIP	CAST IRON PIPE
CL	CHLORINE GAS, CHLORINATOR, CHAIN LINK, CLEARANCE, CENTERLINE
CLG,CLNG	CEILING
CLR	CLEAR
CM	CENTIMETER
CML & C	CEMENT MORTAR LINED AND COATED
CMP	CORRUGATED METAL PIPE
CMP-A	CORRUGATED METAL PIPE ARCH
CMU	CONCRETE MASONRY UNIT
CO	CLEANOUT
COL	COLUMN
COM	COMPRESSOR
COMP	COMPACT
CONC	CONCRETE, CONCENTRIC
CONN	CONNECTION
CONST	CONSTRUCTION, CONSTRUCT

CONT	CONTINUED, CONTINUOUS
CONTR	CONTRACTOR
COR	CORNER
CORD	COUNTY ROAD
COTG	CLEAN-OUT TO GRADE
CP	CATTLE PASS
CPLG	COUPLING
CRK	CREEK
CS	CAUSTIC SODA, CAST STEEL, CURVE SPIRAL
C.S.A.H.	COUNTY STATE AID HIGHWAY
CT	CERAMIC TILE
CTR	CENTER
CTSK	COUNTERSINK
CTWD	COTTONWOOD
CU	COPPER, CUBIC
CU FT	CUBIC FOOT
CU YD	CUBIC YARD
CULT	CULTIVATED FIELD
CULV	CULVERT
CY	CUBIC YARD
CYL	CYLINDER
DC	DEGREE OF CURVE
DBLK	DITCH BLOCK
DAMP	DAMPER
DEP	DEPARTURE
DES	DESIGN, DESIRABLE
DET	DETAIL
DF	DRINKING FOUNDATION
DG	DOOR GRILLE, DITCH GRADE
DI	DUCTILE IRON
DIA	DIAMETER
DIAPH	DIAPHRAGM
DIP	DUCTILE IRON PIPE
DIST	DISTANCE, DISTRICT
DIV	DIVISION
DISCH	DISCHARGE
DISP	DISPENSER
DN	DOWN, DECANT
DO	DISSOLVED OXYGEN
DR	DOOR, DRAIN
DRWY	DRIVEWAY
DS	DRENCH SHOWER AND EYE WASH
DWG	DRAWING
DIFF	DIFFUSER, DIFFERENTIAL
E	EAST, RATE OF SUPERELEVATION, EXTERNAL DISTANCE
EA	EACH
EBL	EAST BOUND LANE
EC	END CURVE
ECC	ECCENTRIC
ECR	END CURB RETURN
EF	EACH FACE, EXHAUST FAN
EFF	EFFLUENT
EG	EXHAUST GRILLE
EL	ELEVATION
ELEC	ELECTRICAL, ELECTRONIC
ELEV	ELEVATION
EMB	EMBANKMENT
ENG	ENGINE
ENGR	ENGINEER
ENT	ENTRANCE
EQ	EQUAL
EQUA	EQUATION
EQUIP	EQUIPMENT
ER	EDGE OF ROAD
EST	ESTIMATE
EVAP	EVAPORATOR
EVC	END VERTICAL CURVE
EW	EACH WAY, EYE WASH
EXC	EXCAVATION
EXH	EXHAUST
EX-HY	EXTRA HEAVY
EXIST	EXISTING
EXP	EXPANSION
EXP JT	EXPANSION JOINT
EXT	EXTERIOR, EXTENSION
F	FAHRENHEIT, FINISH
FA	FEDERAL AID
FABR	FABRICATION, FABRICATE, FABRICATED
FAI	FRESH AIR INTAKE
FAI	FEDERAL AID INTERSTATE
FAP	FEDERAL AID PRIMARY
FAS	FEDERAL AID SECONDARY
FAU	FEDERAL AID URBAN
FB	FLAT BAR, FLOOR BEAM, FIELD BOOK
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
FDN	FOUNDATION
FDR	FEEDER
FE	FIRE EXTINGUISHER, FINAL EFFLUENT, FLOW ELEMENT
FE COR	FENCE CORNER
FED	FEDERAL
FF	FLAT FACE, FAR FACE, FINISHED FLOOR
F TO F	FACE TO FACE
FG	FINISHED GRADE
FH	FIRE HYDRANT
FHDWL	HEAD WALL
F & I	FURNISH AND INSTALL
FIG	FIGURE

FIN	FINISHED
FL	FLOWLINE, FLOOR
FLEX	FLEXIBLE
FLOCC	FLOCCULATOR, FLOCCULATION
FLG	FLANGE
FLGD	FLANGED
FLR	FLOOR
FME	FARM ENTRANCE
FMH	FLEXIBLE METAL HOSE
FOC	FACE OF CONCRETE
FOM	FACE OF MASONRY
FOS	FACE OF STUDS
FOW	FACE OF WALL
FP	FENCE POST
FPC	FLEXIBLE PIPE COUPLING
FPM	FEET PER MINUTE
FPS	FEET PER SECOND
FR	FRAME
FR	FRONTAGE ROAD
FS	FAR SIDE, FLOOR SINK, FINISHED SURFACE, FORGED STEEL, FROTH SPRAY, FORE SIGHT, FLOW SWITCH
FT	FEET, FOOT
FTG FTNG	FOOTING
FUT	FUTURE
FWD	FORWARD
GA	GAGE, GAUGE
GAL	GALLON
GALV	GALVANIZED IRON
GAR	GARAGE
GDE	GRADE
GEN	GENERAL, GENERATOR
GFA	GROOVED FLANGE ADAPTOR
GI	GALVANIZED IRON
GLV	GLOBE VALVE
GP	GUY POLE
GPD	GALLONS PER DAY
GPH	GALLONS PER HOUR
GPM	GALLONS PER MINUTE
GR	GUARDRAIL
GR	GRAVEL
GRAN	GRANULAR
GRD	GRADE, GROUND
GR BRK	GRADE BREAK, GRADE CHANGE
GV	GATE VALVE
GYP	GYPSUM
H20	WATER
H	HAUL
HB	HOSE BIBB
HDR	HEADER
HEX	HEXAGONAL
Hg	MERCURY
HI	HEIGHT OF INSTRUMENT
HMS	HOLLOW METAL STEEL
HO	HOUSE
H, HOR	HORIZONTAL
HORIZ	HORIZONTAL
HP	HORSEPOWER, HIGH PRESSURE
HR	HEATING RETURN, HOUR
HT	HEIGHT
HTG	HEATING
HTR	HEATER
H & V	HEATING AND VENTILATION
HW	HOT WATER, HIGH WATER
H.W. EL.	HIGH WATER ELEVATION
H.W.L.	HIGH WATER LEVEL
HWL	HIGH WATER LEVEL
HWR	HOT WATER RETURN
HWS	HOT WATER SUPPLY
HWO	HANDWHEEL OPERATED
HWY	HIGHWAY
HYD	HYDRAULIC, HYDRANT
IBC	INTERNATIONAL BUILDING CODE
IC	INTERIOR ANGLE OF CURVE
ID	INSIDE DIAMETER
IF	INSIDE FACE
IH	INTERSTATE HIGHWAY
IN	INCH
INCL	INCLUDE
INFL	INFLUENT
INFO	INFORMATION
INL	INLET
INP	IN PLACE
INSL	INSULATION, INSULATED
INSUL	INSULATION
INST	INSTALL
INSTR	INSTRUMENT
INV	INVERT ELEVATION
IP	IRON PIPE
IPS	IRON PIPE SIZE
IRRG	IRRIGATION
JAN	JANITOR
JCT	JUNCTION
J & A	JACK AND AUGER
JNT, JT	JOINT
JSTS	JOISTS
KG	KILOGRAM
KM	KILOMETER

KV	KILOVOLT
KW	KILOWATT
KWH	KILOWATT HOUR
L	LITER, LENGTH, LENGTH OF CURVE
LAB	LABORATORY
LAT	LATITUDE
LAV	LAVATORY
LB	POUND
LDG	LOADING
LEV	LEVEL
LF	LINEAR FEET
LIN	LINEAR
LO	LEVEL OUT
LOR	LINE-OFFICE REVISION
LOS	LENGTH OF OFFSET SPIRAL
LP	LOW POINT, LIGHT POLE
LOC	LOCATION
LT	LEFT
LWL	LOW WATER LEVEL
LWR	LOWER
M	METER
M	MIDDLE ORDINATE (CIRCULAR CURVE), MAXIMUM OFFSET (VERTICAL CURVE)
MAG	MAGNETIC
MAN	MANUAL
MAINT	MAINTENANCE
MACH	MACHINE
MAS	MASONRY
MATL	MATERIAL
MAX	MAXIMUM
MCC	MOTOR CONTROL CENTER
MECH	MECHANICAL
MEMB	MEMBRANE
MET	METAL
MFR, MFGR	MANUFACTURER
MGD	MILLION GALLONS PER DAY
MH	MANHOLE
MI	MALLEABLE IRON, MILE
MIN	MINIMUM, MINUTE
MISC	MISCELLANEOUS
MK	MARK
ML	MATCH LINE, MEDIAN LINE
MM	MILLIMETER
MNDOT	MINNESOTA DEPARTMENT OF TRANSPORTATION
MO	MOTOR OPERATED, MASONRY OPENING
MOD	MODEL
MON	MONUMENT
MPH	MILES PER HOUR
MS	MOP SINK
MTC	MECHANICAL-TYPE-COUPLING
MTD	MOUNTED
MTL	MATERIAL
MTR	MOTOR
N	NORTH
NAT	NATURAL
NBL	NORTH BOUND LANE
NBS	NATIONAL BUREAU OF STANDARDS
NC	NORMALLY CLOSED
NE	NORTH EAST
NEMA	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NF	NEAR FACE
NIC	NOT IN CONTACT
NO	NUMBER, NORMALLY OPEN
NPS	NOMINAL PIPE SIZE (FORMERLY I.P.S.)
NPT	NATIONAL PIPE THREAD
NRS	NON-RISING STEM
NS	NEAR SIDE
NTS	NOT TO SCALE
NW	NORMAL WATER, NORTH WEST
N & D	NEAR SIDE
OBLIT	OBLITERATE
OC	OVER CROSSING, ON CENTER
O.C.E.W.	ON CENTER EACH WAY
OD	OUTSIDE DIAMETER
OF	OVERFLOW, OUTSIDE FACE
OH	OVERHEAD
OPER	OPERATOR, OPERATING
OPNG	OPENING
ORP	OXIDATION-REDUCTION POTENTIAL
OS & Y	OUTSIDE SCREW AND YOKE
OUT	OUTLET
OWG	OIL, WATER, GAS
OZ	OUNCE
P	POLE, PAGE, PLACE
PAVMT	PAVEMENT
PC	PRIMARY CLARIFIER, PORTLAND CEMENT POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVE
PCOTG	PRESSURE CLEANOUT TO GRADE
PE	PLANT EFFLUENT, POLYELECTROLYTE, POLYMER
PE	PROJECT ENGINEER, PROFESSIONAL ENGINEER, POLYETHYLENE
PERF	PERFORATED
PERMISS	PERMISSIBLE
PER PERIM	PERIMETER
PG	PRESSURE GAGE

pH	HYDROGEN ION CONCENTRATION
PI	PLANT INFLUENT, POINT OF INTERSECTION, PRESSURE INDICATOR
PL	PLATE, PROPERTY LINE, PLACE
PLAS	PLASTER, PLASTIC
PLY WD	PLYWOOD
PLF	POUNDS PER LINEAR FOOT
PLT	PLANT
PNEU	PNEUMATIC
POC	POINT OF CURVE
POP	POPLAR
POST	POINT ON SEMI TANGENT
POT	POINT ON TANGENT
PP	POWER POLE
PPD	POUNDS PER DAY
PPH	POUNDS PER HOUR
PPM	PARTS PER MILLION
PR	PAIR
PRC	POINT OF REVERSE CURVE
PRESS	PRESSURE
PROJ	PROJECT
PROP	PROPERTY
PROV	PROVISIONS
PRV	PRESSURE REGULATING, RELIEF, REDUCING VALVE
PS	PRESSURE SWITCH
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PSIA	POUNDS PER SQUARE INCH ABSOLUTE
PSIG	POUNDS PER SQUARE INCH GAUGE
PT	POINT, POINT OF TANGENCY
PTDF	PRESSURE TREATED DOUGLAS FIR
PV	PLUG VALVE
PVC	POLYVINYL CHLORIDE
Q	DISCHARGE CFS.
QUANT	QUANTITY
R	RADIUS, RISER, RANGE, ROCK, RETURN, RATE OF SLOPE, RING
RAD	RADIALLY
RAG	RETURN AIR GRILLE
RAS	RETURN ACTIVATED SLUDGE
RC	REINFORCED CONCRETE
RCCP	REINFORCED CONCRETE CULVERT PIPE
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN, ROUND, OR ROAD
RDWD	REDWOOD
RDWY	ROADWAY
RECIRC	RECIRCULATING
RECONST.	RECONSTRUCT
RED	REDUCER, REDUCING
REF	REFERENCE, REFER
REFR	REFRIGERATOR
RF	ROOF
REG	REGULATING
REINF	REINFORCE, REINFORCED
REM	REMOVE
RE-STL	REINFORCING STEEL
RET W	RETAINING WALL
REQ, REQD	REQUIRED
REV	REVISION
RM	ROOM
ROW	RIGHT OF WAY
RPM	REVOLUTIONS PER MINUTE, REINFORCED PLASTIC MORTAR
RR	RAILROAD
RT	RIGHT
R/W	RIGHT OF WAY
RWL	RAINWATER LEADER
RY	RAILWAY
S	SOUTH, SCUM, SINK, SECOND, SLOPE, SAND
SA	SAMPLE
SALV	SALVAGED
SAN	SANITARY
SAR	STATE AID ROAD
SBL	SOUTH BOUND LANE
SC	SPARE CHEMICAL, SECONDARY CLARIFIER
SCD	SCREWED
SCFM	STANDARD CUBIC FEET PER MINUTE
SCH	SCHEDULE
SCHED	SCHEDULE
SCP	SECTIONAL CONCRETE PIPE
SCPA	SECTIONAL CONCRETE PIPE ARCH
SD	SERVICE DRIVE
SDR	STORM DRAINS
SE	SOUTHEAST
SEC	SECONDARY
SECT	SECTION
SER	SERIES
SETT	SETTLING
SF	STORY FRAME
SFCE	SURFACE
S-G	SAND AND GRAVEL
SH	SHOWER
SHLD	SHOULDER
SHT	SHEET
SIM	SIMILAR
SL	SLUDGE, SLOPE
SO	SOUTH
SO VALVE	SHUT OFF VALVE
SP	STATIC PRESSURE
SPEC	SPECIFICATION

SPEC'D	SPECIFIED
SPK	SPIKE
SQ	SQUARE
SQYD	SQUARE YARD
SS	SANITARY SEWER, STAINLESS STEEL, SERVICE SINK
SSU	SECONDS SAYBOLT UNIVERSAL
ST	STREET, STONE, STEEL, STUCCO, STATE
STA	STATION
STC	SLEEVE-TYPE COUPLING
STD	STANDARD
STK	STAKE
STL	STEEL
STM	STORM
STN	STAINLESS
STN STL	STAINLESS STEEL
STP	STUMP
STRUCT	STRUCTURAL, STRUCTURE
SUCT	SUCTION
SUPER	SUPER ELEVATION
SUPP	SUPPLIER, SUPPLY
SURF	SURFACE
SV	SOLENOID VALVE
SW	SIDEWALK, SOUTH WEST
SWR	SIDEWALL REGISTER, SEWER
SYM	SYMMETRICAL, SYMBOL
SYST	SYSTEM
T	THERMOSTAT, TREAD OF STAIR, TOP, TANGENT
T & B	TOP AND BOTTOM
T & G	TONGUE AND GROOVE
TAN	TANGENT
TB	TACK BOARD
TBE	THREAD BOTH ENDS
TBM	TEMPORARY BENCH MARK
TC	TOP OF CURB
TEL	TELEPHONE
TEMP CONN	TEMPORARY CONNECTION
T.F.	TOP OF FOOTING
TFE	TOP OF FOOTING ELEVATION
TH	TRUNK HIGHWAY
THR'D	THREADED
TK	TANK
TOE	THREAD ONE END
TOPOG	TOPOGRAPHY
TP	TELEPHONE POLE, TELEGRAPH POLE
TR	TREE, TRENCH, TRACK
TRANS	TRANSITION, TRANSMITTED
TRANSV	TRANSVERSE
TS	TANGENT TO SPIRAL, TOPSOIL, TOP SLOPE
TTH	TEMPORARY TRUNK HIGHWAY
TV	THERMOSTATIC VALVE
TW	TOP OF WALL, THERMOMETER WELL
TWP	TOWNSHIP
TYP	TYPICAL
UBC	UNIFORM BUILDING CODE
UC	UNDER-CROSSING
UG	UNDERGROUND
UGC	UNDERGROUND CONDUIT
UH	UNIT HEATER
UL	UNDERWRITERS LABORATORIES
UNADJ	UNADJUSTED
UR	URINAL
USGS	U.S. GEOLOGICAL SURVEY
UW	UTILITY
V	VACUUM, VALVE, VERTICAL, VENT, VOLT, VOLUME
VAR	VARIES, VARIABLE
VB	VAPOR BARRIER
VC	VERTICAL CURVE
VCP	VITRIFIED CLAY PIPE
VERT	VERTICAL
VIT	VITRIFIED
VM	VEHICULAR MEASURE
VOL	VOLUME
VTC	VENT TO CEILING
VPC	VERTICAL POINT OF CURVATURE
VPI	VERTICAL POINT OF INTERSECTION
VPT	VERTICAL POINT OF TANGENCY
VTR	VENT THROUGH ROOF
W	WEST, WASTE, WATER
W/	WITH
WAS	WASTE ACTIVATED SLUDGE
WBL	WEST BOUND LANE
WC	WATER COLUMN, WATER CLOSET
WCO	WALL CLEANOUT
WD	WOOD
WDW	WINDOW
W'MN	WATER MAIN
W/O	WITHOUT
WS	WATER SURFACE
WSTP	WATER STOP
WT	WEIGHT
WWM	WELDED WIRE MESH
X-OVER	CROSSOVER
X-RD	CROSS ROAD
XS	EXTRA STRONG
XSECT	CROSS SECTION
YD	YARD
YH	YARD HYDRANT

NOTE:
SEE PIPING SCHEDULE FOR ADDITIONAL ABBREVIATIONS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: TYPED OR PRINTED NAME: Jacob E. Humburg

DATE 09/27/2024 LIC NO. 56751

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DESIGNED JIL
DRAWN NLH
CHECKED JEH
CLIENT PROJ. NO. 1131616

NO.	ISSUED FOR	DATE
A	REVIEW	09/27/2024

CITY OF BIRCHWOOD VILLAGE, MINNESOTA
WILDWOOD AVENUE LIFT STATION REPLACEMENT
ABBREVIATIONS

SHEET G0.02

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PIPING & FITTING SYMBOLS

- AC — Air Cock
- P — Air Operation
- BP — Backflow Preventer
- Blind Flange
- Drip Trap
- Exhaust to Atmosphere (Inside)
- Exhaust to Atmosphere (Outside)
- FT — Flame Trap
- FC — Flame Cell
- Flanged Coupling Adapter (F.C.A.)
- Flexible Hose
- 4"F.D. — Floor Drain - Size
- Harnessed Sleeve Coupling (H.S.C.)
  Sleeve Coupling (S.C.)
- HB — Hose Bib
- 1-1/2" Hose Gate
- FE X — Meter
- M — Motor Operation
- N.C. — Normally Closed
- N.O. — Normally Open
- Orifice
- Pump

Pipe & Joint Designations

- Bell & Spigot Joint
- Flanged Adapter
- Flanged Joint Fitting
- Mechanical Joint Fitting
- Wall Pipe
- Wall Sleeve
- Quick Disconnect Coupling
- Reducer
- Removable Cap
- Removable Plug
- Rupture Disc
- ST — Sediment Trap
- Sight Flow Indicator
- Union

VALVE SYMBOLS

Process Flow Diagram	Plan Process Drawings
Angle Valve	Ball Valve
Ball Valve	Butterfly Valve
Butterfly Valve	Check Valve
Check Valve	Gate Valve
Diaphragm Valve	Plug Valve
Gate Valve	
Globe Valve	
Hose Gate Valve	
Knife Gate Valve	
Needle Valve	
Pinch Valve	
Plug Valve	
RPZ (Reduced Pressure Zone)	
PRV — Pressure Regulating Valve	
PT — Pressure/Temperature Relief Valve	
Relief or Safety Valve	
Shear, Slide, Sluice or Stop Gate	
3-Way Plug Valve (2-Port)	
3-Way Plug Valve (3-Port)	
3-Way Valve	
3-Way Plug Valve (4-Port)	
V — Vent	
Yard Hydrant	
Y-Type Strainer	

INSTRUMENT IDENTIFICATION LETTERS

	FIRST LETTER		SUCCEEDING LETTERS		
	MEASURED OR INITIATING VARIABLE	MODIFIER	READOUT OR PASSIVE FUNCTION	OUTPUT FUNCTION	MODIFIER
A	Analysis		Alarm		
B	Burner Flame				
C	Conductivity (Electrical)			Control	
D	Density (Mass) or Specific Gravity	Differential			
E	Voltage (EMF)		Primary Element		
F	Flow Rate	Ratio (Fraction)			
G	Gauging (Dimensional)		Glass		
H	Hand (Manually Initiated)				High
I	Current (Electrical)		Indicate		
J	Power	Scan			
K	Time or Time-Schedule			Control Station	
L	Level		Light (Pilot)		Low
M	Moisture or Humidity				Middle or Intermediate
N					
O			Orifice (Restriction)		
P	Pressure or Vacuum		Point (Test) Connection)		
Q	Quantity or Event	Integrate or Totalize	Meter		
R	Radioactivity		Record or Print		
S	Speed or Frequency			Switch	
T	Temperature		Totalizing	Transmit	
U					
V	Viscosity			Valve, Damper or Louver	
W	Weight or Force		Well		
X					
Y				Relay or Compute	
Z	Position			Drive, Actuate or Unclassified Final Control Element	

INSTRUMENT IDENTIFICATION

FE 3
- Identification Letters (See Table)
- Instrument Number

Locally Mounted Instrument

Mounted On Board

VALVE OPERATORS

C	Cylinders	HW	Handwheel
CW	Chainwheel	L	Lever
D	Diaphragm	M	Motor
E	Electric	P	Pneumatic
F	Float	S	Solenoid
H	Hydraulic		

Soil Boring

PIPING SCHEDULE

PIPING SYSTEM DESIGNATION	FLUID
A	Aeration
CA	Compressed Air
CG	Chlorine Gas
CS	Chlorine Solution
DG	Digester Gas
DS	Digester Sludge
FC	Ferric Chloride
GW	Grit Washing
GS	Grit Separation
HW	Hot Water
LR	Lagoon Return
NG	Natural Gas
NP	Non-Potable Water
NR	Noxic Return
P	Polymer
PD	Plant Drain
PP	Process Piping
PS	Primary Sludge
PW	Potable Water
R	Recirculation
RAS	Return Activated Sludge
S	Sample
SC	Scum
SD	Sanitary Drain
SN	Supernatant
SR	Sludge Recirculation
SS	Secondary Sludge
ST	Sludge Transfer
UW	Utility Water (Non-Potable Plant Water)
WAS	Waste Activated Sludge
WW	Waste Water

EQUIPMENT SCHEDULE

DESIGNATION	EQUIPMENT TYPE
F	Fan
ME	Miscellaneous Equipment
P	Pump
S	Special
SG	Stop Gate, shear gate, sluice gate, slide gate, flap gate
UH	Unit Heater
V	Valve (Valves 4" Diameter and Larger Included in Schedule

EQUIPMENT IDENTIFICATION

ME - DS - 2
- Equipment Number
- Piping System
- Schedule Identification

PIPE IDENTIFICATION

6-DS- (1)
- Pipe Design Table
- Piping System (See Piping Schedule)
- Pipe Size In Inches

STANDARD DETAIL IDENTIFICATION

(1) DETAIL CALL OUT ON DRAWING M-2 AS:

STANDARD DETAIL NUMBER — 1 / M-1 — DRAWING ON WHICH DETAIL IS SHOWN *

* NOTE: IF PLAN AND SECTION (OR DETAIL CALL-OUT AND DETAIL) ARE SHOWN ON THE SAME DRAWING, DRAWING NUMBER IS REPLACED BY A LINE.

PIPE DESIGN TABLE

PDT NO.	PIPE MATERIAL	FITTING MATERIAL
1	Class (as Specified) for Ductile Iron ANSI A21.51/AWWA C151 Flanged or Mechanical Joints as Indicated. Class (as Specified) for Threaded Flange	Class 125 Ductile or Cast Iron, ANSI A21.10/AWWA C110 Flanged or Mechanical Joint as Indicated
2	Standard Weight Carbon Steel, ASTM A120, Black	3-Inch and Smaller - 150 lb. Malleable Iron, ANSI B16.3 Banded, Screwed, 3-1/2 Inch and Larger - Standard Weight -ASTM A234 ANSI B16.9 Welded Steel or 125 lb. Flanged Cast Iron as Indicated
3	Standard Weight Carbon Steel, ASTM A120, Galvanized	3-Inch and Smaller - 150 lb. Malleable Iron, ANSI B16.3 Banded, Screwed, Galvanized 3-1/2 Inch and Larger - 125 lb. Cast Iron Flanged or Mechanical Coupling as Indicated
4	Copper, ASTM B88 Buried Service - Type K, Soft Temper Exposed Service - Type L, Hard Temper	Wrought Copper or Cast Bronze Solder Joint, ANSI B16.22, 150 psi
5	Polyvinyl Chloride, Schedule 80, Normal Impact ASTM D1785	Schedule 80 Polyvinyl Chloride, Socket Solvent Weld Joints, ASTM D2467
6	Fiberglass Reinforced Plastic (FRP) ASTM D2996	Epoxy Resin Fragment Wound or Molded Type - 150 psi @ 200 F
7	Linear Low Density Poly-ethylene Tubing, Vacuum Rated, Installed Inside 3" Schedule 80 PVC Pipe	Compression Fitting
8	Cast Iron Soil ANSI A112.5.1, Service Weight, Bell and Spigot or Hubless	Cast Iron Soil ANSI A112.5.1, Service Weight, Bell and Spigot or Hubless
9	Class (as Specified) for Ductile Iron ANSI A21.51/AWWA C151, Bell and Spigot	Class 125 Ductile or Cast Iron, ANSI A21.10/AWWA C110, Mechanical Joint
10	Polyvinyl Chloride Sewer Pipe, Bell and Spigot ASTM D-3034	Polyvinyl Chloride, Bell and Spigot, ASTM D-3034
11	Standard Weight Steel, ASTM A53, Seamless. (10 Mil Polyethylene or PVC Coated @ Exterior)	Standard Weight, Butt Weld Steel ANSI B16.9 ASTM A234
12	Polyvinyl Chloride Pressure Pipe ASTM D2241 (C900) with Bell & Spigot Ends. Wall thickness as Specified	Class 125 Ductile Iron or ANSI A21.10/ AWWA C110, Flanged or Mechanical Joints as Indicated
13	Polypropylene, ASTM D2146 Schedule 40 with Heat Fused Joints	Polypropylene, Schedule 40 Drainage Type with Heat Fused Socket Joints
14	Stainless Steel AISI Type 304, ASTM A312 Schedule 5S	Stainless Steel AISI Type 316 ANSI B16.9 Butt-Welded Schedule 5S or 150 lb Flanged
15	Welded Steel, AWWA C200 with Specified Wall Thickness. Epoxy/Cement Mortar Lined for Potable Water Service	ASTM A234, Grade B, Seamless or Butt-welded. Fittings 14-inches and Larger Mitered to Conform to AWWA C208 Table 2 with Butt-Weld Ends
16	Class (as Specified) for Ductile Iron ANSI A21.51/AWWA C151 Glass Lined Flanged or Mechanical Joints as Indicated Class (as specified) for Threaded Flange	Class 125 Ductile or Cast Iron ANSI A21.51/AWWA C151 Glass Lined Flanged or Mechanical Joints as Indicated

SECTION AND DETAIL IDENTIFICATION

SECTION IDENTIFICATION

(1) SECTION CUT ON DRAWING M-1 AS:

SECTION NUMBER — 2 / M-2 — DRAWING ON WHICH SECTION APPEARS *

(2) ON DRAWING M-2 THIS SECTION IS IDENTIFIED AS:

SECTION NUMBER — 2 SECTION / M-2 — DRAWING ON WHICH SECTION APPEARS *

DETAIL IDENTIFICATION

(1) DETAIL CALL OUT ON DRAWING M-2 AS:

DETAIL NUMBER — 1 / M-1 — DRAWING ON WHICH DETAIL IS SHOWN *

(2) ON DRAWING M-1 THIS DETAIL IS IDENTIFIED AS:

DETAIL NUMBER — 1 DETAIL / M-2 — DRAWING ON WHICH DETAIL IS CALLED OUT *

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SIGNATURE: TYPED OR PRINTED NAME: Jacob E. Humburg
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CHECKED	JEH
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CITY OF BIRCHWOOD VILLAGE, MINNESOTA
WILDWOOD AVENUE LIFT STATION REPLACEMENT
LEGEND

SHEET G0.03

EXISTING MH (FIELD VERIFY)
RIM=932.61
INV=924.91 NW
INV=924.10 SW
INV=923.72 SE
TOP OF CONDUIT=925.06 S
TOP OF DIP=921.69 S

REMOVE AND REPLACE BITUMINOUS CURB (TYP.)

REMOVE AND REPLACE "DO NOT ENTER/NO PARKING" SIGNS AS REQUIRED

ESTIMATED AREA OF DISTURBANCE/EXCAVATION

REMOVE AND REPLACE "DO NOT ENTER/ NO PARKING" SIGNS AS REQUIRED

ABANDON, FILL, AND SEAL 4" DIP SUCTION PIPING AND 6" DIP PUMP STATION RETURN PIPING

BITUMINIOUS CURB (TYP.)

COORDINATE TIE-POINT WITH PROPOSED FORCEMAIN AND REMOVE UNUSED PORTION OF EXISTING 6" DIP FORCEMAIN

REMOVE EXISTING FIBERGLASS REINFORCED PLASTIC (FRP) DRYWELL AND 12" REINFORCED CONCRETE BASE PAD. BACKFILL AND COMPACT VOID CREATED WITH REMOVAL OF MATERIALS. MAINTAIN EXISTING FINISHED GRADE

EXISTING OVERHEAD ELECTRIC AND UTILITY POLE TO REMAIN IN SERVICE

EXISTING TREE

6.00'

10.00'

EXISTING GENERATOR

EXISTING CONCRETE PAD AND EXISTING GENERATOR TO REMAIN IN SERVICE

BITUMINIOUS CURB (TYP.)

BITUMINIOUS CURB (TYP.)

WILDWOOD AVE

WILDWOOD AVE

OWL ST

REMOVE AND REPLACE ROAD AS NEEDED FOR CONSTRUCTION

REMOVE AND REPLACE BITUMINOUS CURB (TYP.)

5 0 5 10 15

Graphic Scale for 1"=5'

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CITY OF BIRCHWOOD, MINNESOTA

WILDWOOD AVENUE LIFT STATION MODIFICATIONS

EXISTING/DEMOLITION SITE - PLAN

SHEET C0.01

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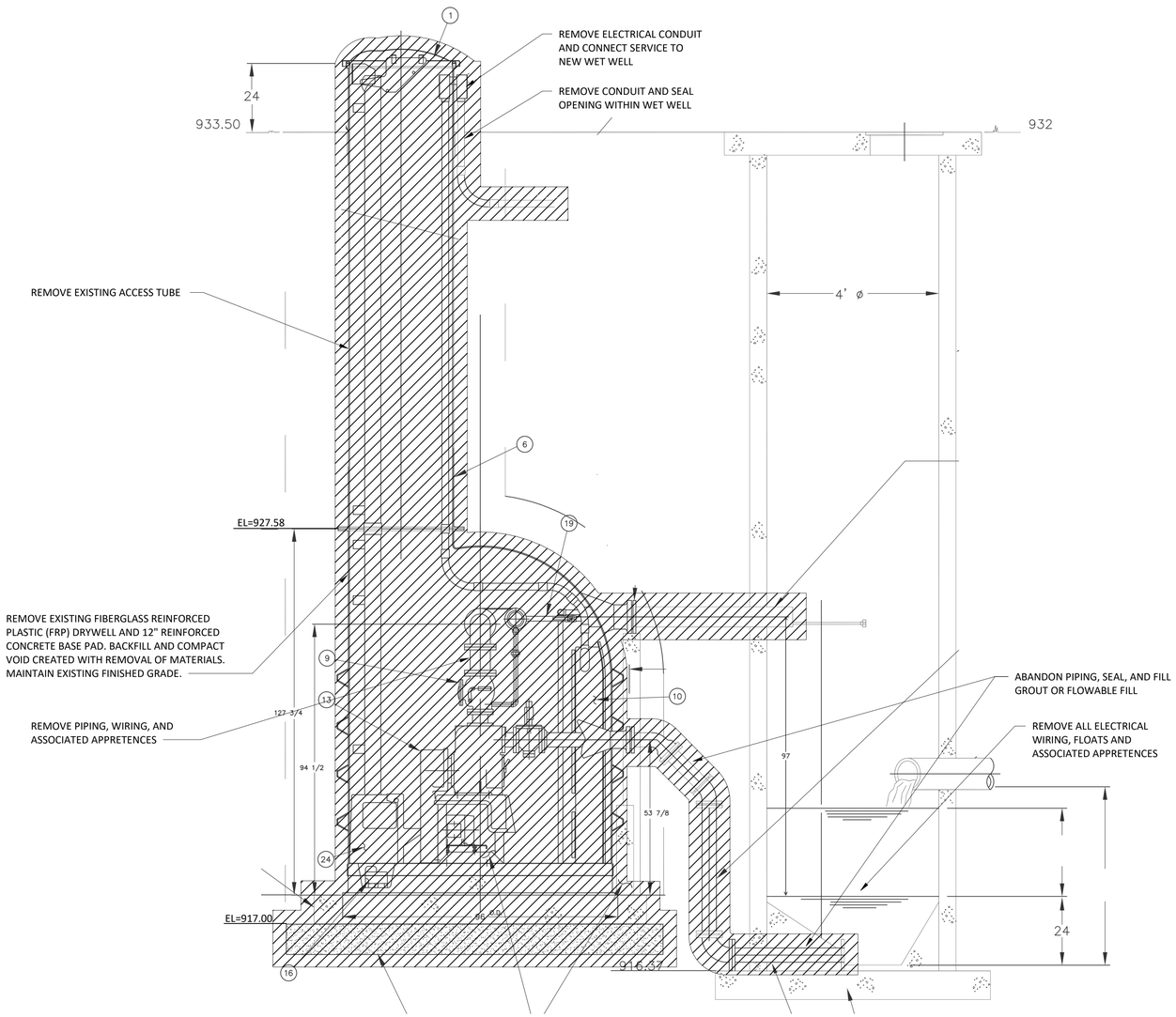

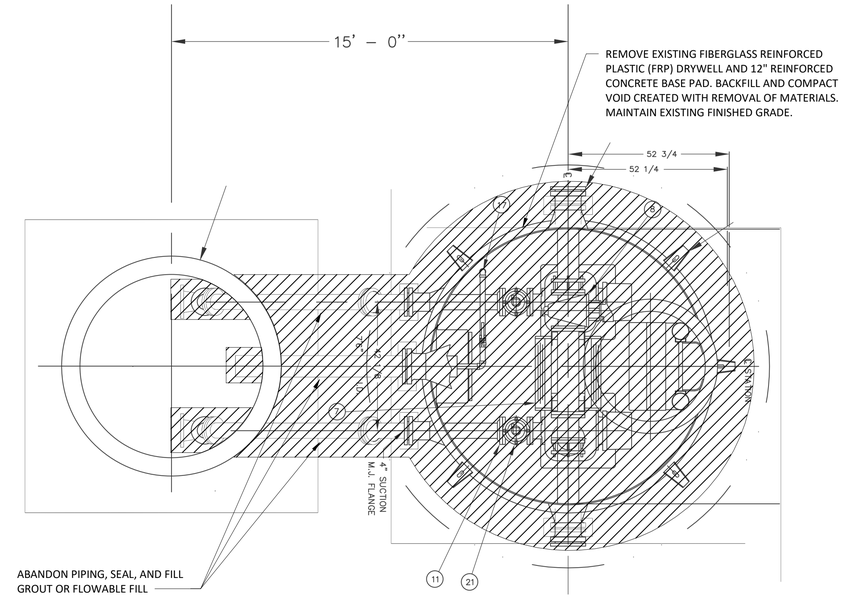

PLAN & SECTION

NOT TO SCALE

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CITY OF BIRCHWOOD VILLAGE, MINNESOTA

WILDWOOD AVENUE LIFT STATION REPLACEMENT

EXISTING/DEMOLITION - SECTION

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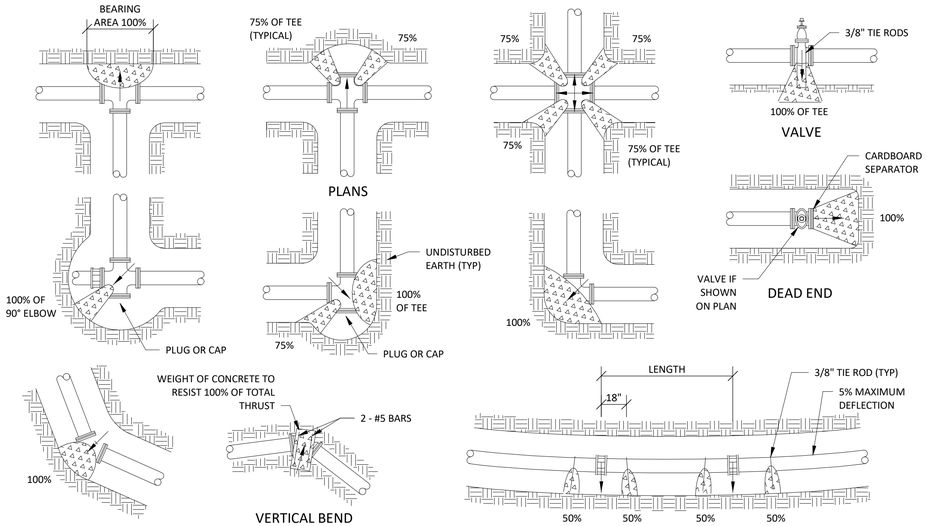


100% BEARING AREA (SQ. FT.)				
PIPE SIZE	DEAD END OR TEE	90° ELBOW	45° ELBOW	22 1/2° ELBOW
4	2.4	3.4	1.9	0.9
6	4.9	6.9	3.8	1.9
8	8.4	11.8	6.4	3.4
10	13.7	19.3	10.5	5.4
12	19.4	27.3	14.9	7.7
14	26.3	37.0	20.1	10.3
16	34.0	47.9	26.2	13.3
18	43.9	61.8	33.7	17.2
20	54.3	76.4	41.7	21.2
24	77.9	109.8	59.8	30.5

NOTE:
BEARING AREAS ARE BASED ON 250 lb. MAXIMUM PRESSURE AND SOIL BEARING STRENGTH OF 2000 lb./SQ. FT.

NOTE:
FIGURE (100%) AT THRUST BLOCK INDICATES PER CENT OF TOTAL THRUST TO BE APPLIED FOR BEARING AREA.

NOTE:
ARROWS (⟶) INDICATE THRUST DIRECTION.

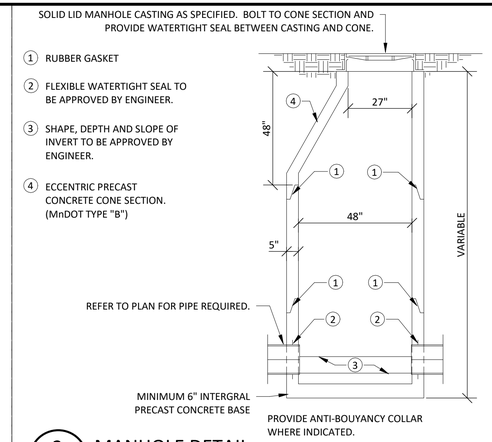
NOTE:
CONCRETE FOR THRUST BLOCKS TO BE 2000 P.S.I.

SIDE THRUST PER 100 lb./SQ.IN. PRESSURE PER DEGREE OF DEFLECTION			
PIPE SIZE	SIDE THRUST-lb.	PIPE SIZE	SIDE THRUST-lb.
4	35	14	377
6	72	16	486
8	122	18	665
10	197	20	790
12	278	24	1150

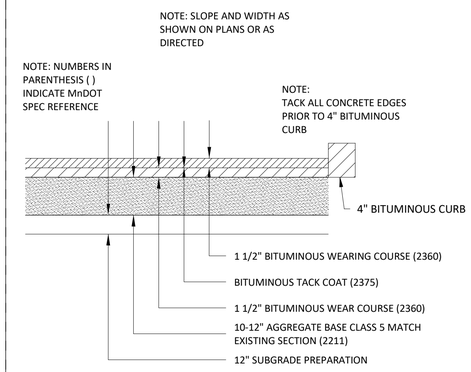
MULTIPLY THRUST BY DEGREE OF DEFLECTION TO OBTAIN TOTAL THRUST

NOTES:
1. RESTRAINING RODS ARE REQUIRED AT ALL TEES AND AT BENDS DEFLECTING 22 1/2° OR MORE.
2. WRAP THE PIPE WITH POLYETHYLENE WRAPPING PRIOR TO POURING THE THRUST BLOCK.
3. SEE SOILS REPORT FOR BEARING STRENGTH OF SOIL. IN ABSENCE OF A SOILS REPORT, AN AVERAGE SOIL (SPADEABLE MEDIUM CLAY) CAN BE ASSUMED TO HAVE A BEARING STRENGTH OF 2000 P.S.I.
4. THRUST BLOCKS ARE NOT REQUIRED ON P.V.C. WITH SOLVENT WELDED JOINTS.

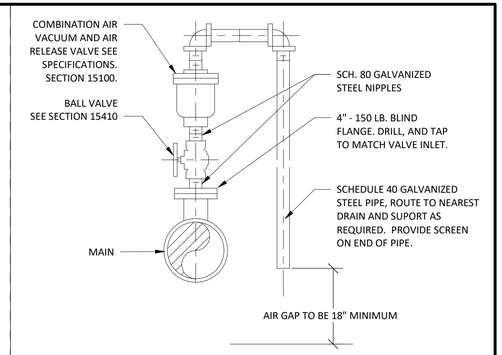
1 C1.01 CONCRETE THRUST BLOCKS FOR DUCTILE IRON AND PVC PIPE
NOT TO SCALE



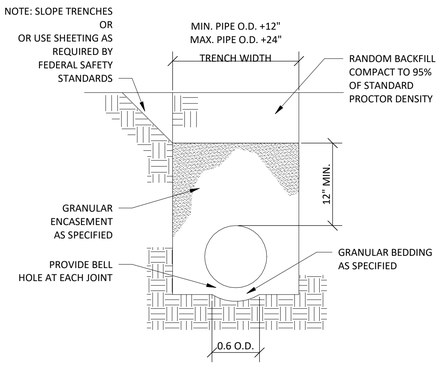
2 C1.01 MANHOLE DETAIL
NOT TO SCALE



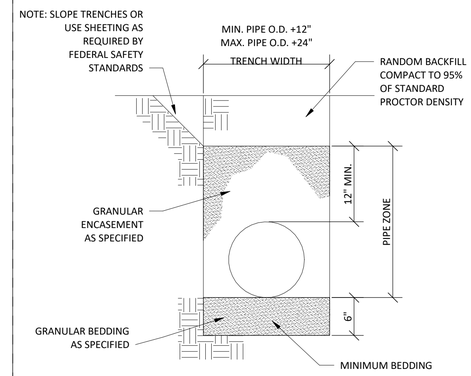
3 C1.01 BITUMINOUS ROADWAY SECTION
NOT TO SCALE



4 C1.01 AIR VACUUM AND AIR RELEASE VALVE ASSEMBLY 3" AND SMALLER
NOT TO SCALE



5 C1.01 TRENCH DETAIL DUCTILE IRON PIPE
NOT TO SCALE



6 C1.01 TRENCH DETAIL PVC PIPE
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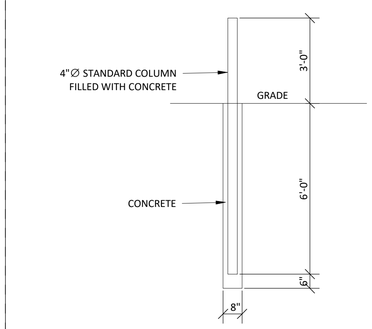
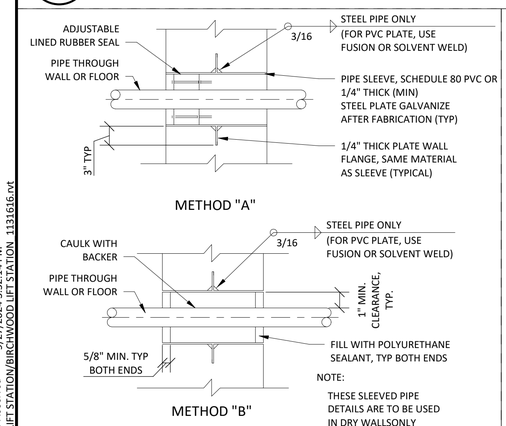
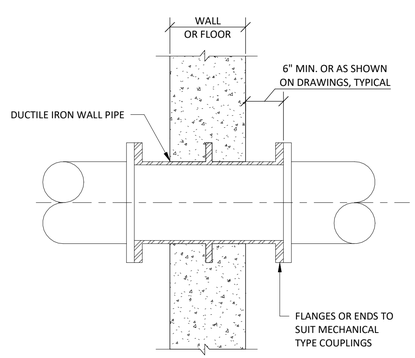


7 C1.01 GUARDPOST DETAIL
NOT TO SCALE

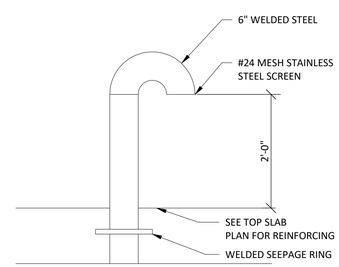


NOTE:
THESE SLEEVED PIPE DETAILS ARE TO BE USED IN DRY WALLSONLY

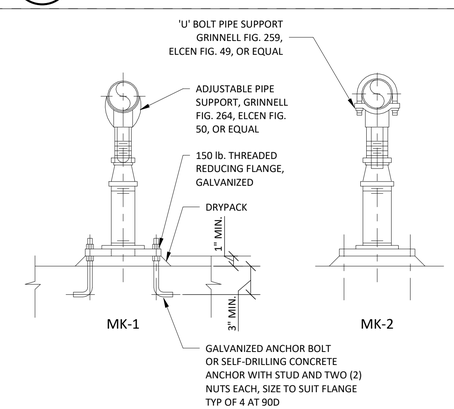
8 C1.01 SLEEVED PIPE OPENING 3" AND SMALLER
NOT TO SCALE



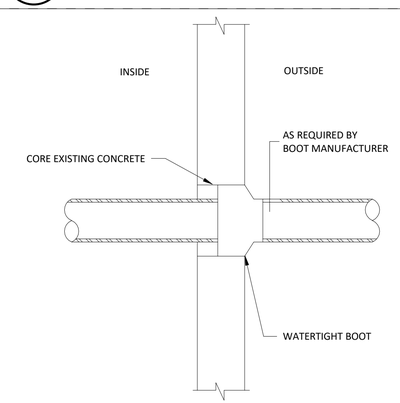
9 C1.01 DUCTILE IRON WALL PIPE
NOT TO SCALE



10 C1.01 VENT
NOT TO SCALE



11 C1.01 ADJUSTABLE PIPE SUPPORT
NOT TO SCALE



12 C1.01 WALL PIPES IN EXISTING STRUCTURES
NOT TO SCALE

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CHECKED	JEH
CLIENT PROJ. NO.	1131616

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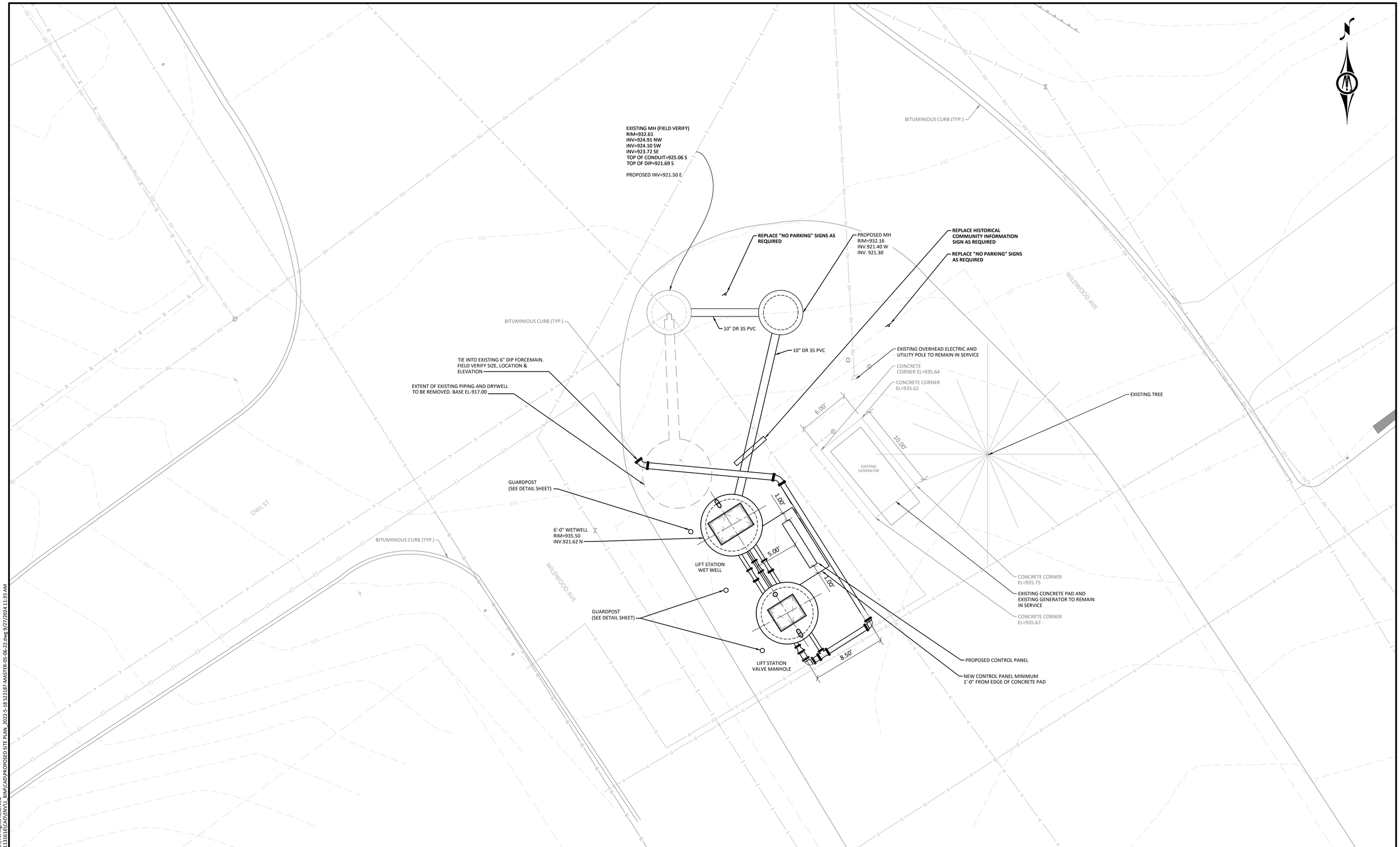
A	REVIEW	09/27/2024

CITY OF BIRCHWOOD VILLAGE, MINNESOTA
WILDWOOD AVENUE LIFT STATION REPLACEMENT
STANDARD DETAILS

SHEET C1.01



5 0 5 10 15

Graphic Scale for 1"=5'

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JIL	A	REVIEW	09/27/2024
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CHECKED JEH			
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CITY OF BIRCHWOOD, MINNESOTA

WILDWOOD AVENUE LIFT STATION MODIFICATIONS

PROPOSED SITE - PLAN

SHEET C3.01

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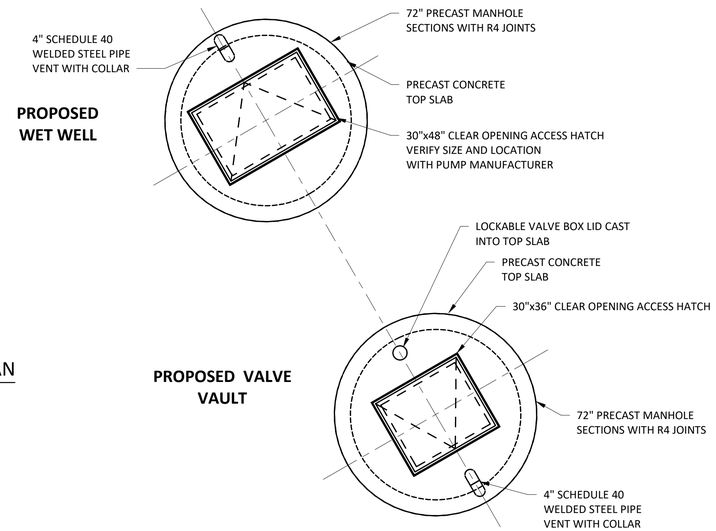
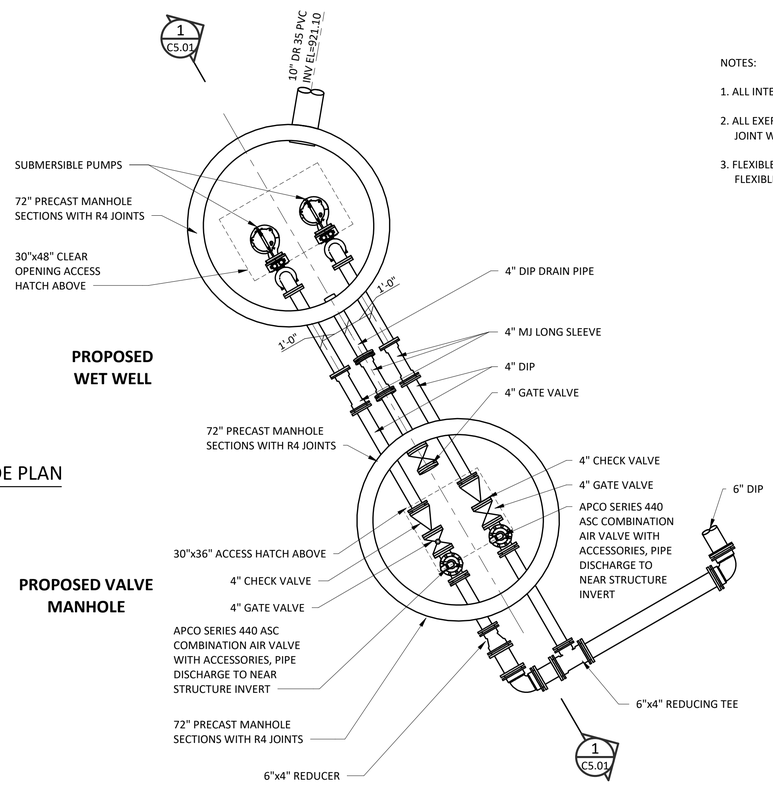


ABOVE GRADE PLAN

SCALE: 3/8" = 1'-0"

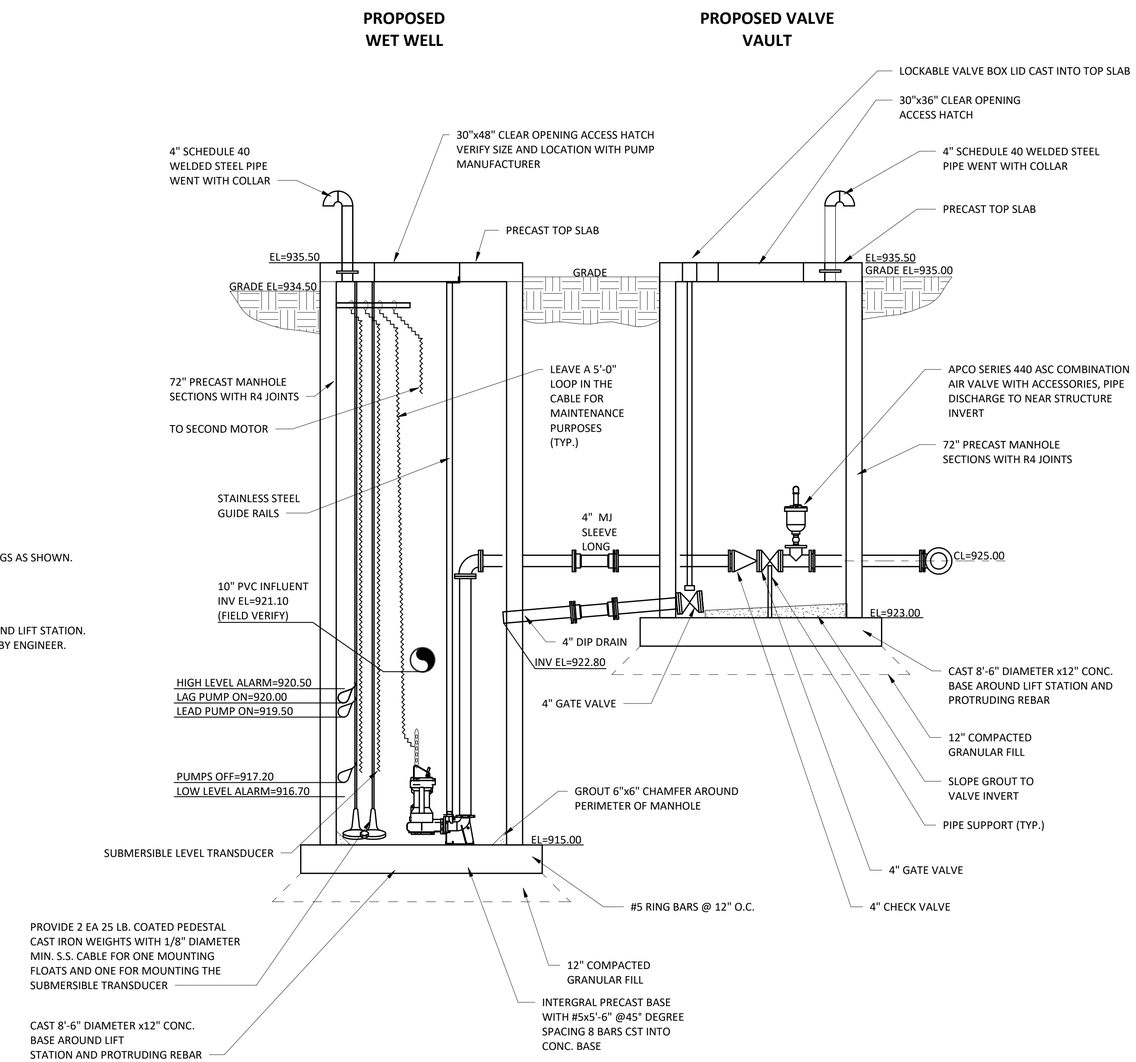


BELOW GRADE PLAN

SCALE: 3/8" = 1'-0"

NOTES:

1. ALL INTERIOR PIPING SHALL BE FLANGED FITTINGS AS SHOWN.
2. ALL EXERIOR PIPING SHALL BE MECHANICAL JOINT WITH MEGALUG RESTRAINT JOINTS.
3. FLEXIBLE WATERTIGHT SEAL TO BE PROVIDED AND LIFT STATION. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED BY ENGINEER.



1 C5.01 SECTION

SCALE: 3/8" = 1'-0"

1' 2' 4'

Graphic Scale for 3/8"=1'-0"

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SIGNATURE: TYPED OR PRINTED NAME: Jacob E. Humburg

DATE 09/27/2024 LIC NO. 56751

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DRAWN	NLH
CHECKED	JEH
CLIENT PROJ. NO.	1131616

NO.	ISSUED FOR	DATE
A	REVIEW	09/27/2024

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

WILDWOOD AVENUE LIFT STATION REPLACEMENT

PROPOSED LIFT STATION - PLAN AND SECTION

SHEET C5.01

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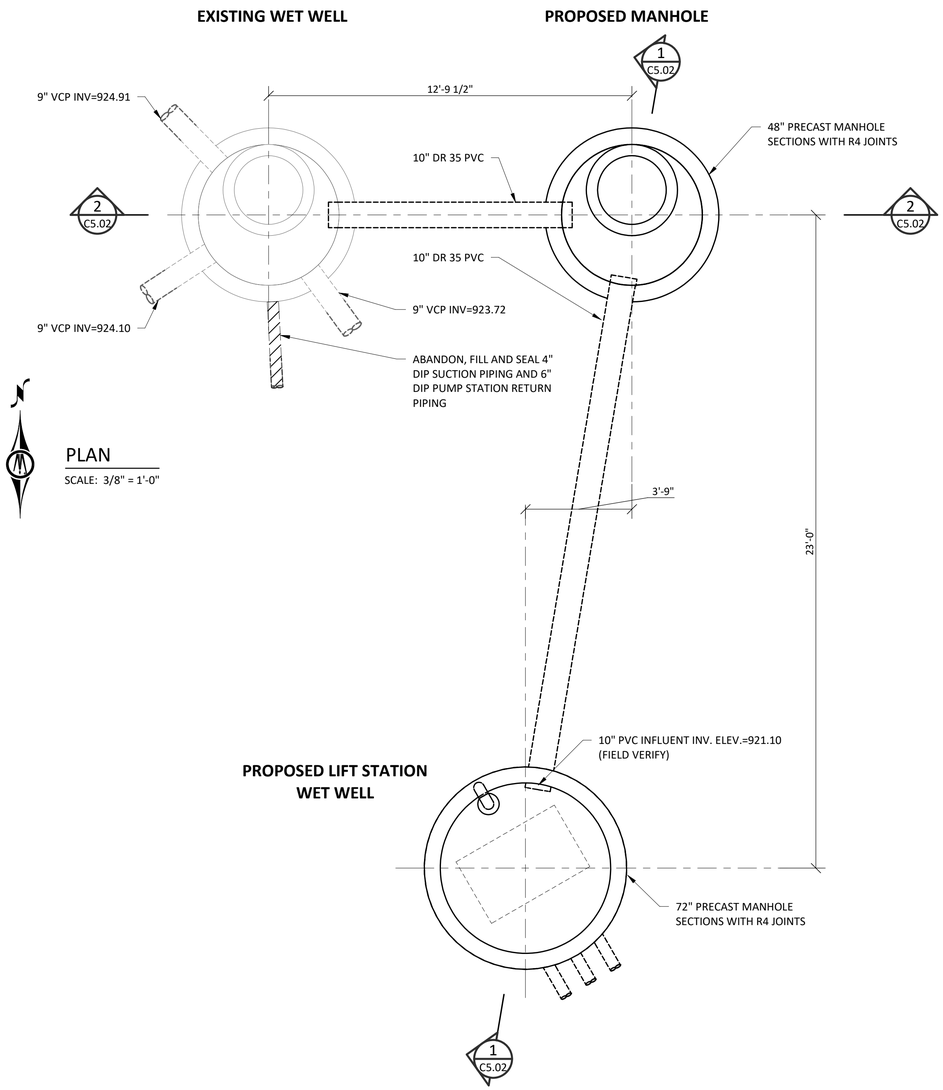
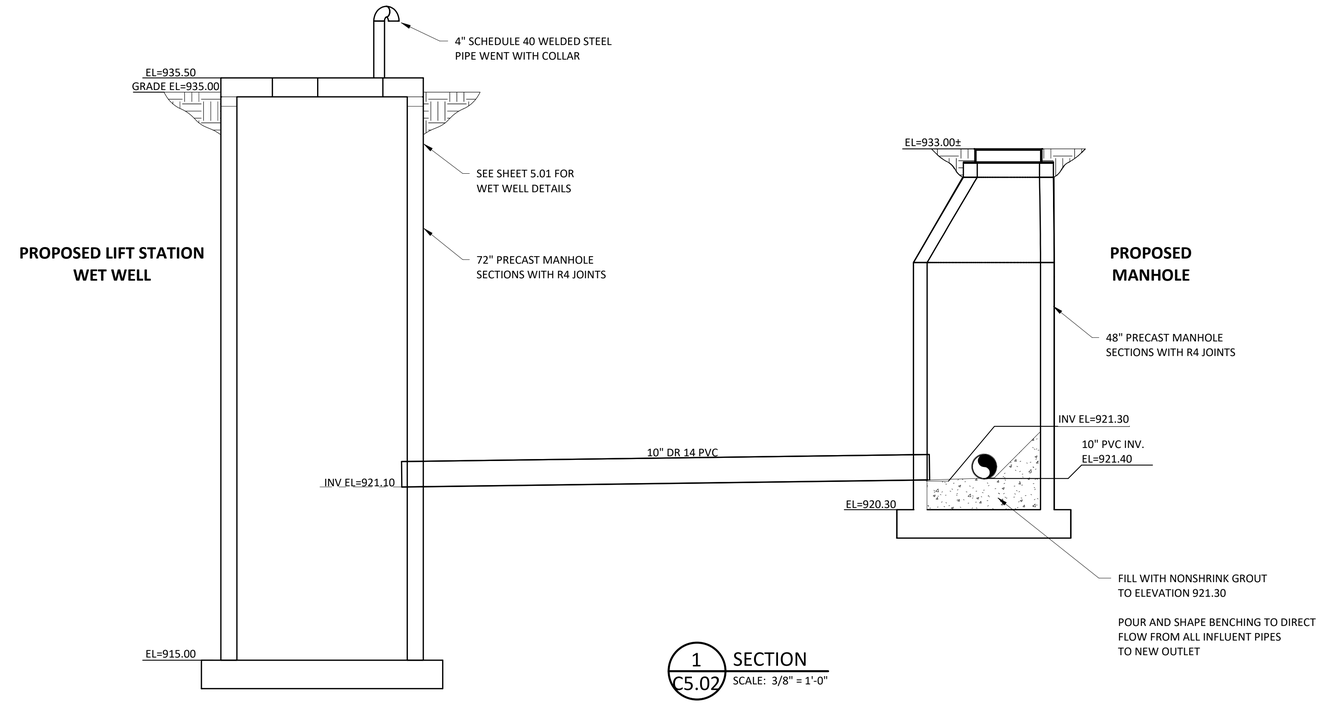
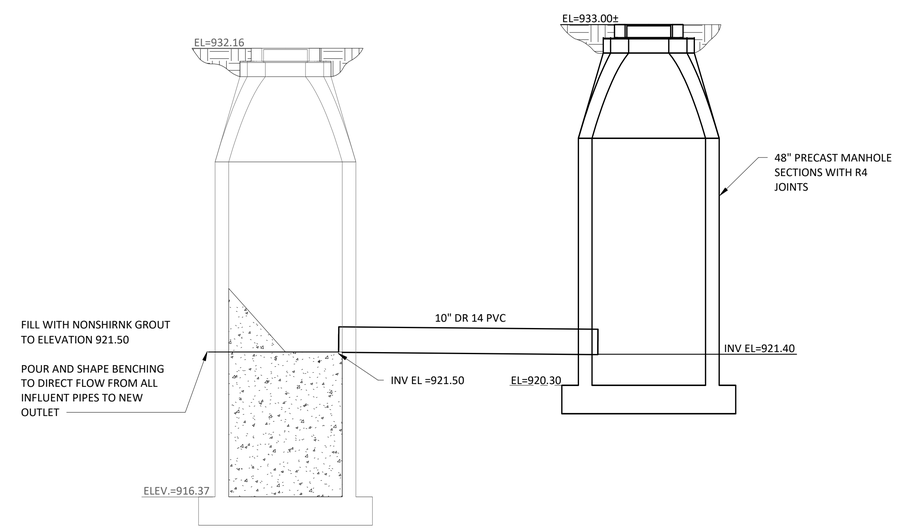
NOTES:

1. ALL INTERIOR PIPING SHALL BE FLANGED FITTINGS AS SHOWN.
2. ALL EXERIOR PIPING SHALL BE MECHANICAL JOINTS WITH MEGALUG RESTRAINT JOINTS.
3. FLEXIBLE WATERTIGHT SEAL TO BE PROVIDED AND LIFT STATION. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED BY ENGINEER.







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Graphic Scale for 3/8"=1'-0"

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CITY OF BIRCHWOOD VILLAGE, MINNESOTA
WILDWOOD AVENUE LIFT STATION REPLACEMENT
PROPOSED MANHOLE - PLAN AND SECTION

SHEET C5.02

LIGHTING

- LUMINAIRE LEGEND
  - FIXTURE ID
  - 'E' DESIGNATES EMERGENCY LIGHT
  - CIRCUIT NUMBER
  - SWITCH CIRCUIT ID
- RECESSED LUMINAIRE
- EMERGENCY EGRESS/LIFE SAFETY SYMBOL
- NIGHT LIGHT SYMBOL
- NIGHT LIGHT AND EMERGENCY EGRESS
- PENDANT MOUNTED
- CRITICAL POWER
- RECESSED DOWNLIGHT (ROUND & SQUARE)
- RECESSED WALL WASH DOWNLIGHT
- SURFACE MOUNT LIGHT
- SURFACE MOUNT LIGHT
- WALL MOUNT LUMINAIRE
- TRACK LIGHTING
- EMERGENCY LIGHTING UNIT
- EXIT SIGN (SHADED REGION INDICATES FACE; STEM INDICATES WALL MOUNT)
- EXIT SIGN, WITH EMERGENCY LIGHTING
- POLE MOUNTED LUMINAIRE
- LIGHT CONTROL DEVICE LABELS
  - DESCRIPTORS, REFER TO ABBREVIATIONS
  - SWITCH CIRCUIT IDENTIFIER
  - SWITCH TYPE:
    2=TWO POLE, SINGLE THROW
    3=THREE WAY
    4=FOUR WAY
    D=DIMMER
    P=WITH PILOT LIGHT
    T=TIMER
    SP=SPEED CONTROL
    K=KEYED
    M=MOTOR HORSE POWER RATED
    MS=MANUAL MOTOR STARTER
    H/L=HIGH/LOW CONTROL
- SWITCH
- OCCUPANCY SENSOR, CEILING MOUNT
- OCCUPANCY SENSOR, WALL MOUNT
- DAYLIGHT SENSOR, CEILING MOUNT
- DAYLIGHT SENSOR, WALL MOUNT
- LIGHTING CONTROL STATION
- EMERGENCY LIGHTING REMOTE HEAD

SECURITY

- CARD READER
- KEY PAD
- DOOR CONTACT
- MOTION DETECTOR
- GLASS BREAK
- REQUEST TO EXIT
- ELECTRIFIED DOOR LOCK
- CAMERA
- ELECTRIFIED DOOR HARDWARE

POWER

- RECEPTACLE LABELS
  - DESCRIPTORS, REFER TO ABBREVIATIONS:
    G = GROUND FAULT CIRCUIT INTERRUPTER
    GFCI = GROUND FAULT CIRCUIT INTERRUPTER
    AC = MOUNT ABOVE COUNTER TOP
    USB = DEVICE WITH USB CHARGING PORT(S)
    OC = OCCUPANCY CONTROLLED
    X" = MOUNTING HEIGHT AFF
  - CIRCUIT IDENTIFIER
- DUPLEX RECEPTACLE
- DOUBLE DUPLEX RECEPTACLE
- ISOLATED GROUND
- SWITCHED (SPLIT) RECEPTACLE
- GENERATOR POWER CIRCUIT
- CEILING MOUNT RECEPTACLE
- FLOOR MOUNT
- SPECIAL PURPOSE RECEPTACLE
- SIMPLEX RECEPTACLE
- MOTOR, SINGLE PHASE
- MOTOR, THREE PHASE
- DISCONNECT SWITCH
- DISCONNECT SWITCH, FUSED
- DISCONNECT SWITCH, ENCLOSED BREAKER
- COMBINATION MOTOR STARTER
- ELECTRIC HAND DRYER
- POWER POLE
- RETRACTABLE CORD REEL
- MULTI-OUTLET ASSEMBLY
- GROUNDING/ELECTRODE BOND POINT
- RECEPTACLE PEDESTAL
- IN-GRADE HANDHOLE
- WALL-MOUNT GROUND BUS
- RECESSED PANELBOARD
- PANELBOARD

COMMUNICATIONS

- TELEPHONE OUTLET (X = NUMBER OF PORTS (TYPICAL))
- DATA OUTLET
- DATA OUTLET, FLOOR MOUNT
- TELEVISION OUTLET
- AUDIO/VIDEO OUTLET
- MICROPHONE OUTLET
- SPEAKER, WALL MOUNT
- SPEAKER, CEILING MOUNT
- PROJECTOR/SMART BOARD WALL MOUNT
- PROJECTOR, CEILING MOUNT
- PROJECTOR CONTROL OUTLET
- SMARTBOARD CONTROL OUTLET
- INTERCOM STATION
- BELL/CHIME
- CABLE TRAY

FIRE ALARM

- ALARM STROBE, WALL MOUNT
- ALARM STROBE, CEILING MOUNT
- ALARM STROBE & HORN/SPEAKER, WALL MOUNT
- ALARM STROBE & HORN/SPEAKER, CEILING MOUNT
- ALARM HORN/SPEAKER, WALL MOUNT
- ALARM HORN/SPEAKER, CEILING MOUNT
- PULL STATION
- BELL/CHIME
- SMOKE DETECTOR
- HEAT DETECTOR
- DUCT SMOKE DETECTOR
- MAGNETIC DOOR HOLD
- ALARM CONTROL RELAY
- FLOW SWITCH
- TAMPER SWITCH
- ELECTRIC DAMPER
- REMOTE ANNUNCIATOR
- CONTROL PANEL
- NOTIFICATION APPLIANCE CONTROL PANEL

HEALTH CARE

- NURSE CALL LIGHT, WALL MOUNT
- NURSE CALL LIGHT, CEILING MOUNT
- PULL CORD
- STANDARD ROOM STATION
- BED AUDIO STATION
- GRAPHIC TERMINAL (X = SCREEN SIZE)
- MARQUEE
- NURSE LOCATOR

GENERAL

- CONDUIT/WIRE RUN, EXPOSED
- CONDUIT/WIRE RUN, CONCEALED/UNDERGROUND
- JUNCTION BOX, WALL MOUNT
- JUNCTION BOX, CEILING MOUNT
- JUNCTION BOX, FLOOR MOUNT
- KEYED NOTE
- EQUIPMENT TAG
- REVISION TAG
- CONDUIT/WIRE TAG
- CONDUIT STUB W/BUSHING

PROCESS

- LEVEL TRANSDUCER
- FLOW METER
- TEMPERATURE TRANSDUCER
- SUSPENDED SOLIDS SENSOR
- DISSOLVED OXYGEN SENSOR
- GAS DETECTION SENSOR
- SLUDGE BLANKET SENSOR
- PH SENSOR
- SOLENOID
- MOTORIZED VALVE
- LIMIT SWITCH
- PRESSURE SWITCH
- THERMOSTAT
- FLOOD SWITCH
- FLOAT SWITCH
- MOTORIZED DAMPER
- SPEED SWITCH
- PROXIMITY SENSOR
- FLOW SWITCH
- TORQUE SWITCH
- HUMIDISTAT
- EMERGENCY STOP PUSHBUTTON
- CONTROL STATION
- CORD & PLUG

ONE-LINE DIAGRAM

- INCOMING LINE
- CIRCUIT BREAKER
- FUSE
- SWITCH
- DISCONNECT SWITCH (TYPE DESIGNATION)
- STARTER / CONTACTOR
- CAPACITOR
- MOTOR STARTER OVERLOADS
- MOTOR (HORSE POWER RATING)
- TRANSFORMER
- CURRENT TRANSFORMER
- METER
- GENERATOR
- VFD MOTOR CONTROLLER
- SSRV MOTOR CONTROLLER
- SURGE PROTECTION DEVICE
- AUTOMATIC TRANSFER SWITCH
- LIGHTNING ARRESTOR
- HEATER

SCHEMATIC SYMBOLS

- RELAY COIL (NUMBER DENOTED)
- NORMALLY OPEN CONTACT
- NORMALLY CLOSED CONTACT
- THREE POSITION SELECTOR SWITCH (HAND-OFF-AUTO DENOTED)
- TWO POSITION SELECTOR SWITCH (RUN-OFF DENOTED)
- PUSH TO TEST PILOT LIGHT (COLOR DENOTED)
- PILOT LIGHT (COLOR DENOTED)
- PUSH BUTTON - NORMALLY CLOSED
- PUSH BUTTON - NORMALLY OPEN
- TIMING RELAY
- CLOSED SWITCH - TIME DELAY OPEN
- OPEN SWITCH - TIME DELAY CLOSED
- CLOSED SWITCH, TIME DELAY CLOSED
- OPEN SWITCH, TIME DELAY OPEN
- TEMPERATURE SWITCH - CLOSE ON RISING TEMPERATURE
- TEMPERATURE SWITCH - OPEN ON RISING TEMPERATURE
- SOLENOID
- CONTROL POWER TRANSFORMER
- GROUND
- HEATER
- TERMINAL BLOCK
- CONNECTION NODE

PANELBOARD NAMING LEGEND:

DP = DISTRIBUTION PANEL
LP = LIGHTING PANELBOARD

DP-X-Y : X= FLOOR LEVEL PANEL IS LOCATED
Y= # OF PANEL ON THE FLOOR LEVEL

ELECTRICAL ABBREVIATIONS

1P	1 POLE
2P	2 POLE
3P	3 POLE
4P	4 POLE
A	AMPERE OR AMP
A/C	AIR CONDITIONER
AC	ABOVE COUNTER
ACLG	ABOVE CEILING
ADO	AUTOMATIC DOOR OPENER
AIC	AMPERE INTERRUPTING CAPACITY
AF	ARC FAULT
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AFCI	ARC FAULT CIRCUIT INTERRUPTER
AHU	AIR HANDLING UNIT
AL	ALUMINUM
ALT	ALTERNATE
AMP	AMPERE
AMPL	AMPLIFIER
ANNUN	ANNUNCIATOR
APPROX	APPROXIMATELY
AQSTAT	AQUASTAT
ARCH	ARCHITECT, ARCHITECTURAL
AS	AMP SWITCH
AT	AMP TRIP
ATS	AUTOMATIC TRANSFER SWITCH
AUTO	AUTOMATIC
AUX	AUXILIARY
AV	AUDIO VISUAL
AWG	AMERICAN WIRE GAUGE
BAT	BATTERY
BD	BOARD
BLDG	BUILDING
BMS	BUILDING MANAGEMENT SYSTEM
C	CONDUIT
CAB	CABINET
CAT	CATALOG
CATV	CABLE TELEVISION
CB	CIRCUIT BREAKER
CCTV	CLOSED CIRCUIT TELEVISION
CKT	CIRCUIT
CLG	CEILING
COMB	COMBINATION
CMPR	COMPRESSOR
CONN	CONNECTION
CONST	CONSTRUCTION
CONT	CONTINUATION OR CONTINUOUS
CONTR	CONTRACTOR
CONV	CONVECTOR
CP	CIRCULATING PUMP
CT	CURRENT TRANSFORMER
CTR	CENTER
CU	COPPER
D	DAMPER
DC	DIRECT CURRENT
DCP	DOMESTIC WATER CIRCULATING PUMP
DEPT	DEPARTMENT
DET	DETAIL
DIA	DIAMETER
DISC	DISCONNECT
DIST	DISTRIBUTION
DIV	DIVISION
DN	DOWN
DPR	DAMPER
DS	DISCONNECT/SAFETY SWITCH
DT	DOUBLE THROW
DWG	DRAWING
EC	ELECTRICAL CONTRACTOR
EF	EXHAUST FAN
ELEC	ELECTRIC, ELECTRICAL
ELEV	ELEVATOR
EM	EMERGENCY
EMS	ENERGY MANAGEMENT SYSTEM
EMT	ELECTRICAL METALLIC TUBING
EP	ELECTRIC PNEUMATIC
EQUIP	EQUIPMENT
EWC	ELECTRIC WATER COOLER
EXIST	EXISTING
EXH	EXHAUST
EXP	EXPLOSION PROOF

F	FUSED OR FUSE
FA	FIRE ALARM
FACP	FIRE ALARM CONTROL PANEL
FBO	FURNISHED BY OTHERS
FCU	FAN COIL UNIT
FIXT	FIXTURE
FLA	FULL LOAD AMPS
FLR	FLOOR
FLUOR	FLUORESCENT
FU	FUSE
FVR	FULL VOLTAGE REVERSING
FVNR	FULL VOLTAGE NON-REVERSING
G	GROUND FAULT CIRCUIT INTERRUPTER
GA	GAUGE
GAL	GALLON
GALV	GALVANIZED
GC	GENERAL CONTRACTOR
GEN	GENERATOR
GFI	GROUND FAULT CIRCUIT INTERRUPTER
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFP	GROUND FAULT PROTECTOR
GND	GROUND
GRS	GALVANIZED RIGID STEEL (CONDUIT)
GYPBD	GYPSUM BOARD
HOA	HAND-OFF-AUTOMATIC
HORIZ	HORIZONTAL
HP	HORSEPOWER
HPF	HIGH POWER FACTOR
HSP	HIGH SERVICE PUMP
HT	HEIGHT
HTG	HEATING
HTR	HEATER
HV	HIGH VOLTAGE
HVAC	HEATING, VENTILATING AND AIR CONDITIONING
HWP	HYDRONIC WATER PUMP
HZ	HERTZ
IC	INTERRUPTING CURRENT
IG	ISOLATED GROUND
IMC	INTERMEDIATE METAL CONDUIT
INCAND	INCANDESCENT
IR	INFRARED
I/W	INTERLOCK WITH
J	JUNCTION BOX
J-BOX	JUNCTION BOX
JB	JUNCTION BOX
KAIC	KILOAMPS INTERUPPTING CAPACAITY
KV	KILOVOLT
KVA	KILOVOLT-AMPERE
KVAR	KILOVOLT-AMPERE REACTIVE
KW	KILOWATT
KWH	KILOWATT HOUR
LCP	LIGHTING CONTROL PANEL
LCS	LOCAL CONTROL STATION
LOC	LOCATE OR LOCATION
LT	LIGHT
LTG	LIGHTING
LTNG	LIGHTNING
LV	LOW VOLTAGE
MAX	MAXIMUM
M/C	MOMENTARY CONTACT
MC	MECHANICAL CONTRACTOR
MCA	MAX CIRCUIT AMPACITY
MCB	MAIN CIRCUIT BREAKER
MCC	MOTOR CONTROL CENTER
MDC	MAIN DISTRIBUTION CENTER
MDP	MAIN DISTRIBUTION PANEL
MFR	MANUFACTURER
MH	MANHOLE
MIC	MICROPHONE
MIN	MINIMUM
MISC	MISCELLANEOUS
MLO	MAIN LUGS ONLY
MOA	MULTIOUTLET ASSEMBLY
MS	MANUAL MOTOR STARTER
MSBD	MAIN SWITCHBOARD
MT	MOUNT
MTS	MANUAL TRANSFER SWITCH
MTR	MOTOR, MOTORIZED

N.C.	NORMALLY CLOSED
NEC	NATIONAL ELECTRICAL CODE
NEMA	NATIONAL ELECTRICAL MANUFACTURER'S ASSOCIATION
NIC	NOT IN CONTRACT
NIU	NETWORK INTERFACE UNIT
NL	NIGHT LIGHT
N.O.	NORMALLY OPEN
NPF	NORMAL POWER FACTOR
NTS	NOT TO SCALE
OC	OCCUPANCY CONTROLLED
OH	OVERHEAD
OIT	OPERATOR INTERFACE TERMINAL
OL	OVERLOADS
PA	PUBLIC ADDRESS
PB	PULL BOX OR PUSHBUTTON
PE	PNEUMATIC ELECTRIC
PED	PEDESTAL
PF	POWER FACTOR
PH	PHASE
PIV	POST INDICATING VALVE
PLMG	PLUMBING CONTRACTOR
PNL	PANEL
PP	POWER POLE
PR	PAIR
PRI	PRIMARY
PROJ	PROJECTION
PRV	POWER ROOF VENTILATOR
PT	POTENTIAL TRANSFORMER
PTR	PRINTER
PVC	POLYVINYL CHLORIDE (CONDUIT)
PWR	POWER
QTY	QUANTITY
QZ	QUARTZ
RCPT	RECEPTACLE
RQD	REQUIRED
RM	ROOM
RSC	RIGID STEEL CONDUIT
RTU	ROOF TOP UNIT
RTU	REMOTE TELEMETRY UNIT
SC	SURFACE CONDUIT
SCP	SUPERVISORY CONTROL PANEL
SEC	SECONDARY
SHT	SHEET
SIM	SIMILAR
S/N	SOLID NEUTRAL
SPEC	SPECIFICATION
SPKR	SPEAKER
SP	SPARE
SR	SURFACE RACEWAY
SS	STAINLESS STEEL
SSRV	SOLID STATE REDUCED VOLTAGE
SST	SOLID STATE
SSW	SELECTOR SWITCH
S/S	STOP/START PUSHBUTTONS
STA	STATION
STD	STANDARD
SURF	SURFACE MOUNTED
SW	SWITCH
SWBD	SWITCHBOARD
SYM	SYMMETRICAL
SYS	SYSTEM
TEL	TELEPHONE
TERM	TERMINAL
TL	TWIST LOCK
TR	TAMPER RESISTANT
TSTAT	THERMOSTAT
TTC	TELEPHONE TERMINAL CABINET
TV	TELEVISION
TVTC	TELEVISION TERMINAL CABINET
TYP	TYPICAL
UC	UNDER COUNTER
UE	UNDERGROUND ELECTRICAL
UG	UNDERGROUND
UH	UNIT HEATER
UNO	UNLESS NOTED OTHERWISE
USB	WITH USB CHARGING PORT
UT	UNDERGROUND TELEPHONE
UTIL	UTILITY
UV	UNIT VENTILATOR OR ULTRAVIOLET

V	VOLT
VA	VOLT-AMPERES
VDT	VIDEO DISPLAY TERMINAL
VERT	VERTICAL
VFD	VARIABLE FREQUENCY DRIVE
VFY	VERIFY
VOL	VOLUME
W	WATT OR WIRE
W/	WITH
WG	WIRE GUARD
WH	WATER HEATER
W/O	WITHOUT
WP	WEATHERPROOF
XFMR	TRANSFORMER
XFR	TRANSFER
∠	ANGLE
@	AT
Δ	DELTA
'	FEET
"	INCHES
#	NUMBER
Ø	PHASE
℄	CENTER LINE
P	PLATE
X"	MOUNTING HEIGHT AFF

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

AARON R. MUELLER
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CITY OF BIRCHWOOD, MINNESOTA
WILDWOOD AVENUE LIFT STATION MODIFICATIONS
ELECTRICAL SYMBOLS AND ABBREVIATIONS

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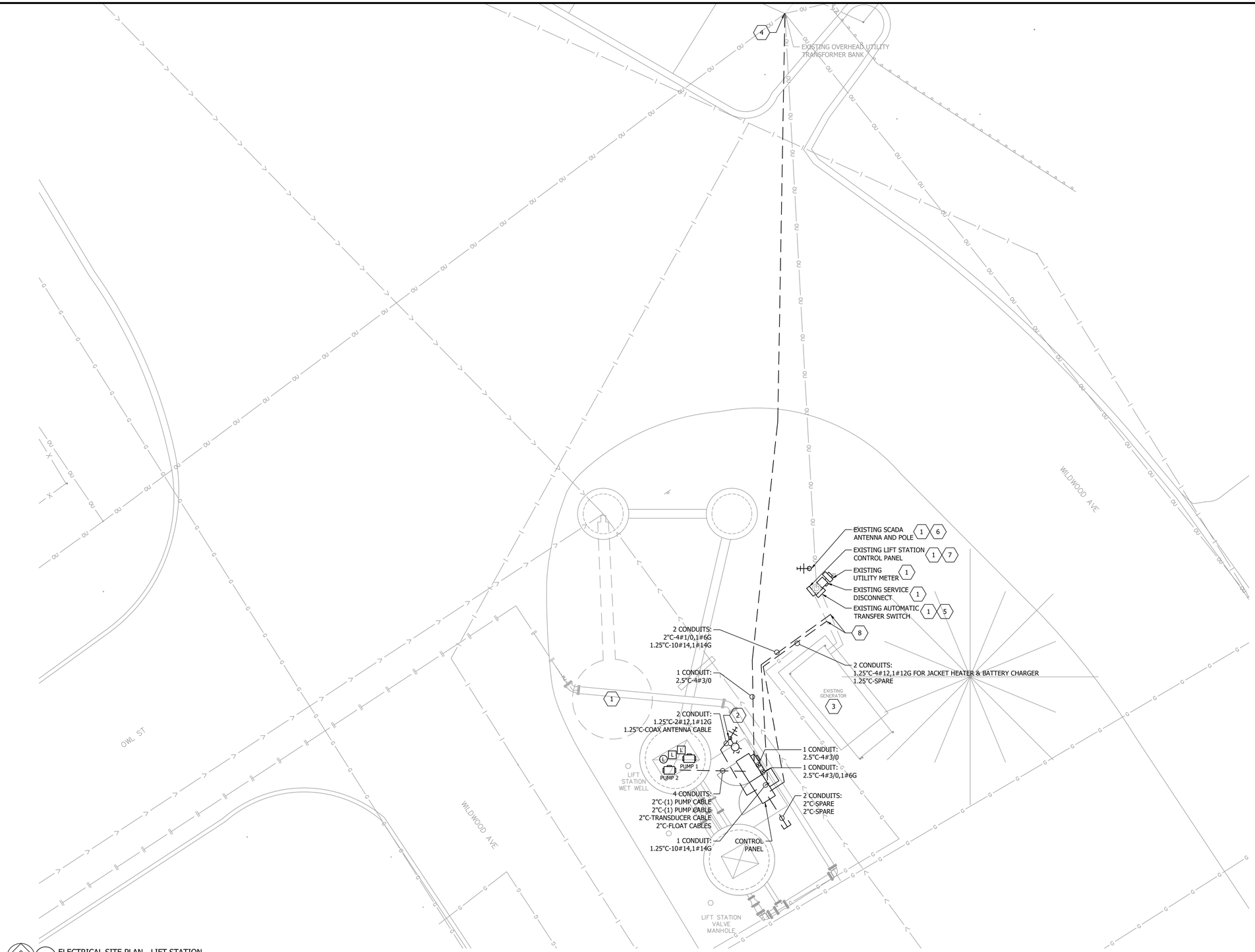


1 ELECTRICAL SITE PLAN - LIFT STATION

GENERAL NOTES:

1. COORDINATE FINAL LOCATION OF ELECTRIC UTILITY TRANSFORMER WITH ELECTRIC UTILITY, MAINTAIN ALL REQUIRED CLEARANCES PER UTILITY COMPANIES REQUIREMENTS.
2. VERIFY LOCATIONS OF UNDERGROUND UTILITIES PRIOR TO PLACEMENT OF EQUIPMENT AND ANY EARTHWORK.
3. COORDINATE FINAL LOCATION OF CONTROL PANEL WITH THE OWNER'S ON-SITE REPRESENTATIVE PRIOR TO INSTALLATION.
4. COORDINATE DIMENSIONS OF PROVIDED EQUIPMENT WITH CONCRETE SUPPLIER.
5. WETWELL INTERIOR IS CLASSIFIED AS A CLASS 1, DIVISION 1, GROUP D HAZARDOUS LOCATION. AREA 18" ABOVE TOP SLAB AND 3' FROM OPENINGS TO THE WETWELL IS A CLASS 1, DIVISION 2, GROUP D HAZARDOUS LOCATION. AREA IN A 3' DIAMETER FROM WETWELL VENT OPENING IS A CLASS 1, DIVISION 1, GROUP D HAZARDOUS LOCATION. AREA WITHIN A 3'-5' RADIUS FROM WETWELL VENT OPENING IS A CLASS 1, DIVISION II, GROUP D HAZARDOUS LOCATION.
6. VAULT INTERIOR IS A CLASS 1, DIVISION 2, GROUP D HAZARDOUS LOCATION.
7. DO NOT INSTALL ELECTRICAL EQUIPMENT IN HAZARDOUS LOCATIONS OTHER THAN CONDUIT TO WETWELL AND DEVICES/CABLING IN WETWELL.

KEYEDNOTES:

1. DEMOLISH EXISTING LIFT STATION AND ALL ASSOCIATED ELECTRICAL EQUIPMENT, INCLUDING BUT NOT LIMITED TO, PUMPS, CONTROL PANEL, FLOATS, SCADA ANTENNA/POLE, UTILITY POLE, AUTOMATIC TRANSFER SWITCH, UTILITY METER, AND SERVICE DISCONNECT COMPLETELY. ALL EXISTING LIFT STATION EQUIPMENT IS LOCATED IN UNDERGROUND LIFT STATION ENCLOSURE, EXCEPT SERVICE DISCONNECT, UTILITY METER, CONTROL PANEL, ANTENNA, AND AUTOMATIC TRANSFER SWITCH.
2. PROVIDE YARD LIGHT , SCADA ANTENNA, AND DIRECT BURIAL FIBERGLASS POLE. YARD LIGHT SHALL BE LITHONIA DSX1, OR EQUAL LED LUMINAIRE, 4000K, TYPE 4 OPTICS, 15,000 LUMEN OUTPUT, INTEGRAL DAYLIGHT AND MOTION SENSOR TO DIM LIGHT WHEN NO MOTION IS DETECTED. POLE SHALL BE 20'-0" TALL ABOVE GRADE, DIRECT BURY FIBERGLASS POLE, BLACK IN COLOR. PROVIDE SEPARATE RACEWAY UP THE INSIDE OF THE POLE FOR ANTENNA CABLING.
3. EXISTING GENERATOR TO REMAIN AS IS.
4. PROVIDE NEW UNDERGROUND RISER ON EXISTING UTILITY POLE TO FEED THE NEW LIFT STATION CONTROL PANEL. PROVIDE CONDUIT UP THE POLE WITH A WEATHERHEAD AS REQUIRED BY THE UTILITY COMPANY, COORDINATE WORK REQUIREMENTS WITH UTILITY COMPANY.
5. SALVAGE AUTOMATIC TRANSFER SWITCH AND REINSTALL ON BACKSIDE OF THE NEW LIFT STATION CONTROL PANEL.
6. SALVAGE EXISTING RADIO AND REINSTALL IN NEW LIFT STATION CONTROL PANEL.
7. SALVAGE EXISTING SCADA ANTENNA AND INSTALL ON NEW DIRECT BURIAL POLE.
8. INTERCEPT EXISTING GENERATOR CONDUITS WHERE POSSIBLE, CONTRACTOR SHALL VERIFY THE EXISTING CONDUIT QUANTITIES, ROUTING, AND SIZES ON SITE PRIOR TO PERFORMING WORK. WHERE EXISTING CONDUITS ARE NOT ABLE TO BE INTERCEPTED AND REUSED THE CONTRACTOR SHALL ENTER THE GENERATOR ENCLOSURE WITH THE NEW CONDUITS UNDERGROUND BENEATH AND THEN UP THROUGH THE EXISTING GENERATOR PAD.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

AARON R. MUELLER

LIC. NO. 46184 DATE 09/27/2024

DESIGN TREE
engineering + land surveying
Corporate Office:
120 17th Ave W Alexandria, MN 56308
888-216-1916

BOLTON & MENK

3507 HIGH POINT DRIVE NORTH
BLDG. 1 SUITE E130
OAKDALE, MN 55128
Phone: (651) 704-9970
Email: Oakdale@bolton-menk.com
www.bolton-menk.com

DESIGNED	CAB
DRAWN	CAB
CHECKED	ARM
CLIENT PROJ. NO.	1131616

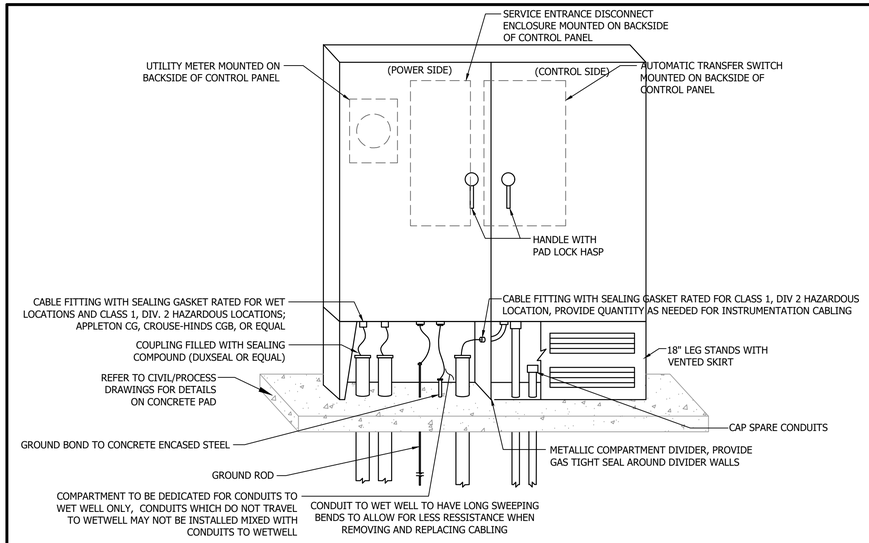
NO.	ISSUED FOR	DATE
A	REVIEW	09/27/2024

CITY OF BIRCHWOOD, MINNESOTA

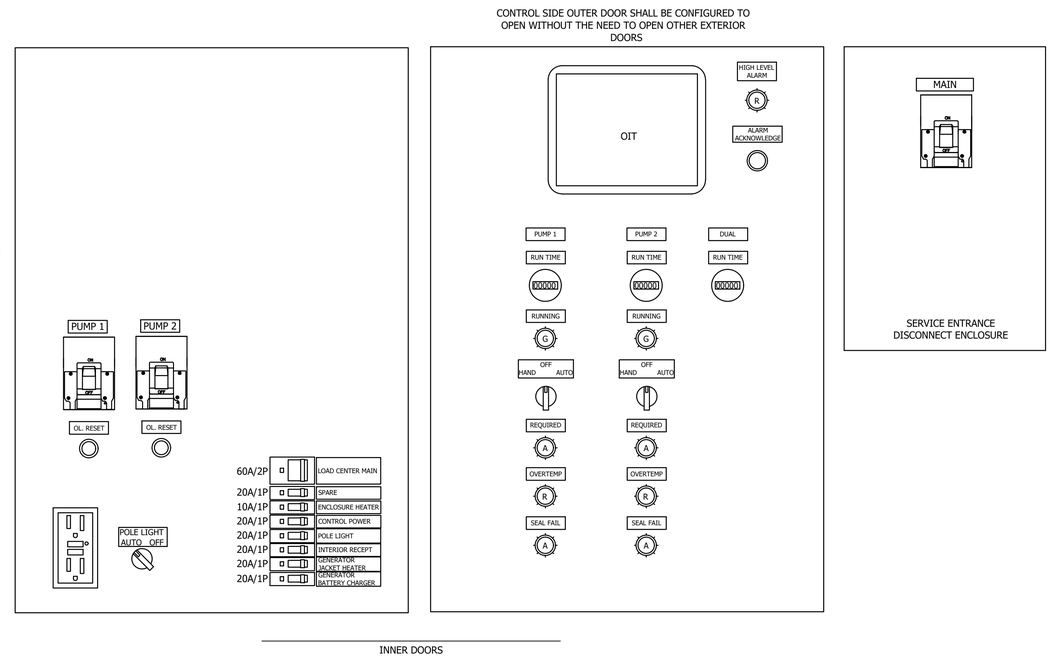
WILDWOOD AVENUE LIFT STATION MODIFICATIONS

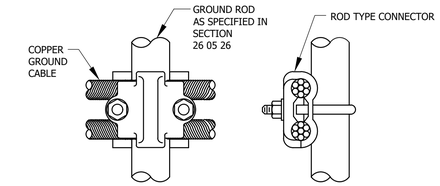
ELECTRICAL SITE PLAN - LIFT STATION

SHEET E1.02

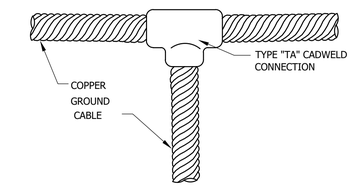


1 CONTROL PANEL ELEVATION
NOT TO SCALE

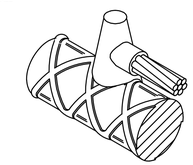




2 CABLE TO ROD CONNECTION DETAIL
NOT TO SCALE

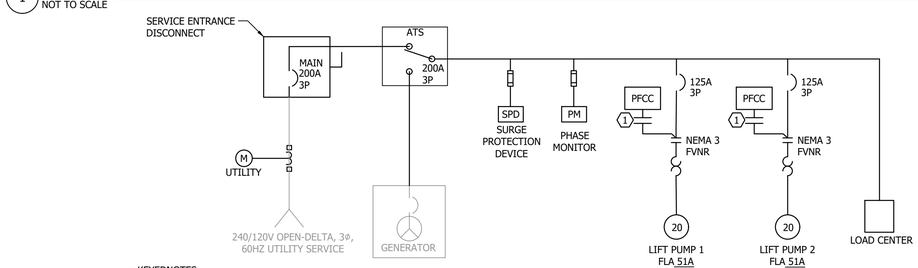


3 GROUND CABLE CONNECTION DETAIL
NOT TO SCALE



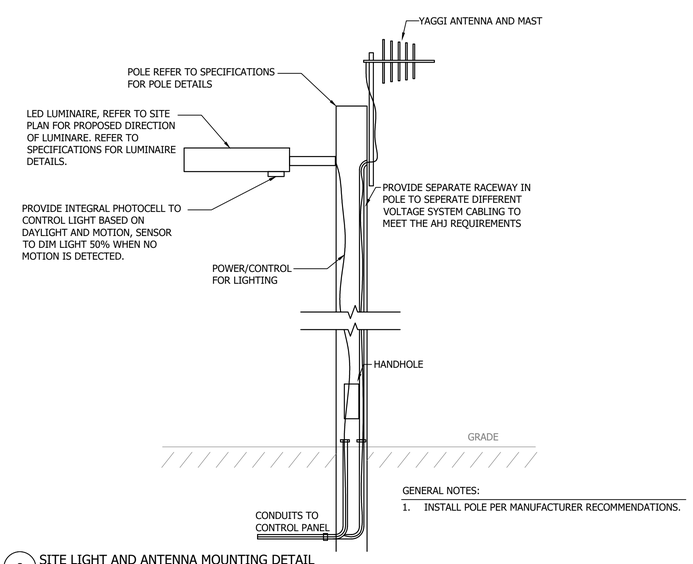
COPPER CONDUCTOR TAP TO HORIZONTAL REINFORCING BAR (REBAR) LOCATED NEAR THE BOTTOM OR VERTICALLY, WITHIN THAT PORTION OF CONCRETE FOUNDATION OR FOOTING. MAXIMUM CONDUCTOR SIZE IS 4/0 AWG. MINIMUM DIAMETER OF REBAR IS 1/2". MINIMUM LENGTH OF REBAR IS 20'.

4 GROUNDING CABLE CADWELDED TO REBAR DETAIL
NOT TO SCALE



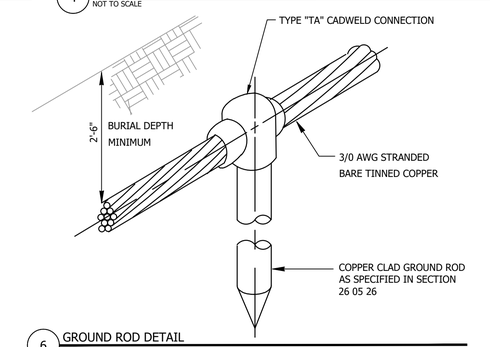
KEYEDNOTES:
1. ISOLATION CONTACTOR TO CLOSE WHEN MOTOR STARTER IS REQUIRED TO OPERATE PUMP.

5 ONE-LINE DIAGRAM
NOT TO SCALE

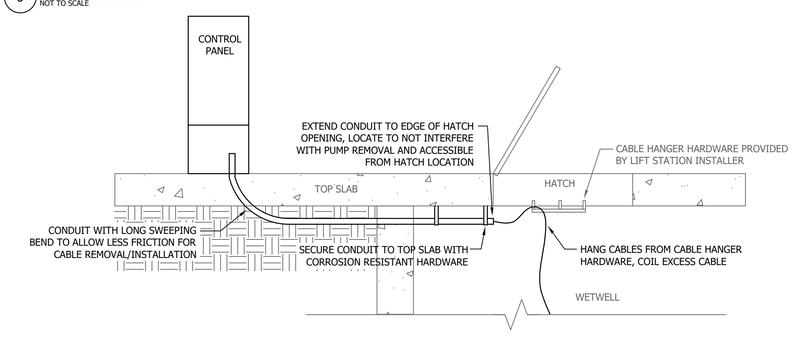


GENERAL NOTES:
1. INSTALL POLE PER MANUFACTURER RECOMMENDATIONS.

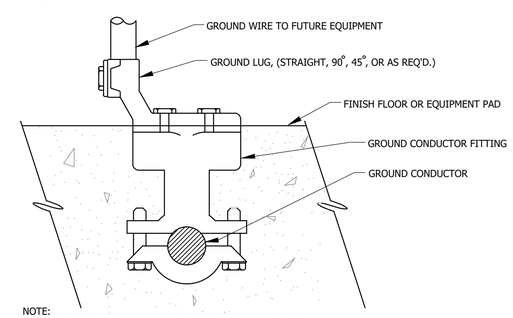
8 SITE LIGHT AND ANTENNA MOUNTING DETAIL
NOT TO SCALE



6 GROUND ROD DETAIL
NOT TO SCALE



7 WET WELL CONDUIT INSTALLATION DETAIL
NOT TO SCALE



NOTE:
1. BOLTS SHALL BE INSERTED IN BOLT HOLES BEFORE CONNECTOR IS EMBEDDED.

9 GROUNDING INSERT DETAIL
NOT TO SCALE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

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www.bolton-menk.com

DESIGNED CAB	NO.	ISSUED FOR	DATE
DRAWN CAB	A	REVIEW	09/27/2024
CHECKED ARM			
CLIENT PROJ. NO. 1131616			

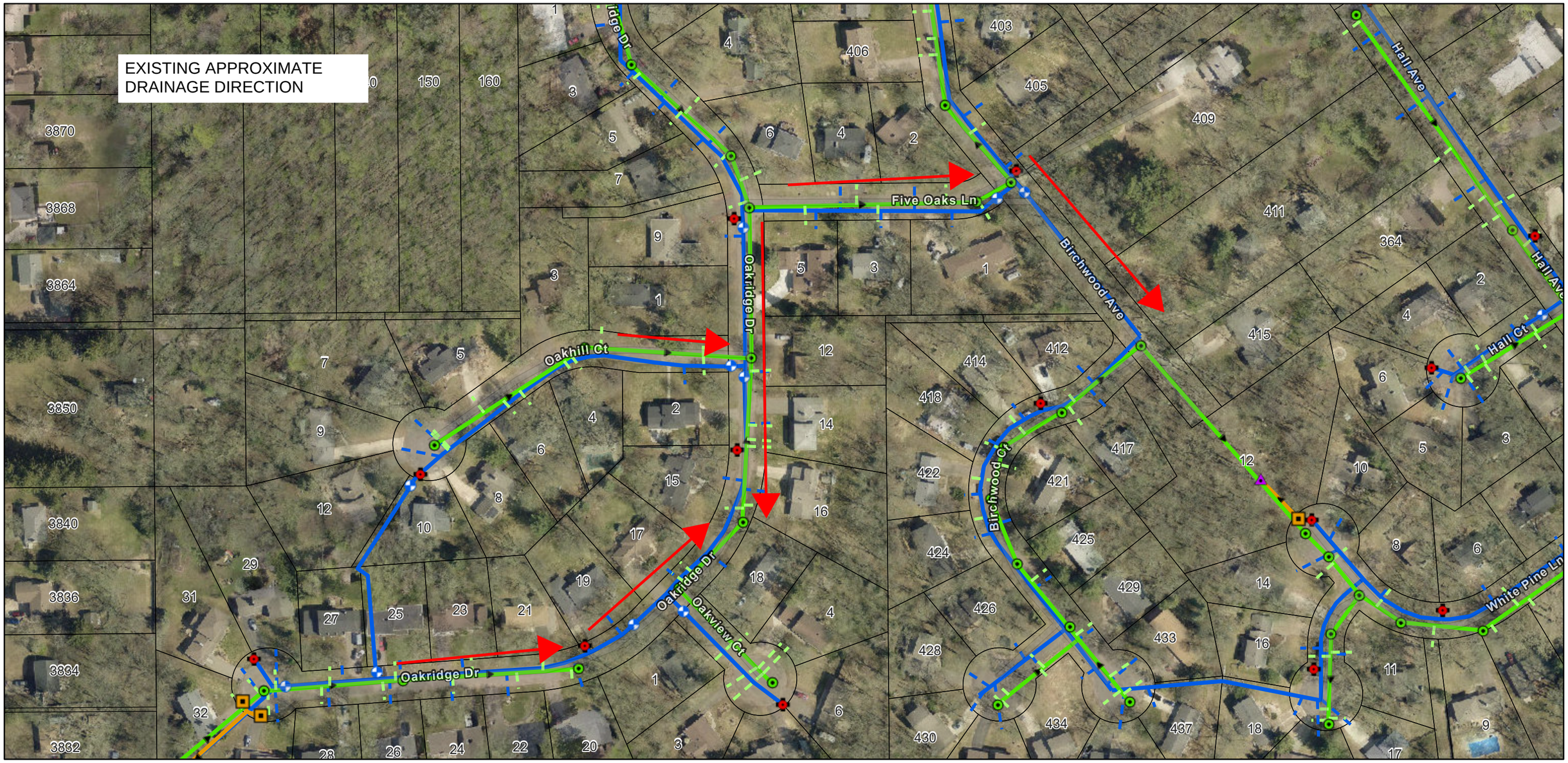
CITY OF BIRCHWOOD, MINNESOTA
WILDWOOD AVENUE LIFT STATION MODIFICATIONS
ELECTRICAL DETAILS

SHEET
E1.03

Estimation of Probable Costs		
Mobilization	$	30,000
New Lift Station Structures	$	210,000
Demolition	$	15,000
Electrical	$	20,000
Controls & SCADA	$	75,000
Cast in Place Concrete	$	10,000
Coatings	$	20,000
Pumps	$	30,000
Bypass Pumping	$	30,000
Dewatering, Grading, & Site Work	$	20,000
Process Piping	$	40,000
Curb & Pavement Replacement	$	15,000
Traffic Control	$	5,000
Construction Allowance	$	30,000
Lift Station Subtotal	$	550,000
Contingency (10%)	$	55,000
Construction Subtotal	$	605,000

Exhibit C

Oakridge Drive Drainage Discussion



9/30/2024, 12:10:32 PM

- Sanitary Pipe Flow Arrows
- Storm Pipe Flow Arrows
- Sanitary Manhole
- Storm Culvert
- Storm Catch Basin
- Water Gate Valve
- Water Hydrant
- Sanitary Service Pipe
- Sanitary Pipe
- Storm Pipe
- Water Service Line
- Water Main
- Birchwood Village City Limits - Washington County
- Tax Parcel Washington County

1:2,257

0 100 200 400 ft

0 30 60 120 m

Maxar, Microsoft, Esri Community Maps Contributors, County of Ramsey, Metropolitan Council, MetroGIS, Washington County, MN, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

ArcGIS Web AppBuilder

Earthstar Geographics | Metropolitan Council, MetroGIS, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS |

Oakridge Drive Drainage Discussion

9/30/2024, 12:10:32 PM

1:2,257

0 100 200 400 ft

0 30 60 120 m

- Sanitary Pipe Flow Arrows
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- Tax Parcel Washington County

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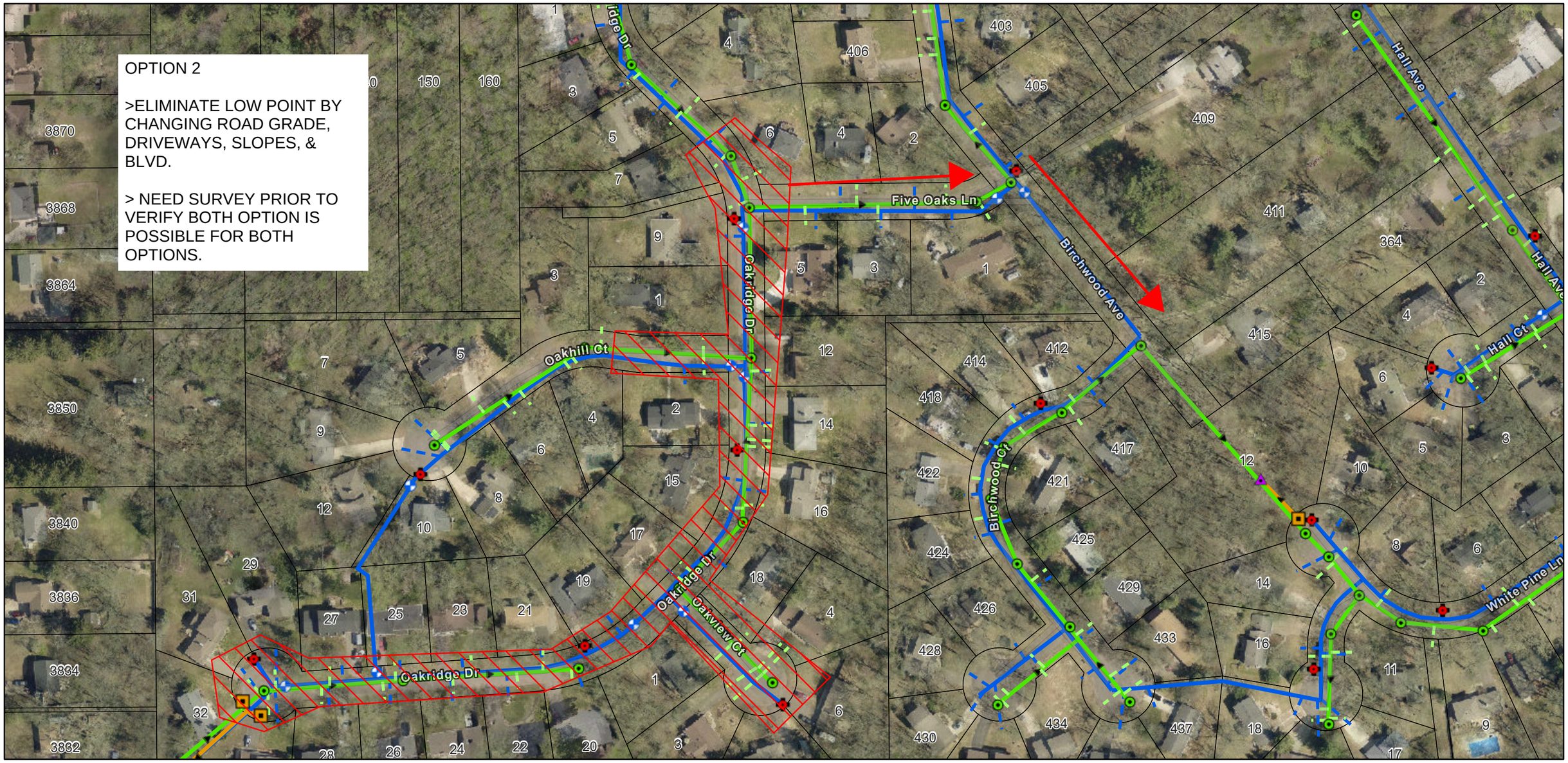
ArcGIS Web AppBuilder

Earthstar Geographics | Metropolitan Council, MetroGIS, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS |

Oakridge Drive Drainage Discussion



9/30/2024, 12:10:32 PM

1:2,257

0 100 200 400 ft

0 30 60 120 m

- Sanitary Pipe Flow Arrows
- Storm Pipe Flow Arrows
- Sanitary Manhole
- Storm Culvert
- Storm Catch Basin
- Water Gate Valve
- Water Hydrant
- Sanitary Service Pipe
- Sanitary Pipe
- Storm Pipe
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ArcGIS Web AppBuilder
Earthstar Geographics | Metropolitan Council, MetroGIS, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS |

Exhibit D

Bolton & Menk is an equal opportunity employer.

Dear Property Owner,

You recently received a letter from the City of Mahtomedi requesting your consent on a proposed project affecting the lake level of Lost Lake and nearby wetlands. The City staff has received several comments and questions from property owners around the lake. Therefore, the City would like to invite you to a neighborhood informational meeting on Thursday, October 24 at 6:00 pm in the Council Chambers at City Hall. City engineering staff will be present to give an overview of the project and the issues related to the project. The staff will address any questions, concerns, or comments raised at the meeting by the property owners. If you are unable to attend but still wish to comment on the project please present your questions to the City by sending an email to John Sachi City Engineer at jsachi@wsbeng.com prior to the meeting.

Thank you to those of you who have already returned your consent letter and we look forward to seeing you on October 24th.

Thank you for your consideration on this matter.

September 18, 2024

Dear Property Owner,

For many years the City of Mahtomedi has been experiencing a flooding situation on Birchwood Road near Wildwood Road (CSAH 12). This flooding creates a safety concern for motorists, bicyclists and pedestrians using Birchwood Road. The City has been investigating many alternatives to mitigate the roadway flooding problem. It has been determined that the most feasible solution to reduce flood potential would be to provide an outlet to Lost Lake at a slightly lower elevation than the existing outlet. The proposal would be to install a controlled outlet under Birchwood Road near the border between the City of Mahtomedi and the City of Birchwood. There already is an outlet near this location but the City is proposing a smaller controlled outlet near the existing outlet, while leaving the existing outlet in place. The new controlled outlet would be about 8 inches lower than the existing outlet and would only allow function during times of roadway flooding. When water levels in Lost Lake reach approximately 926.5', the structure will be opened to allow Lost Lake to be temporarily lowered to 925.0'. This is approximately 0.6' (7-8 inches) below the ordinary high-water level of 925.6'.

In accordance with DNR regulations, the City cannot construct the proposed outlet without the acknowledgement of the landowners that have actual frontage along Lost Lake (Public Water 82-353W). If you have any questions, please feel free to contact John Sachi, City Engineer for the City of Mahtomedi.

If you have no objection to the proposed outlet, please sign the attached form and return to City Hall using the enclosed stamped envelope in the next 30 days if possible. You may also email it back to the City at jsachi@wsbeng.com .

Thank you for your consideration and the City looks forward to hearing from you on this important issue.

By signature below I agree to withstand the results of the temporarily lowered water levels as the City mitigates flooding of Birchwood Road and have been fully informed of the nature and purpose of the project.

_____

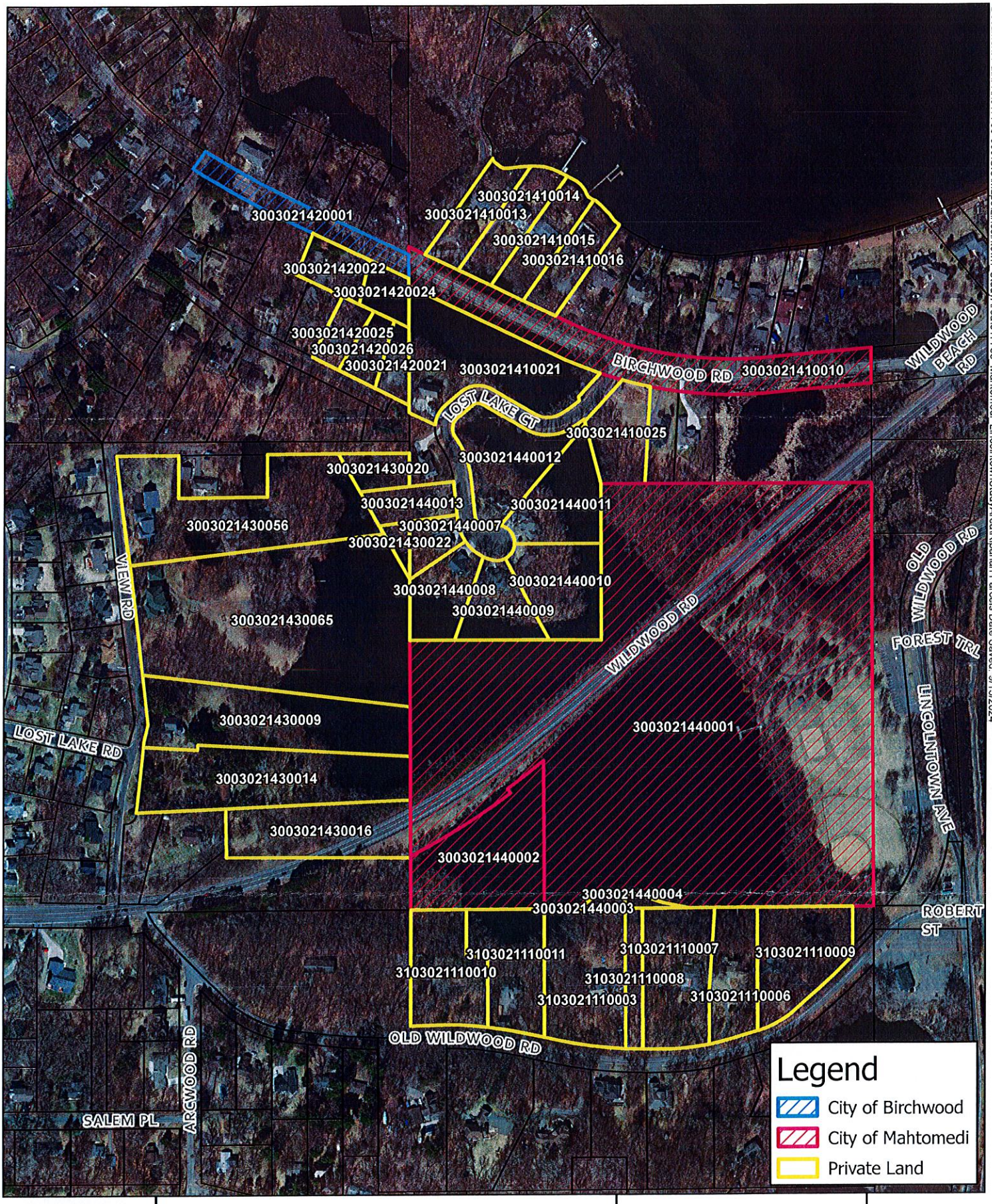
Printed Name

_____

Address

_____

Signature



Document Path: K:\017755-000\GIS\Maps\Lincolntown_StudyArea\017755_Mahtomedi_LincolntownStudyArea\Riparian Parcels Date Saved: 9/13/2024

Lost Lake Riparian Parcels

Birchwood Road Drainage
City of Mahtomedi

N

0 360 Feet
1 inch = 360 feet

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS

CITY OF MAHTOMEDI, MN

CONSTRUCTION PLAN FOR DRAINAGE IMPROVEMENTS

LOCATED AT BIRCHWOOD RD FROM POND 74 TO POND 151

BIRCHWOOD RD FROM POND 151 TO DITCH

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PLAN SET INDEX

SHEET NO.	SHEET TITLE
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	MISCELLANEOUS DETAILS
4	REMOVAL PLANS
5-6	CONSTRUCTION PLANS

THIS PLAN SET CONTAINS 6 SHEETS

PROJECT LOCATION MAP

N

H: 0 250 500
SCALE IN FEET

THIS PLAN SET HAS BEEN PREPARED FOR:

CITY OF MAHTOMEDI
600 STILLWATER RD
MAHTOMEDI, MN 55115
(651) 426-3344

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

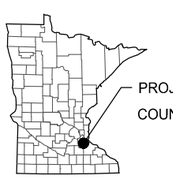
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JACOB H. NEWHALL, P.E.

DATE: MM/DD/2023 LICENSE NUMBER: 49170

EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.



PROJECT LOCATION

COUNTY: WASHINGTON

SECT 29, TWP 30N, RNG 21W

HORIZONTAL DATUM: NAD83 (2011) ADJUSTMENT
VERTICAL DATUM: NAVD88

UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

PLAN REVISIONS

DATE	SHEET NO.	APPROVED BY

WSB PROJ. NO. 019731-000

204

K:\019731-000\Cad\Plan\019731-000-C-TITL-PLAN-BIRCHWOOD.dwg 5/26/2023 3:42:25 PM

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY
1	MOBILIZATION	LS	1
2	CLEARING AND GRUBBING	LS	1
3	DEWATERING	LS	1
4	22" SPAN ARCH RC PIPE	L F	68
6	22" SPAN ARCH RC PIPE APRON	EACH	2
8	REMOVE SEWER PIPE (STORM)	L F	60
9	REMOVE DRAINAGE STRUCTURE	EACH	2
10	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	1
11	REMOVE CURB AND GUTTER	L F	34
12	CASTING ASSEMBLY	EACH	1
13	CLASS III FIELDSTONE RIPRAP	C Y	6
14	SILT FENCE TYPE MS	L F	138
15	EROSION CONTROL BLANKET CATEGORY 20N	S Y	128
16	SEEDING	SY	128
17	SEED MIXTURE 25-141	LB	3
18	TYPE 2 FERTILIZER	LB	5
19	BITUMINOUS PATCH	S Y	110
20	REMOVE BITUMINOUS PAVEMENT	S Y	110
21	REMOVE BITUMINOUS WALK	S F	135
22	CONCRETE CURB AND GUTTER	LF	34
23	3" BITUMINOUS WALK	S F	135

SCALE: AS SHOWN
DESIGN BY: JHN
PLAN BY: SJP
CHECK BY: JHN

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JACOB H. NEWHALL, P.E.

DATE: XX/XX/2023 LIC. NO: 49170

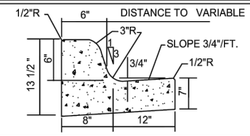
STATEMENT OF ESTIMATED QUANTITIES

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS
CITY OF MAHTOMEDI, MN

WSB PROJECT NO. 019731-000

SHEET 2 OF 6

K:\019731-000\Cad\Plan\019731-000-C-SEQU-TABS-BIRCHWOOD.dwg 5/26/2023 3:42:34 PM



MnDOT B-612

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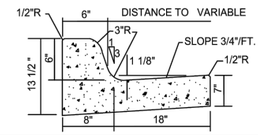
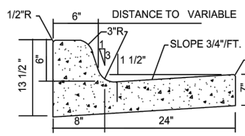
LIN. FT. PER CY OF CONCRETE = 21.1



MnDOT B-618

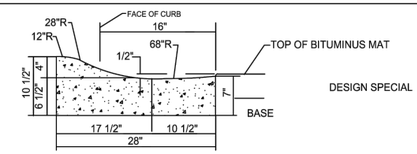
CY CONCRETE PER LIN. FT = 0.0582
LIN. FT. PER CY OF CONCRETE = 17.2



MnDOT B-624

CY CONCRETE PER
LIN. FT = 0.0690

LIN. FT. PER CY
OF CONCRETE = 14.5



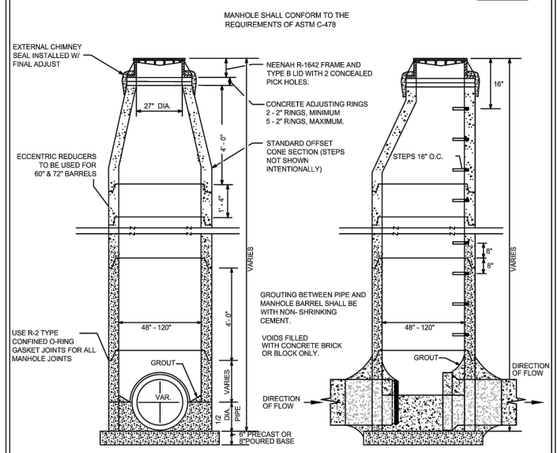
DESIGN SPECIAL

NOTES:
1. MINIMUM OF 3" CLASS 5 AGGREGATE BASE UNDER ALL CURB AND GUTTER

NO SCALE

A SMALL TOWN CITY	CONCRETE CURB AND GUTTER	Special Details Date: DEC. 2015 Revised: JANUARY 2021	ST-1

NO SCALE



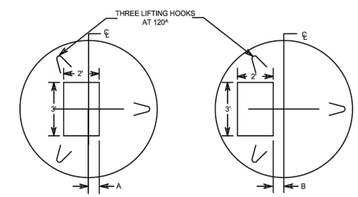
NOTES:
1. MANHOLE STEPS SHALL BE CAST ALUMINUM OR MA INDUSTRY WITH VINYL COATING CONFIRMING TO ALL OSHA STANDARDS,OR APPROVED EQUIVALENT AND SHALL BE LOCATED ON THE DOWN STREAM SIDE OF THE MANHOLE.
2. STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF THE CONE IS FACING DOWN STREAM.
3. MANHOLE COVER SHALL BE CAST WITH THE WORDS "STORM SEWER."
4. THE INITIAL AND FINAL RAISING OF CASTINGS SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT.
5. MAXIMUM DEPTH FROM TOP OF CASTING TO FIRST STEP SHALL NOT BE MORE THAN 16."
6. STEPS SHALL ALIGN WITH THE OPENING TO PROVIDE ACCESS TO THE MANHOLE.
7. BLOCK STRUCTURES WILL NOT BE ALLOWED.

A SMALL TOWN CITY	STANDARD MANHOLE FOR STORM DRAIN	Special Details Date: DEC. 2015 Revised: JANUARY 2021	STM-3

NO SCALE

MANHOLE TOP SLAB WITH OFF-SET 2' x 3' HOLE

STRUCTURE DIAMETER (in.)	COVER DIAMETER (in.)	MINIMUM t (in.)	A (in.)	B (in.)	WEIGHT OF COVER (lbs)
48	58	6	9		930
54	65	8	6		1710
60	72	8	3		2230
66	79	8	0		2810
72	86	8		3	3440
78	93	8		6	4120
84	100	8		9	4860
90	108	8		12	5760
96	114	8		15	6490
102	120	8		18	7260
108	126	12		21	12100
120	144	12		24	16100



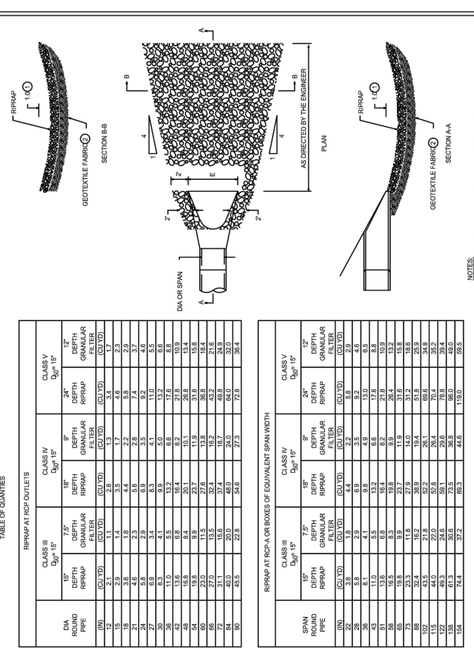
FOR 48" - 66"
STRUCTURE DIAMETER

FOR 72" - 120"
STRUCTURE DIAMETER

PRECAST COVER DETAIL

NOTE:
CONTRACTOR TO SUBMIT REINFORCEMENT DETAIL FOR PRECAST COVER TO ENGINEER FOR APPROVAL.

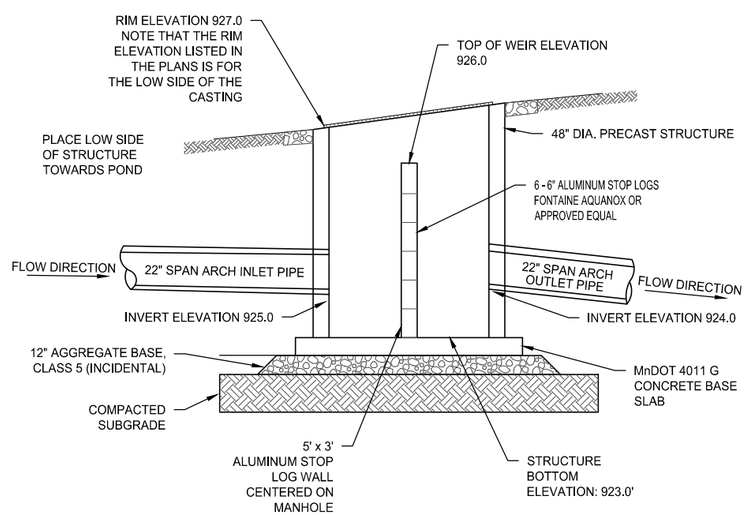
A SMALL TOWN CITY	PRECAST COVER DETAIL	Special Details Date: DEC. 2015 Revised: JANUARY 2020	STM-6



DIA ROUND PIPE	CLASS III "Sp" 15" 15" DEPTH RIPRAP	CLASS III "Sp" 15" 7.5" DEPTH GRANULAR FILTER	CLASS IV "Sp" 15" 18" DEPTH RIPRAP	CLASS IV "Sp" 15" 9" DEPTH GRANULAR FILTER	CLASS V "Sp" 15" 24" DEPTH RIPRAP	CLASS V "Sp" 15" 12" DEPTH GRANULAR FILTER
(IN)	(CY)	(CY)	(CY)	(CY)	(CY)	(CY)
12	2.5	0.7	5.1	1.3	10.3	2.6
15	2.8	1.4	3.5	1.7	4.6	2.3
18	3.1	1.6	4.4	2.2	5.7	2.8
21	4.6	2.3	6.6	2.8	7.4	3.7
24	5.9	2.9	8.9	3.5	11.0	5.6
27	6.8	3.4	9.9	4.7	13.2	6.6
30	8.3	4.1	9.9	6.0	13.2	8.6
36	11.5	5.8	15.3	8.6	17.6	11.5
42	11.5	8.6	19.4	9.2	21.8	10.9
48	16.5	8.4	25.1	13.1	26.8	13.4
54	19.8	10.1	30.4	15.2	31.9	15.9
60	22.0	11.5	27.6	13.8	36.8	18.4
66	25.3	13.2	31.7	15.8	42.3	21.1
72	31.1	15.6	37.4	18.7	49.5	24.8
84	40.1	20.0	46.0	23.0	64.0	32.0
96	46.5	23.2	54.8	27.4	72.8	36.4

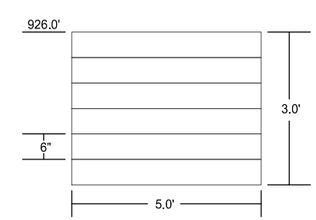
SPAN ROUND PIPE	CLASS III "Sp" 15" 15" DEPTH RIPRAP	CLASS III "Sp" 15" 7.5" DEPTH GRANULAR FILTER	CLASS IV "Sp" 15" 18" DEPTH RIPRAP	CLASS IV "Sp" 15" 9" DEPTH GRANULAR FILTER	CLASS V "Sp" 15" 24" DEPTH RIPRAP	CLASS V "Sp" 15" 12" DEPTH GRANULAR FILTER
(IN)	(CY)	(CY)	(CY)	(CY)	(CY)	(CY)
22	3.9	1.9	6.9	3.5	8.2	4.1
29	6.8	2.9	8.9	4.6	9.9	4.6
36	9.8	4.9	11.9	6.0	13.2	6.6
43	11.0	5.5	13.2	6.6	17.0	8.5
51	13.2	6.6	16.4	8.2	21.0	10.5
58	15.4	7.7	18.5	9.2	26.4	13.2
65	18.5	8.9	23.7	11.9	31.6	15.8
72	20.9	10.5	25.1	12.6	31.6	15.8
78	22.4	11.2	26.9	13.5	31.6	15.8
85	24.5	12.3	29.4	14.7	35.3	17.6
93	26.1	13.0	31.3	15.7	37.6	18.8
102	43.5	21.8	52.2	26.1	60.0	30.0
114	44.4	22.2	53.3	26.7	61.3	30.7
122	49.3	24.6	59.1	29.6	78.8	39.4
136	51.3	25.7	61.6	30.8	82.1	41.0
154	57.2	37.2	68.5	44.5	91.3	59.3

A SMALL TOWN CITY	RIPRAP DETAILS	Special Details Date: DEC. 2015 Revised: JANUARY 2021	STM-9



OUTLET CONTROL STRUCTURE 1

NOT TO SCALE



OUTLET CONTROL STRUCTURE 1
WEIR DETAIL

NOT TO SCALE

wsb

SCALE:	DESIGN BY:
AS SHOWN	JHN
PLAN BY:	CHECK BY:
SJP	JHN

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JACOB H. NEWHALL, P.E.

DATE: XX/XX/2023 LIC. NO: 49170

MISCELLANEOUS DETAILS

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS
CITY OF MAHTOMEDI, MN

WSB PROJECT NO.
019731-000

SHEET 3 OF 6

K:\019731-000\Cad\Plan\019731-000-C-GENL-DETL-BIRCHWOOD.dwg 5/26/2023 3:42:45 PM

BIRCHWOOD RD

LOCATION

H: 0 20 40
SCALE IN FEET

LEGEND

- CONSTRUCTION LIMITS
- REMOVE TREE (PAID AS CLEARING & GRUBBING)
- REMOVE DRAINAGE STRUCTURE
- SALVAGE FENCE
- ST RM — REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- REMOVE BITUMINOUS WALK
- REMOVE CONCRETE WALK
- CLEARING AND GRUBBING

wsb

SCALE:	DESIGN BY:
AS SHOWN	JHN
PLAN BY:	CHECK BY:
SJP	JHN

REVISIONS

NO.	DATE	DESCRIPTION

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JACOB H. NEWHALL, P.E.

DATE: XX/XX/2023 LIC. NO: 49170

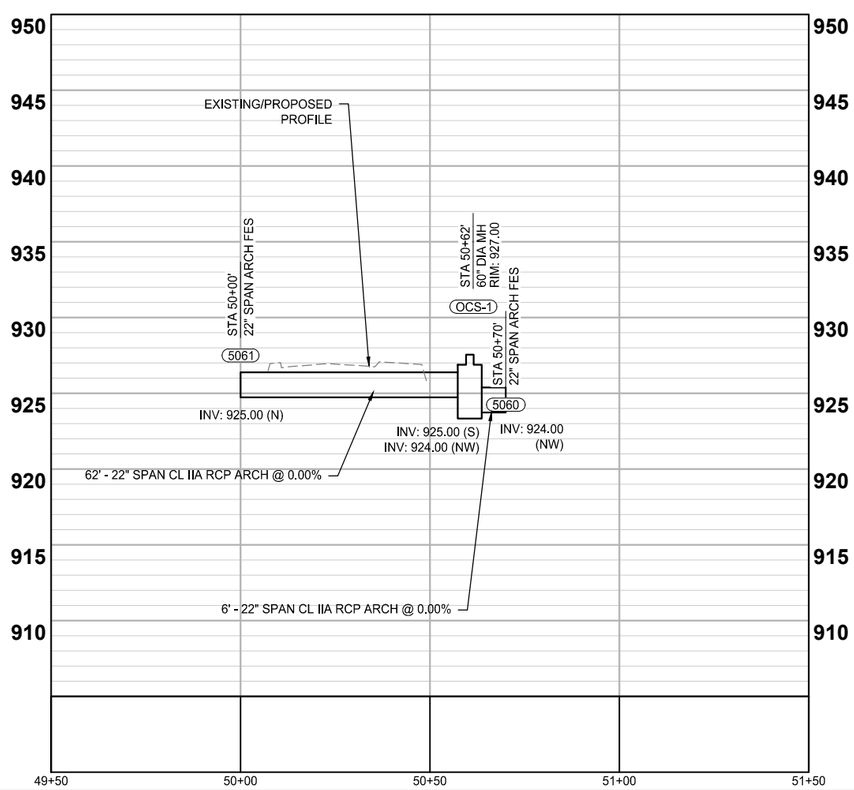
REMOVAL PLANS

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS
CITY OF MAHTOMEDI, MN

WSB PROJECT NO.
019731-000

K:\019731-000\Cad\Plan\019731-000-C-DEMO-PLAN-BIRCHWOOD.dwg 5/26/2023 3:43:07 PM

BIRCHWOOD RD



LOCATION

N

H: 0 20 40 SCALE IN FEET

V: 0 5 10 SCALE IN FEET

NOTES

1. THE CONTRACTOR SHALL TEMPORARILY OR PERMANENTLY STABILIZE ALL DISTURBED AREAS WITHIN 7 DAYS OF NO LONGER WORKING THAT PORTION OF THE SITE.
2. TEMPORARY STABILIZATION BMP'S SHALL ONLY BE IMPLEMENTED WHEN PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS PERMANENTLY CEASED.

LEGEND

- CONSTRUCTION LIMITS
- DRAINAGE STRUCTURE
- RC PIPE APRON
- WOOD FIBER BIOROLL
- SILT FENCE TYPE MS
- RC PIPE
- INSTALL FENCE
- REPLACE CURB AND GUTTER
- STORM DRAIN INLET PROTECTION
- CLASS III FIELDSTONE RIPRAP
- BITUMINOUS PATCH
- 3" BITUMINOUS WALK
- 6" CONCRETE WALK
- SITE RESTORATION (SEED MIXTURE 25-141 @ 120 LBS/ACRE WITH TYPE 2 FERTILIZER @ 200 LBS/ACRE AND EROSION CONTROL BLANKET CATEGORY 3N) WITHIN 7 DAYS

wsb

SCALE:	DESIGN BY:
AS SHOWN	JHN
PLAN BY:	CHECK BY:
SJP	JHN

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JACOB H. NEWHALL, P.E.

DATE: XX/XX/2023 LIC. NO: 49170

STREET & STORM SEWER PLANS

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS
CITY OF MAHTOMEDI, MN

WSB PROJECT NO.
019731-000

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LOCATION

N

H: 0 20 40 SCALE IN FEET

V: 0 5 10 SCALE IN FEET

NOTES

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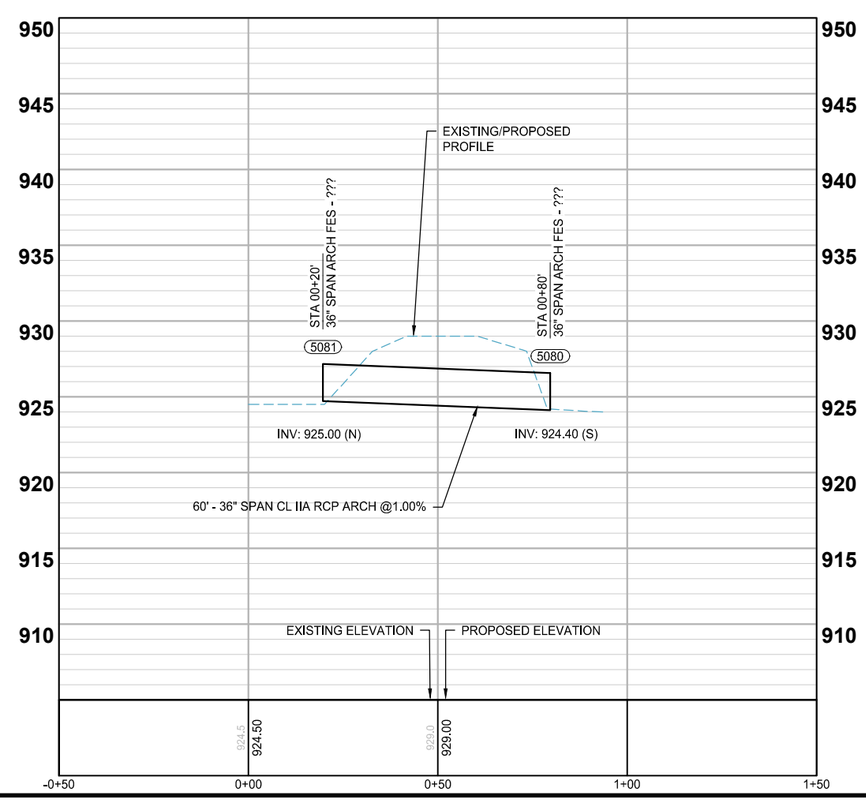
BIRCHWOOD RD



LEGEND

- CONSTRUCTION LIMITS
- DRAINAGE STRUCTURE
- RC PIPE APRON
- WOOD FIBER BIOROLL
- SILT FENCE TYPE MS
- RC PIPE
- INSTALL FENCE
- REPLACE CURB AND GUTTER
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wsb

SCALE:	DESIGN BY:
AS SHOWN	JHN
PLAN BY:	CHECK BY:
SJP	JHN

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JACOB H. NEWHALL, P.E.

DATE: XX/XX/2023 LIC. NO: 49170

STREET & STORM SEWER PLANS

BIRCHWOOD ROAD DRAINAGE IMPROVEMENTS
CITY OF MAHTOMEDI, MN

WSB PROJECT NO. 019731-000

SHEET 6 OF 6

K:\019731-000\Cad\Plan\019731-000-C-CONS-PLAN-BIRCHWOOD.dwg 5/26/2023 3:43:33 PM

Exhibit E

Bolton & Menk is an equal opportunity employer.

WASHINGTON CONSERVATION DISTRICT
455 HAYWARD AVE N
OAKDALE, MN 55128
651-330-8220 [PHONE]
651-330-7747 [FAX]
WWW.MNWCD.ORG

MEMORANDUM

TO: Birchwood Village Parks Committee, City of Birchwood Village

FROM: Lori Tella, Landscape Restoration Specialist, Washington Conservation District

DATE: 9/16/24

RE: **Tighe Schmitz Park Water Quality Improvement Projects**

In August 2024 the WCD presented the Tighe Schmitz Stormwater Projects to the Watershed Based Implementation Funding (WBIF) grant review committee. The project was approved as presented. The summary is below:

Applicant: Washington Conservation District [on behalf of Birchwood Village]
Project: Tighe-Schmitz Park WQ Improvement Projects
Description: This project will implement 3-5 bmp practices including biofiltration basins and swales that have direct connection to White Bear Lake and Halls Marsh. These projects include BMP 06, BMP 05 and BMP 22. They have been ranked and identified in the SE White Bear Lake SW Retrofit analysis.
Resource Concern: Hall's Marsh and White Bear Lake.
Award Request: $75,000
Match: $7,500 (Birchwood Village), in-kind (proof of in kind), establishment period or admin/ design time.

The Washington Conservation District will create a work plan and grant agreement to submit to the Board of Soil and Water Resources (BWSR). Once the agreement is finalized and approved work can begin on this project.

The timeline I am proposing is as follows:

- Partner Meeting (wcd/ parks committee) Workplan Review, Match, Timeline etc. - October
- Finalize WBIF Work Plan and Agreement (WCD) -October
- Finalize WBIF Encumbrance (WCD) -November
- Finalize City of Birchwood Approvals (wcd/ parks committee) -November
- Detailed Design Work, (WCD/ Birchwood Village Engineer) Fall/Winter 2024
- Partner Meeting (Design Review) Spring 2025
- Apply for RCWD grant
- Send project to Bid (City) June 2025
- Preconstruction meeting
- Construction Fall 2025 – 2026.
- Grant Close out and reimbursement 2026

I am looking forward to working with your team on this exciting project.

Exhibit F

Bolton & Menk is an equal opportunity employer.

BITUMINOUS ROADWAYS, INC.
1520 Commerce Drive
Mendota Heights, MN 55120
(651) 686-7001

Invoice 18896

Bill to:	Job: 2412027
CITY OF BIRCHWOOD VILLAGE 207 BIRCHWOOD AVENUE BIRCHWOOD, MN 55110	BIRCHWOOD VILLAGE 2024 Oakridge Drive BIRCHWOOD VILLAGE

Invoice #: 18896 Date: 10/01/24	Customer P.O. #:
Payment Terms: NET 30 Customer Code: 1161	**Job Completed: 9/19/24**

Invoice Remarks:

Quantity	Description	U/M	Unit Price	Extension
1.00	2024 PAVEMENT REHAB PROJECT	LS	107,785.42	$107,785.42
			Invoice Total:	**$107,785.42**

memo

To: Birchwood Village City Council

Rebecca Kellen, City Administrator

From: Ben Wikstrom, Planning Consultant

CC:

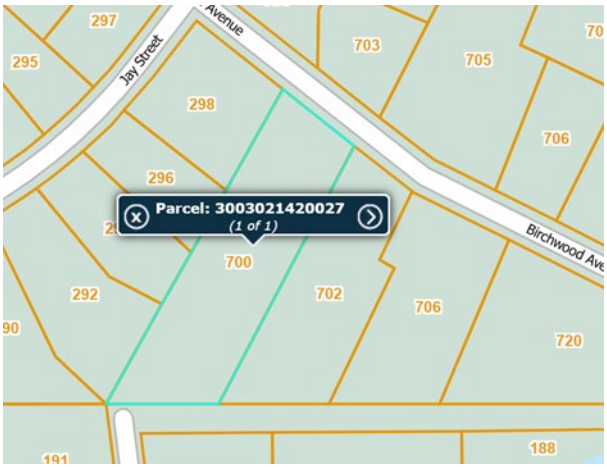
Date: October 8, 2024

Re: 700 Birchwood Avenue Lot Split

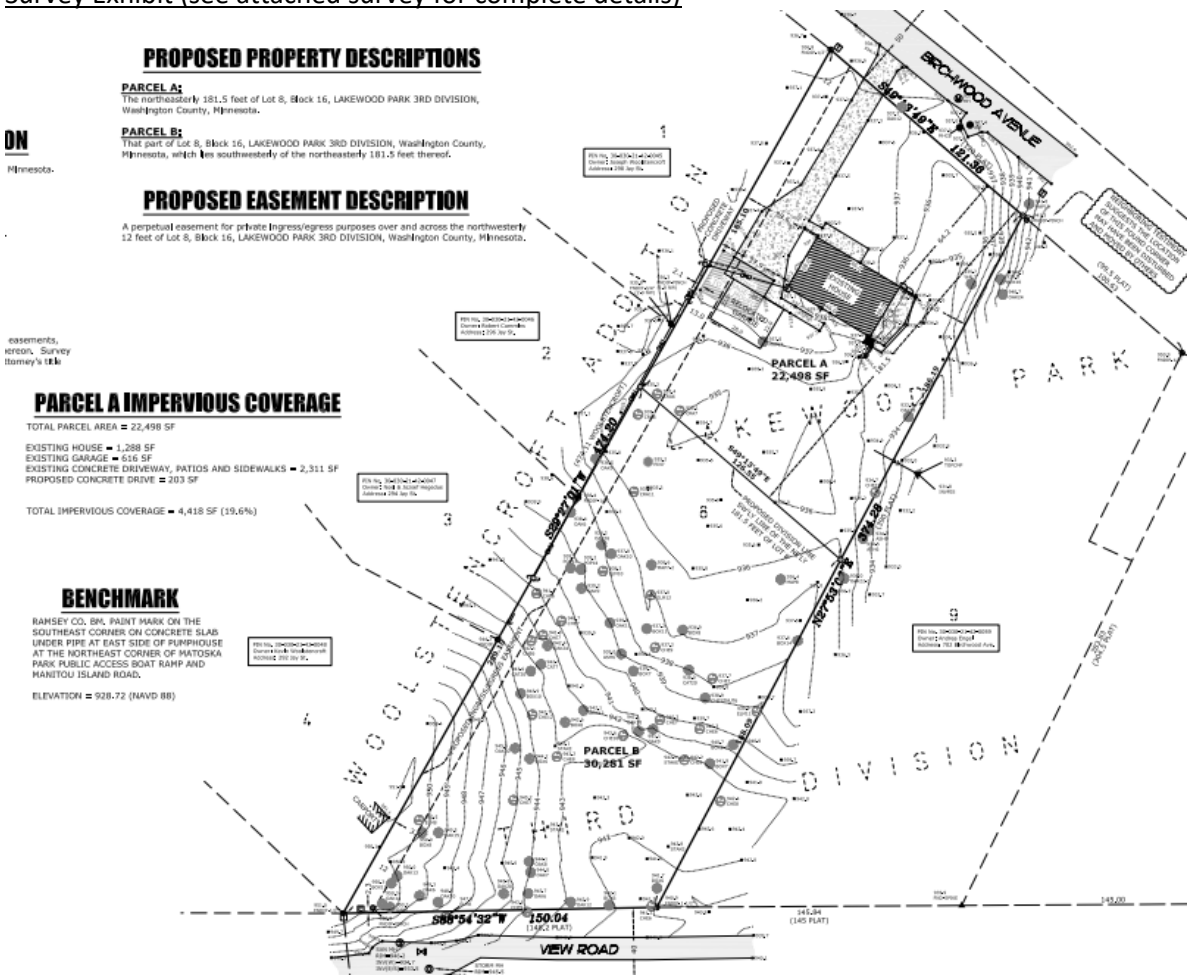
Background Information

William Hullsiek is proposing to subdivide the property located at 700 Birchwood Avenue into two lots, with the existing home being wholly located on the front lot (proposed Lot A), and a future building site established on the rear lot (proposed Lot B). This would require relocation of an existing garage, participation by the City of Mahtomedi to allow future access to the rear lot, and approval of the lot split by the City of Birchwood Village.

Lot Exhibit and Aerial Image



Survey Exhibit (see attached survey for complete details)



Lot Requirements

Ordinance Requirement	Lot Area 12,000 s.f.	Lot Width 80' (non-riparian)	Setbacks Front – 30' Side/Rear – 10'	Impervious Limit 25%
Existing Lot	52,779 s.f.	121'+	Meets or Exceeds*	8.0%
Proposed Lot A	22,498 s.f.	121'+	Meets or Exceeds*	19.6%
Proposed Lot B	30, 281 s.f.	126'+	TBD*	TBD

*Note – Existing detached garage is 1 foot from the side property line; will be relocated to meet setback. See survey for all setback information. City of Mahtomedi front yard setback from View Road will be enforced for Proposed Lot B.

Access

Access to the front lot will remain off of Birchwood Avenue, with a slightly expanded driveway. Access to the rear lot will be from View Road (City of Mahtomedi). A 12-foot ingress/egress easement on the west edge of the lots is shown on the survey and has been described by the applicant as providing a path from the rear lot to the City of Birchwood Village parks and trails, along with a school bus stop, if

necessary in the future. It is unclear whether this is a reciprocal or cross-access, easement that would provide a pathway for the front lot to access View Road. The applicant will be present to discuss the proposal.

Utilities

No extensions of utilities is necessary. Connections will be made to the City of Birchwood Village utilities and private utilities within the Birchwood Road right-of-way, and will be contained within the access easement area on the west side of the property where possible. The applicant provided information showing the proposed connections, but the survey does not show the utility locations. This information is not required without a building permit for the rear lot, which is a few years into the future; however, the applicant was trying to determine the feasibility and proper locations at the time of the application, and may have additional information at the meeting.

Engineer's Review

The City Engineer is reviewing the plans for conformance to the City's engineering standards, including stormwater management, grading and drainage, etc. A report and recommendation from the City Engineer is included in the packet.

Process

Because this is a subdivision of one lot into two without utility extensions or additional infrastructure, it qualifies as a Lot Split as described in Section 308 of the zoning ordinance. This entitlement process follows the path of a Final Plat, which does not require a public hearing or Planning Commission recommendation. The submittal requirements ensure review by the Planner and Engineer, with approval by the City Council following that review and recommendation.

Recommendation

The proposed lot split meets the planning and zoning requirements of the zoning ordinance. The recommendation is for approval of the lot split, pending review and a positive recommendation by the City Engineer, and compliance with any conditions recommended by the Engineer. Please note that the future house on proposed Lot B will require typical building permit review and approval, including of utility connections.

Outlook

Road Grade at 15 Oakridge

From Andrew Jackola <a.jackola@msn.com>
Date Thu 8/8/2024 4:28 PM
To City of Birchwood Village <info@cityofbirchwood.com>
Cc Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Alicia Jackola <aliciajackola@hotmail.com>

I understand that the road contractor is doing another layer of blacktop on Oakridge, but I wanted to share a concern about the road grading. For the past few years, we have dealt with a low spot in the road at the end of our driveway. Water accumulates there after storms, and runoff from other water sources (like irrigation systems in the neighborhood) pools at the end of our driveway. The runoff also brings a ton of sand to our driveway apron. All of this has caused cracks and erosion on our driveway.

The recent paving actually seems to have exacerbated the problem. Almost 24 hours after yesterday's storm, most of Oakridge is dry. But there is a large pool at the end of our driveway. I've attached pictures below. I'm hoping someone from the city can communicate this problem to the contractor and see if there is a way to remedy it.

Thank you,
Andrew Jackola

15 Oakridge
651-214-3823

09 629111

Outlook

Re: Road Grade at 15 Oakridge

From Andrew Jackola <a.jackola@msn.com>
Date Sat 8/17/2024 12:19 PM
To Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc City of Birchwood Village <info@cityofbirchwood.com>; Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Alicia Jackola <aliciajackola@hotmail.com>; Marcus Johnson <Marcus.Johnson@bolton-menk.com>

Thank you for your response, but this is just not a sustainable situation. I took more photos this morning after the latest rain, which I have attached to this message. I also measured the depth of the puddle/pond at the end of my driveway - it is almost three inches deep. After a rain yesterday I tried using a push broom to disburse the water, but the grade of the road is such that the water comes right back to the low spot from which I had just swept it. The water makes it impossible for anyone to walk on pavement from the road to our driveway without getting soaked. It takes many days for the puddle to dry out, and I shudder to think what it will be like in the winter after a thaw-freeze situation. My neighbor across the street is dealing with a similar situation.

This situation must have been caused by the most recent road grading, because it was nowhere near this bad prior to the recent roadwork. So whether it is the city taking remedial measures on its own or making a claim against the contractor's performance bond, something needs to be done about this.

Andrew Jackola
651-214-3823
15 Oakridge Drive

Sent from my iPhone

On Aug 9, 2024, at 11:03 AM, Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com> wrote:

Hi Andrew,
I am very sorry you are experiencing this. As I understand it from speaking with our city engineer, Marcus Johnson, without significantly changing the grade of the road and the attached driveways or adding storm sewer and curb and gutter, there is no immediate remedy for this. He indicated that there may be some longer-term solutions that could be looked at. I encourage you to reach out to him for further information and details. He is copied on this email and can be reached at 507-440-0537.

<Outlook-yydb5xpw.png>

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Andrew Jackola <a.jackola@msn.com>
Sent: Thursday, August 8, 2024 4:28 PM
To: City of Birchwood Village <info@cityofbirchwood.com>
Cc: Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Alicia Jackola <aliciajackola@hotmail.com>
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Thank you,
Andrew Jackola

15 Oakridge
651-214-3823

<image0.jpeg>
<image1.jpeg>
<image2.jpeg>
<image3.jpeg>

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Date Sat 9/14/2024 3:17 PM
To Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc City of Birchwood Village <info@cityofbirchwood.com>; Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Alicia Jackola <aliciajackola@hotmail.com>; Marcus Johnson <Marcus.Johnson@bolton-menk.com>

Just another reminder that my street is still a disaster from the horrible construction work.

I will be making a Data Practices Act request soon to get information about the city's contracts and bidding procedures relating to this project.

Andrew Jackola
(651) 214-3823

Sent from my iPhone

On Aug 17, 2024, at 12:19 PM, Andrew Jackola <a.jackola@msn.com> wrote:

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Andrew Jackola
651-214-3823
15 Oakridge Drive
<image0.jpeg>
<image2.jpeg>
<image3.jpeg>
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<image5.jpeg>
<image6.jpeg>

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>
> <Outlook-yydb5xpw.png>
>
> Rebecca Kellen, MBA
> City Administrator

City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

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From: Andrew Jackola <a.jackola@msn.com>
Sent: Thursday, August 8, 2024 4:28 PM
To: City of Birchwood Village <info@cityofbirchwood.com>
Cc: Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Alicia Jackola <aliciajackola@hotmail.com>
Subject: Road Grade at 15 Oakridge

I understand that the road contractor is doing another layer of blacktop on Oakridge, but I wanted to share a concern about the road grading. For the past few years, we have dealt with a low spot in the road at the end of our driveway. Water accumulates there after storms, and runoff from other water sources (like irrigation systems in the neighborhood) pools at the end of our driveway. The runoff also brings a ton of sand to our driveway apron. All of this has caused cracks and erosion on our driveway.

The recent paving actually seems to have exacerbated the problem. Almost 24 hours after yesterday's storm, most of Oakridge is dry. But there is a large pool at the end of our driveway. I've attached pictures below. I'm hoping someone from the city can communicate this problem to the contractor and see if there is a way to remedy it.

Thank you,
Andrew Jackola

15 Oakridge
651-214-3823

<image0.jpeg>
<image1.jpeg>
<image2.jpeg>
<image3.jpeg>

Outlook

Re: Road Grade at 15 Oakridge

From Andrew Jackola <a.jackola@msn.com>
Date Thu 9/26/2024 1:53 PM
To Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc Marcus Johnson <Marcus.Johnson@bolton-menk.com>; Alicia Jackola <aliciajackola@hotmail.com>; Margaret Ford <Margaret.Ford@cityofbirchwood.com>; City of Birchwood Village <info@cityofbirchwood.com>

Neighbors who live a block-and-a-half away blew out their sprinkler pipes this morning. I took these photos at 1:30p today. The street is dry everywhere except for the lake at the end of my driveway. I hope the council is able to act on this in time for remedial work before winter. If not, the ice will be a public hazard for anyone walking or driving by.

Andrew Jackola
15 Oakridge Drive
651-214-3823

Sent from my iPhone

On Sep 16, 2024, at 5:26 PM, Andrew Jackola <a.jackola@msn.com> wrote:

Thank you! I appreciate it.

Andrew

Sent from my iPhone

On Sep 16, 2024, at 3:55 PM, Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com> wrote:

Outlook

Fw: Tighe Schmitz grant details and request for council meeting

From Kathy Weier <Kathy.Weier@cityofbirchwood.com>
Date Tue 10/1/2024 8:06 PM
To Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc Justin McCarthy <justin.mccarthy@cityofbirchwood.com>

1 attachments (232 KB)
WCD Memo - Tighe Schmitz WBIF Funding 9.16.24.docx;

Hi Becky,

We had a special parks committee meeting this evening to discuss the grant we received for the water quality improvements and drainage to be executed at Tighe Schmitz park. Could you please include the attached memo that we received from Lori Tella with a very rough timeline for that grant details in the packet and this email please.

The parks committee is recommending we have the Washington Conservation District help finalize and design the plans for said improvements, but consult the City Engineer, Marcus to review said plans prior to finalization. We have asked Lori to consult their grant team to determine if the engineer fees for said review could be applied towards the $7,500 match for administration required for the grant and mentioned in the attached memo. I would anticipate this would take a few hours of time for Marcus to review and we may want to also have the engineer team help with recommendations for groups to complete the work or with the bidding process.

The parks committee felt Birchwood would benefit from having Marcus review the plans to confirm the park infrastructure tie ins and any potential issues or concerns we should take into account for the bidding process to ensure we have our best foot forward to improve that park drainage.

We would like the city council to approve review of the Water Improvement Project plans by the engineer so Lori can reach out to Marcus on questions and details regarding that grant as the WCD begin on the workplan.

Thank you!

Kathy Weier
Birchwood Village City Council Member

From: Mary Sue Simmons <marysuesimmons80@gmail.com>
Sent: Monday, September 16, 2024 3:28 PM
To: Parks Committee <parks@cityofbirchwood.com>
Subject: Info for our agenda, Sept 17, 2024

Update from Lori Tella on our Parks grant.

MEMORANDUM

TO: Birchwood Village Parks Committee, City of Birchwood Village

FROM: Lori Tella, Landscape Restoration Specialist, Washington Conservation District

DATE: 9/16/24

RE: **Tighe Schmitz Park Water Quality Improvement Projects**

In August 2024 the WCD presented the Tighe Schmitz Stormwater Projects to the Watershed Based Implementation Funding (WBIF) grant review committee. The project was approved as presented. The summary is below:

Applicant: Washington Conservation District [on behalf of Birchwood Village]
Project: Tighe-Schmitz Park WQ Improvement Projects
Description: This project will implement 3-5 bmp practices including biofiltration basins and swales that have direct connection to White Bear Lake and Halls Marsh. These projects include BMP 06, BMP 05 and BMP 22. They have been ranked and identified in the SE White Bear Lake SW Retrofit analysis.
Resource Concern: Hall's Marsh and White Bear Lake.
Award Request: $75,000
Match: $7,500 (Birchwood Village), in-kind (proof of in kind), establishment period or admin/ design time.

The Washington Conservation District will create a work plan and grant agreement to submit to the Board of Soil and Water Resources (BWSR). Once the agreement is finalized and approved work can begin on this project.

The timeline I am proposing is as follows:

- Partner Meeting (wcd/ parks committee) Workplan Review, Match, Timeline etc. - October
- Finalize WBIF Work Plan and Agreement (WCD) -October
- Finalize WBIF Encumbrance (WCD) -November
- Finalize City of Birchwood Approvals (wcd/ parks committee) -November
- Detailed Design Work, (WCD/ Birchwood Village Engineer) Fall/Winter 2024
- Partner Meeting (Design Review) Spring 2025
- Apply for RCWD grant
- Send project to Bid (City) June 2025
- Preconstruction meeting
- Construction Fall 2025 – 2026.
- Grant Close out and reimbursement 2026

I am looking forward to working with your team on this exciting project.

Outlook

Re: Request to Discuss Field Rental at Tighe-Schmitz Park

From Kathy Weier <Kathy.Weier@cityofbirchwood.com>
Date Tue 10/1/2024 8:23 PM
To Zachary Michalk <zmichalk13@gmail.com>; Jennifer Arsenault <ajsan5541@gmail.com>
Cc Amy Hulett <amhulett3@gmail.com>; Parks Committee <parks@cityofbirchwood.com>; Mary Sue Simmons <marysuesimmons80@gmail.com>

I agree with everyone that it would be great to see that park utilized more. I don't see a timeline for when they want to do that, so if they are planning for next spring, they should also be made aware that we are planning to address drainage issues in the park next spring through some construction projects, so there is a chance that their practice would be interrupted by that.

Kathy Weier
Birchwood Village City Council Member

From: Zachary Michalk <zmichalk13@gmail.com>
Sent: Wednesday, September 25, 2024 9:21 AM
To: Jennifer Arsenault <ajsan5541@gmail.com>
Cc: Amy Hulett <amhulett3@gmail.com>; Parks Committee <parks@cityofbirchwood.com>; Mary Sue Simmons <marysuesimmons80@gmail.com>
Subject: Re: Request to Discuss Field Rental at Tighe-Schmitz Park

Thanks for the feedback, everyone. It sounds like we are all in agreement and have no issues with Rebecca continuing the conversation with the city council, if needed.I cannot think of anything other than parking being an issue. As Jen mentioned, we are working to improve the drainage conditions at the park and it would be great to get regular use out of it.

Zach

On Wed, Sep 25, 2024 at 8:34 AM Jennifer Arsenault <ajsan5541@gmail.com> wrote:

> I think it would be a great opportunity. After all, the residents on Lake keep telling us they would like to leave T.S. as is. Currently it is a soccer field and with our efforts to address the drainage issues, the playing field will only get better. What are the down sides other than increased traffic?
> Sent from my iPhone
>
> > On Sep 24, 2024, at 3:36 PM, Amy <amhulett3@gmail.com> wrote:
> >
> > Zachary,
> > I would love to see soccer there again.
> > Amy

Outlook

Soccer?

From Mary Sue Simmons <marysuesimmons80@gmail.com>
Date Wed 9/25/2024 8:51 AM
To Parks Committee <parks@cityofbirchwood.com>

Zach,

We used to rent it to soccer groups in the past. Don’t know what the rate was. It was fun to see. But, neighbors were somewhat bothered by the parking along Lake Ave. Players reported wet shoes & gear at time due to sogginess.

I am fine with practice soccer as long as they know the turf conditions. Not sure about liability

MarySue

Outlook

Re: Request to Discuss Field Rental at Tighe-Schmitz Park

From Zachary Michalk <zmichalk13@gmail.com>
Date Wed 9/25/2024 9:22 AM
To Jennifer Arsenault <ajsan5541@gmail.com>
Cc Amy Hulett <amhulett3@gmail.com>; Parks Committee <parks@cityofbirchwood.com>; Mary Sue Simmons <marysuesimmons80@gmail.com>

Thanks for the feedback, everyone. It sounds like we are all in agreement and have no issues with Rebecca continuing the conversation with the city council, if needed.I cannot think of anything other than parking being an issue. As Jen mentioned, we are working to improve the drainage conditions at the park and it would be great to get regular use out of it.

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>>
>> Zachary,
>>
>> I would love to see soccer there again.
>>
>> Amy
>>
>> Sent from Mail for Windows
>>
>> ---
>>
>> **From:** Zachary Michalk
>> **Sent:** Tuesday, September 24, 2024 2:39 PM
>> **To:** Parks Committee; Mary Sue Simmons
>> **Subject:** Fwd: Request to Discuss Field Rental at Tighe-Schmitz Park

Hi Everyone,

Please see the below email chain for a request from a private individual to use Tighe-Schmitz Park for regular soccer practice. When Wade emailed me initially I thought it seemed like a question for Rebecca so I forwarded it to her, but in her latest email additional context was provided to help. I wanted to loop in the full committee and see if anyone has any immediate thoughts? Since we just had a meeting last week, I didn't want to wait another month to discuss.

Thanks everyone,

Zach

---------- Forwarded message ---------
From: **Rebecca Kellen** <Rebecca.Kellen@cityofbirchwood.com>
Date: Mon, Sep 23, 2024 at 12:12 PM
Subject: Re: Request to Discuss Field Rental at Tighe-Schmitz Park
To: Zachary Michalk <zmichalk13@gmailcom>

Hi Zachary,

I spoke with Wade over the phone and he is wondering is Birchwood would be open to having soccer practice at Tighe-Schmidt. They currently practice in Hugo, 3-4 nights a week. He said that parking is not a problem because parents drop their kids off. Although I'm sure traffic would increase. There is a lot to think about with this. He is just wanting to open a dialogue to see if it is a possibility. He is open to coming to future meetings if we need him to. I think the best place to start on this is with the parks committee. If they think it is worth pursuing, then it can be brought to the city council. Does that make sense? Let me know what you think.

<8DE68DBA32104D718C86B23FEC113590.png>

Rebecca Kellen, MBA
City Administrator
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: rebecca.kellen@cityofbirchwood.com

website: http://www.cityofbirchwood.com/

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<747E90F4BCF54D1AADCDC71CB716B2B6.png>

From: Zachary Michalk <zmichalk13@gmail.com>
Sent: Friday, September 20, 2024 8:22 AM
To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Subject: Fwd: Request to Discuss Field Rental at Tighe-Schmitz Park

Good Morning Rebecca,

Would you mind taking a look at this email I received from Wade Jackson? I feel like probably falls in your court as he is requesting information on renting Tighe-Schmitz for the Mahtomedi Soccer Association. Let me know your thoughts!

Zach

---------- Forwarded message ---------
From: **Wade Jackson** <wade.jackson@gmail.com>
Date: Tue, Sep 17, 2024 at 2:13 PM
Subject: Request to Discuss Field Rental at Tighe-Schmitz Park
To: zmichalk13@gmail.com <zmichalk13@gmail.com>

Dear Zachary Michalk,

I hope this message finds you well. My name is Wade Jackson, and I am a local resident and a board member of the Mahtomedi Soccer Association. Our program supports many local kids and families from the area, and with the growth of our association, we are seeking to explore additional field space for our programs.

Tighe-Schmitz Park has come to our attention as a potential location to meet this need. I would love the opportunity to discuss the possibility of renting space at the park and how our investment could benefit the local

community.

Please let me know a convenient time for us to connect and explore this opportunity further.

Thank you for your time, and I look forward to hearing from you.

Best regards,

Wade Jackson
Board Member, Mahtomedi Soccer Association
608-438-9012

Virus-free.www.avg.com

Outlook

Re: Request to Discuss Field Rental at Tighe-Schmitz Park

From Justin McCarthy <justin.mccarthy@cityofbirchwood.com>
Date Wed 9/25/2024 8:54 AM
To Zachary Michalk <zmichalk13@gmail.com>; Parks Committee <parks@cityofbirchwood.com>; Mary Sue Simmons <marysuesimmons80@gmail.com>; Amy Hulett <amhulett3@gmail.com>

I have no objections.

Get Outlook for iOS

From: Amy <amhulett3@gmail.com>
Sent: Tuesday, September 24, 2024 3:36:16 PM
To: Zachary Michalk <zmichalk13@gmail.com>; Parks Committee <parks@cityofbirchwood.com>; Mary Sue Simmons <marysuesimmons80@gmail.com>
Subject: RE: Request to Discuss Field Rental at Tighe-Schmitz Park

Zachary,
I would love to see soccer there again.
Amy

Sent from Mail for Windows

From: Zachary Michalk
Sent: Tuesday, September 24, 2024 2:39 PM
To: Parks Committee; Mary Sue Simmons
Subject: Fwd: Request to Discuss Field Rental at Tighe-Schmitz Park

Hi Everyone,

Please see the below email chain for a request from a private individual to use Tighe-Schmitz Park for regular soccer practice. When Wade emailed me initially I thought it seemed like a question for Rebecca so I forwarded it to her, but in her latest email additional context was provided to help. I wanted to loop in the full committee and see if anyone has any immediate thoughts? Since we just had a meeting last week, I didn't want to wait another month to discuss.

Thanks everyone,
Zach

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From: **Rebecca Kellen** <Rebecca.Kellen@cityofbirchwood.com>
Date: Mon, Sep 23, 2024 at 12:12 PM
Subject: Re: Request to Discuss Field Rental at Tighe-Schmitz Park
To: Zachary Michalk <zmichalk13@gmailcom>

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 09/10/2024

	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
100 - GENERAL FUND							
100: GENERAL FUND RECEIPTS							
Taxes							
General Property Taxes	$ 525,758	$ 526,595	$ 507,476	$ 454	$ 573,535	$ 618,134	A
Total Property Taxes	$ 525,758	$ 526,595	$ 507,476	$ 454	$ 573,535	$ 618,134	
Licenses and Permits							
Business Licenses and Permits							
Licenses & Permits	$ 180	$ -	$ 2,153	$ 15	$ -	$ 500	
Total Business Licenses and Permits	$ 180	$ -	$ 2,153	$ 15	$ -	$ 500	
Non-Business Licenses and Permits							
Building Permits	$ 49,463	$ 90,328	$ 85,905	$ 50,343	$ -	$ 90,000	
Kayak/Canoe Permits	$ 2,065	$ 1,740	$ 1,710	$ 1,965	$ -	$ 1,700	
Zoning Permits	$ 1,045	$ 370	$ 300	$ -	$ -	$ 300	
Animal Licenses	$ 680	$ 1,160	$ 110	$ 110	$ -	$ 100	
Dock/Lift Permit Fee	$ -	$ 1,000	$ -	$ -	$ -	$ -	B
Zoning App Fee	$ -	$ 1,588	$ -	$ 50	$ -	$ -	
Total Non-Business Licenses and Permits	$ 53,253	$ 96,186	$ 88,025	$ 52,468	$ -	$ 92,100	
Intergovernmental Revenues (Igr)							
Federal IGR							
Federal Grants & Aid	$ -	$ 960	$ -	$ 3,192	$ -	$ 3,192	C
Total State Igr	$ -	$ 960	$ -	$ 3,192	$ -	$ 3,192	
State IGR							
State Grants & Aid	$ 22,477	$ -	$ 37,809	$ -	$ -	$ 603,000	D
Rent Total Igr from Other Local Governmental Units	$ 22,477	$ -	$ 37,809	$ -	$ -	$ 603,000	
Charges for Services							
General Government							
Charges for Services	$ -	$ -	$ -	$ 750	$ -	$ -	E
City/Town Hall Rent	$ 91	$ 380	$ 520	$ 475	$ -	$ 400	
General Government	$ -	$ -	$ -	$ 960	$ -	$ -	F
Total General Government	$ 91	$ 380	$ 520	$ 2,185	$ -	$ 400	
Fines and Forfeits							
Fines							
Court Fines	$ 2,060	$ 2,832	$ 934	$ 66	$ -	$ 950	G
Total Fines	$ 2,060	$ 2,832	$ 934	$ 66	$ -	$ 950	
Other Revenues							
Miscellaneous	$ 4,840	$ 3,108	$ -	$ 21	$ -	$ -	
Interest Earning	$ -	$ 27,670	$ 48,393	$ 27,584	$ -	$ 48,000	
Contributions of Donations from Private Sources	$ 510	$ 6,407	$ 20	$ 180	$ -	$ 250	
Refund-Reimbursement-Dividend	$ 9,489	$ 9,283	$ 17,757	$ 7,026	$ -	$ 9,500	
Escrows Deposits	$ 15,200	$ 162,000	$ 30,000	$ 9,000	$ -	$ 35,000	
Total Other Revenues	$ 30,039	$ 208,467	$ 96,170	$ 43,811	$ -	$ 92,750	

* Rev: 09/10/2024	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025
Other Financing Sources						
Inter Fund Transfers In						
Transfers from Other Funds	$ 25,040	$ 15,000	$ 2,500	$ -	$ -	$ -
Total Inter Fund Transfers In	$ 25,040	$ 15,000	$ 2,500	$ -	$ -	$ -
TOTAL GENERAL FUND RECEIPTS	$ 670,868	$ 856,106	$ 738,903	$ 102,191	$ 573,535	$ 1,411,026

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 09/10/2024	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
100: GENERAL FUND DISBURSEMENTS							
General Government							
General Governmemt							
Refunds & Reimbursements	$ -	$ -	$ 140	$ -	$ -	$ -	
Total Other General Government	$ -	$ -	$ 140	$ -	$ -	$ -	
Legislative							
Ordinance & Proceedings							
Printing & Binding: Legal Notices Publishing	$ 1,787	$ 1,330	$ 4,344	$ 336	$ 3,000	$ 3,000	H
Total Legislative	$ 1,787	$ 1,330	$ 4,344	$ 336	$ 3,000	$ 3,000	
Executive							
Mayor and City Council							
Wages & Salaries	$ 7,779	$ 5,840	$ 1,612	$ -	$ 4,500	$ 8,500	I
Employer Contributions for Retirement: PERA Contributions	$ 443	$ 250	$ -	$ -	$ 360	$ 680	
Total Executive	$ 8,222	$ 6,090	$ 1,612	$ -	$ 4,860	$ 9,180	
City/Town Clerk							
Clerk - Deputy Clerk - Treasurer							
Wages & Salaries	$ 63,971	$ 81,527	$ 103,524	$ 63,042	$ 134,501	$ 143,000	J
State Tax - Employee	$ 3,555	$ 4,811	$ 7,153	$ 3,534	$ 10,760	$ 11,200	
Employer Contributions for Retirement: PERA Contributions	$ 6,314	$ 9,107	$ 12,974	$ 8,581	$ 10,583	$ 11,100	
Fees	$ 10	$ -	$ -	$ -	$ -	$ -	
Elections							
Repair & Maintenance Supplies	$ 1,150	$ 1,185	$ 1,185	$ -	$ 1,332	$ 1,500	
Contracted Services - Election Judges	$ -	$ 8,969	$ -	$ 1,332	$ 9,137	$ -	
Recording & Reporting: Utility Services - Water	$ -	$ -	$ -	$ 1,247	$ -	$ -	
Printing & Binding: Legal Notices Publishing	$ -	$ 305	$ -	$ -	$ -	$ -	
Total City/Town Clerk	$ 75,001	$ 105,904	$ 124,836	$ 77,736	$ 166,313	$ 166,800	
Financial Administration							
Financial Administration							
Contracted Services - Financial Administration	$ -	$ -	$ 527	$ -	$ 6,000	$ -	
Communications: Postage	$ -	$ -	$ 28	$ -	$ -	$ -	
Fees	$ -	$ -	$ 81	$ -	$ -	$ -	
Assessing							
Contracted Services	$ 5,671	$ 11,919	$ 5,646	$ 6,432	$ 6,500	$ 6,700	
Total Financial Adminstration	$ 5,671	$ 11,919	$ 6,282	$ 6,432	$ 12,500	$ 6,700	
Law							
Legal Services							
Professional Services	$ 19,500	$ 16,500	$ 19,500	$ 10,500	$ 18,000	$ 20,000	
Professional Services: Legal Fees	$ -	$ -	$ 3,238	$ 7,011	$ -	$ 3,500	K
Personnel Administration							
Printing & Binding: General Notices & Public Information	$ -	$ -	$ 1,126	$ -	$ -	$ 500	L
Total Law	$ 19,500	$ 16,500	$ 23,864	$ 17,511	$ 18,000	$ 24,000	

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 09/10/2024	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
Other General Government							
Grants							
Grants	$ 1,752	$ 1,805	$ 1,958	$ 2,054	$ 2,054	$ 2,100	M
Planning & Zoning							
Professional Services - Planning - Ben	$ 1,750	$ -	$ 12,000	$ 11,200	$ 5,000	$ 22,500	
Contracted Services - Planning	$ 6,120	$ -	$ -	$ -	$ -	$ -	
City Training & Development							
Training	$ 175	$ 304	$ 1,462	$ 1,228	$ 2,000	$ 2,000	
Miscellaneous: Dues & Subscriptions - LMC	$ 1,103	$ 1,412	$ 1,195	$ -	$ 1,237	$ 1,250	
Animal Control							
Contracted Services	$ 800	$ 1,557	$ 1,148	$ 400	$ 1,200	$ 1,200	N
Software Expense							
Miscellaneous: Dues & Subscriptions	$ 30	$ -	$ 4,000	$ 2,100	$ -	$ 2,100	O
General Fund Engineering Expense							
Professional Services - Engineering	$ -	$ -	$ 19,886	$ 8,443	$ 12,000	$ 14,500	P
General Government Buildings & Plant							
Office Supplies	$ 405	$ 946	$ 1,932	$ 1,079	$ 1,900	$ 2,000	
Operating Supplies: Cleaning Supplies	$ -	$ -	$ 16	$ 330	$ -	$ 100	
Repair & Maintenance Supplies	$ 54	$ 2,022	$ 327	$ 379	$ 2,500	$ 2,500	
Office Equipment	$ -	$ 25	$ 412	$ -	$ -	$ -	
Professional Services	$ -	$ 2,676	$ 304	$ 396	$ -	$ -	
Contracted Services - Cleaning	$ 344	$ 516	$ 576	$ 416	$ 4,100	$ 750	Q
Communication	$ 10,151	$ 6,184	$ 8,388	$ 3,191	$ 9,351	$ 5,000	R
Utility Services	$ 1,889	$ 2,381	$ 2,879	$ 437	$ 5,000	$ 5,000	S
Repairs & Maintenance	$ 238	$ 259	$ 332	$ 462	$ 200	$ 450	
City Insurance							
Workers Compenasation	$ 3,237	$ 2,768	$ 1,902	$ 2,095	$ 2,768	$ 3,000	
Insurance: General Liability	$ 7,297	$ 8,385	$ 10,933	$ 12,430	$ 11,781	$ 13,100	
Insurance: Property	$ -	$ 277	$ -	$ -	$ -	$ -	
Excess Liability	$ -	$ 855	$ 1,200	$ -	$ 855	$ 1,200	
Cable Equipment & Service							
Office Equipment	$ -	$ -	$ 3,445	$ 480	$ -	$ -	
Contracted Services	$ 1,937	$ 1,723	$ 1,710	$ 663	$ 1,500	$ 1,750	
Communication	$ -	$ -	$ 6,435	$ 870	$ -	$ -	
Miscellaneous: Dues & Subscriptions	$ -	$ -	$ 160	$ -	$ -	$ -	
Refund of Overpayment of Permit Fees							
Refunds and Reimbursements	$ -	$ -	$ 417	$ 395	$ -	$ -	
Kayak/Canoe Permit Labels							
Office Supplies	$ -	$ -	$ 168	$ -	$ -	$ -	
Total Other General Government	$ 37,283	$ 34,094	$ 83,185	$ 49,047	$ 63,446	$ 80,500	

* Rev: 09/10/2024	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
Public Safety							
Police							
Contracted Services	$ 42,019	$ 96,073	$ 36,217	$ 36,217	$ 87,027	$ 97,575	
Total Police	$ 42,019	$ 96,073	$ 36,217	$ 36,217	$ 87,027	$ 97,575	
Fire							
Contracted Services	$ 31,823	$ 30,108	$ 39,327	$ 35,597	$ -	$ 65,087	
Total Fire	$ 31,823	$ 30,108	$ 39,327	$ 35,597	$ -	$ 65,087	
Building Administration							
Contracted Services - Inspector	$ 22,196	$ 21,932	$ 50,709	$ 41,905	$ -	$ 60,000	
Total Fees Department of Labor & Industry	$ 1,108	$ 2,169	$ 2,184	$ 716	$ -	$ 2,200	
Total Builing Inspections	$ 23,304	$ 24,100	$ 52,893	$ 42,621	$ -	$ 62,200	
Other Protection							
Contracted Services - Code Red	$ 68	$ 68	$ 68	$ -	$ 70	$ 70	
Total Other Protection	$ 68	$ 68	$ 68	$ -	$ 70	$ 70	
Highways Streets & Roadways							
Highways Streets & Roadways							
Contracted Services - Pothole Repair / Crack Seal/ Seal Coat	$ 42,293	$ 10,000	$ 11,250	$ -	$ 50,000	$ 100,000	T
Street Sweeping							
Contracted Services	$ 2,124	$ -	$ 3,500	$ 2,000	$ 4,000	$ 4,000	
Tree Care							
Contracted Services - Tree Inspector	$ 1,300	$ 1,300	$ -	$ -	$ 5,000	$ 5,000	
Ice & Snow Removal							
Operating Supplies: Salt & Sand	$ 3,273	$ 12,971	$ 44,868	$ 15,935	$ 20,000	$ 20,000	
Contracted Services	$ 9,512	$ 16,941	$ 31,302	$ 806	$ 20,000	$ 20,000	
Tree Removal							
Contracted Services - Steve Dean	$ 6,607	$ 500	$ 23,000	$ 4,387	$ 15,000	$ 15,000	
Street Lighting							
Utility Services	$ 14,896	$ 16,072	$ 16,472	$ 6,400	$ 16,800	$ 17,000	
Survey-Public Property							
Professional Services	$ -	$ -	$ 1,000	$ 3,740	$ -	$ 2,000	
Total Highways Streets & Roadways	$ 86,065	$ 63,575	$ 131,393	$ 33,631	$ 130,800	$ 183,000	
Recycling							
Recycling							
Contracted Services - Recycling	$ 14,352	$ 16,192	$ 17,480	$ 9,200	$ 15,980	$ 20,400	
Total Other Recycling	$ 14,352	$ 16,192	$ 17,480	$ 9,200	$ 15,980	$ 20,400	

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025

* Rev: 09/10/2024	Actual 2021	Actual 2022	Actual 2023	Actual Thru 7/9	Budget 2024	Prop Budget 2025	
Culture & Recreation							
Parks and City Maintenance							
Wages & Salaries	$ 15,866	$ 15,051	$ 23,020	$ 9,639	$ 24,170	$ 25,200	
Employer Contributions for Retirement: PERA Contributions	$ 2,223	$ 1,490	$ 3,391	$ 1,378	$ 3,383	$ 3,525	
Medicare - Employer	$ -	$ -	$ -	$ -	$ 363	$ 750	
Social Security - Employer	$ -	$ -	$ -	$ -	$ 1,692	$ 1,800	
Operating Supplies: Pet Waste Bags	$ -	$ -	$ 50	$ -	$ -	$ 50	
Repair & Maintenance Supplies	$ -	$ 132	$ 918	$ 236	$ -	$ 500	
Repair & Maintenance Supplies: Sign Repair Materials	$ -	$ -	$ 9	$ 591	$ -	$ -	
Professional Services	$ -	$ -	$ 185	$ -	$ -	$ 8,000	U
Contracted Services - Porta Potties	$ 1,923	$ 6,508	$ 2,717	$ 1,318	$ 2,930	$ 3,025	
Utility Services	$ 75	$ 270	$ 400	$ 29	$ 685	$ 400	
Repairs & Maintenance	$ 4,578	$ 1,624	$ 730	$ 50	$ 1,000	$ 3,000	
Lake Links Trail Maintenance	$ -	$ -	$ -	$ -	$ -	$ 2,000	
Miscellaneous	$ 2,348	$ 8,704	$ -	$ -	$ -	$ -	
Total Parks	$ 27,013	$ 33,779	$ 31,418	$ 13,240	$ 34,222	$ 48,250	
Conservation of Natural Recources							
Fees	$ 2,220	$ 1,791	$ 1,100	$ 740	$ 740	$ 1,150	V
Total Other Conservation of Natural Recources	$ 2,220	$ 1,791	$ 1,100	$ 740	$ 740	$ 1,150	
Miscellaneous Expenditures							
Professional Services	$ 920	$ 2,925	$ -	$ -	$ -	$ -	
Miscellaneous	$ 30	$ 605	$ -	$ -	$ -	$ -	
Refunds & Reimbursements	$ 15	$ 113	$ 60	$ -	$ -	$ -	
Total Other Miscellaeous Expenditures	$ 965	$ 3,643	$ 60	$ -	$ -	$ -	
Miscellaneous - Unallocated Expeditures							
Office Supplies	$ -	$ 69	$ -	$ -	$ -	$ -	
Office Equipment	$ -	$ 1,423	$ -	$ -	$ -	$ -	
Contracted Services	$ -	$ 1,052	$ -	$ -	$ -	$ -	
Commuications	$ 85,339	$ 685	$ -	$ -	$ -	$ -	
Miscellaneous	$ 441	$ 25,215	$ -	$ 12,281	$ 2,000	$ 500	W
Fees	$ -	$ 199	$ -	$ -	$ -	$ -	
Refunds & Reimbursements	$ -	$ 2,878	$ -	$ -	$ -	$ -	
Total Miscellaneous - Unallocated Expeditures	$ 85,780	$ 31,521	$ -	$ 12,281	$ 2,000	$ 500	
Escrow Refunds							
Miscellaneous	$ -	$ 24,100	$ -	$ -	$ -	$ -	
Refunds & Reimbursements	$ -	$ 144,100	$ 18,000	$ 6,000	$ -	$ 30,000	
Total Escrow Refunds	$ -	$ 168,200	$ 18,000	$ 6,000	$ -	$ 30,000	
Other Financing Uses: Transfer to Enterprise Funds							
Interfund Transfers - Capital Improvement Fund	$ -	$ 32,317	$ -	$ 40,868	$ 30,000	$ 12,614	
Total Other Financing Uses	$ -	$ 32,317	$ -	$ 40,868	$ 30,000	$ 12,614	
Proprietary Fund Expenses							
Sewer Engineering Expenses							
Professional Services - Engineering	$ 33,635	$ 51,912	$ -	$ -	$ -	$ 600,000	
TOTAL GENERAL FUND DISBURSEMENTS	$ 494,707	$ 729,116	$ 573,189	$ 381,956	$ 568,959	$ 1,411,026	

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025 NOTES

A The budget is made using a cash basis of accounting. This spreadsheet Includes both levy and non levy items for tranparency. This is the reason the disbursements are increased from the 2024 budget.

2024 Levy	2025 Proposed Levy	Change
$ 573,534.59	$ 618,134.00	7.78%

B The Dock/Lift Permit Fees have been moved to the Special Revenue Fund.

C Recycling Grant.

D This number includes:

Gas Tax	$	23,000.00

The following are for the Liftstation:

EPA Federal Grant	$	480,000.00	
RCWD	$	100,000.00	** This can be used towards
Total	$	603,000.00	the city match of $120,000.00.

E The actual in 2024 was from Jason Tell for reimbursement of planning services.

F The actual in 2024 was from Elizabeth Simning for a vacant building registration fee.

G The actuals in 2022 were elevated due to city road closures and detours resulting in elevated fines. Sarah Halvorson from Washington County is investigating the low 2024 numbers.

H WBL Press Publications.

I This amount is made up of the following:

Mayor	$	2,500.00	
City Council	$	6,000.00	($1,500.00 * 4 Members)
	$	8,500.00	

J Three positions:

2024 Budget	$	134,501.00
Less Past Treasurer	$	1,050.00
	$	133,451.00
Clerk/Deputy 4%	$	138,789.04
Add New Treasurer	$	4,200.00
Total	$	142,989.04

K League of MN Cities Legal.

L Advertising for Open Positions.

M Northeast Youth and Family Services.

N Companion Animal Control.

O The City's permitting software purchased from Civic Plus. The initial investment of $4,000 with yearly charges of $2,100 every year after.

P Bolton & Menk.

Q Cleaning Services - TSE, Inc.

R Metro INET and forecasted Techie Dudes, internet and phone lines.

CITY OF BIRCHWOOD VILLAGE
PROPOSED BUDGET 2025 NOTES

S USS Minnesota One MT LLC

T

Road Maintenance	$ 67,614.00
Potholes	$ 15,000.00
Council Addition	$ 17,386.00
Seal Coat & Crack S Total	$ 100,000.00

U Budget number includes $8,000 for contracted lawn services.

V White Bear Lake Conservation Fees.

W The actual in 2024 was paid to General Service Repair for lift station repair.

Resolution 2024-43

Resolution of Apology to James Nelson on Behalf of the City of Birchwood Village

Whereas, the City of Birchwood Village acknowledges the concerns raised by resident James Nelson regarding the process surrounding the display of his “Let’s Go Brandon” sign and subsequent citation; and

Whereas, Mr. Nelson has expressed that he was not properly informed or given notice regarding the violation of city code section 601.020 prior to receiving a citation, which caused him distress and led to his concerns about the lack of communication and due process; and

Whereas, the City of Birchwood Village recognizes that the sign in question was an expression of Mr. Nelson's political views, a form of free speech protected under the Constitution; and

Whereas, the City Attorney has dismissed the charges against Mr. Nelson in the interest of justice, and no further legal action is pending in this case;

Now, therefore, be it resolved, that the City of Birchwood Village formally apologizes to James Nelson and his family for the lack of communication and the manner in which this situation was handled, including the failure to provide adequate notice or an opportunity for dialogue before issuing a citation; and

Be it further resolved, that the City of Birchwood Village reaffirms its commitment to protecting the constitutional rights of all residents, including the right to free speech, while ensuring that city ordinances are applied fairly and equitably; and

Be it further resolved, that City staff are directed to include the statement in the Appendix supporting free speech in the next City newsletter, emphasizing the City’s commitment to upholding the free expression of opinions.

Adopted this October 8, 2024 by the Birchwood Village City Council.

Signed,

Mayor
Birchwood Village

City Administrator
Birchwood Village

Appendix

City of Birchwood Village Apology to James Nelson

In the spirit of transparency and accountability, the City of Birchwood Village would like to extend a formal apology to resident James Nelson regarding the matter involving the display of his sign and the subsequent citation he received. We recognize the importance of free speech.

Mr. Nelson was not given appropriate notice or an opportunity to address the concerns before a citation was issued. For this, we sincerely apologize. The City is committed to upholding the rights of all its residents, especially the right to free speech, which is a fundamental part of our democratic society.

The City remains dedicated to fostering an environment where diverse viewpoints can be expressed and respected. We value and support the constitutional rights of every resident to express their opinions in a lawful manner.

MEMORANDUM

DATE: 9/23/24

TO: **City Council**
FROM: **Therese Bellinger, Deputy Clerk**
COPIED:
SUBJECT: 160 Cedar SAC and WAC fees

Birchwood Village

RE: Why Water and Sewer Charges Were Applied to 160 Cedar Street Permit/Property

When the property of 176 Cedar Street was sold, the existing house was removed and the lot was subdivided into 3 lots. 160, 150, and 140 Cedar Street. Lot 150 Cedar Street is now the lot where the house was originally located. It also is the physical location of the city water and sewer lines.

When Avery Morse submitted his Building Permit, #24-0038, I reached out to John Manship, our City Water Superintentant, to discuss which water and sewer fees would apply to which lot. From this discussion we determined the following;

160 Cedar Street would be liable for new WAC and SAC fees due to the provisions found under the MN Plumbing Code #307.1. One would have to cross property lines to connect to the existing city water and sewer.

150 Cedar Street qualifies for the waiver of the WAC and SAC fees due to the provisions found under the Birchwood Code #201.070 & #202.070. This lot would tie into the existing/established water and sewer lines.

140 Cedar Street would be liable for new WAC and SAC fees due to MN Plumbing Code #307.1. One would have to cross property lines to connect to the existing city water and sewer.

Above Codes read as follows;

MN Plumbing Code #307.1
Except as otherwise provided in this code, no plumbing system, drainage system, building sewer, or part thereof, shall be located in a lot other than the lot that is the site of the building structure, or premises served by such facilities.

Birchwood Water and Sewer Code #202.070
Sewer service lines shall be installed at the expense, including materials and labor, of the property owner within the right-of-way by a licensed plumber bonded to operate in the City. Before connecting to the City sanitary sewer, the property owner shall pay the fee set in the fee schedule. The fee shall relate to the cost of establishing and providing the City sanitary sewer system. In addition, the property owner shall pay to the City the Metropolitan Council environmental Services Sewer Access Charge (MCES SAC). However, the City shall waive one

City fee and one MCES SAC if the dwelling unit, or a dwelling unit that the dwelling unit replaces, including after a lot split, subdivision or consolidation:

Birchwood 201.070. NEW CONNECTION - COST.
For a water service connection, water service lines and shut-off boxes shall be installed, water mains shall be tapped and pipes laid within the right-of-way, at the expense, including materials and labor, of the property owner, by a licensed plumber bonded to operate in the City. The property owner shall also pay the fee set in the fee schedule for connection of each dwelling unit to the City water system. The fee shall relate to the cost of establishing and providing the water system. However, the City shall waive one fee if the dwelling unit, or a dwelling unit that the dwelling unit replaces, including after a lot split, subdivision or consolidation:
1. was connected to City water service, with or without a water meter, before January 1, 2009; or
2. previously paid the fee; or
3. had an approved water meter installed and sealed by the City.
Not more than one fee shall be waived for each dwelling unit replaced. Where an existing water main cannot be used to establish a connection, the City may assess additional costs.

Thank you!

Therese
Therese Bellinger
Deputy Clerk
207 Birchwood Ave
Birchwood Village, MN 55110
Office: (651) 426-3403
Fax: (651) 426-7747
Email: therese.bellinger@cityofbirchwood.com
Website: http://www.cityofbirchwood.com

MEMORANDUM

DATE: 9/12/24

TO: **City Council**
FROM: **Rebecca Kellen, City Administrator**
COPIED:
SUBJECT: Special Assessment for Vacant Building Registration

Birchwood Village

In the July meeting the city council passed resolution 2024-32, directing the city administrator to assess the $480 building registration fee to the property taxes for 131 Wildwood, as a special assessment. This type of assessment is due to the county once a year, this year on December 1st.

The City was notified in an email from Len Pratt on 7/8/24 that the plan for the property was to tear it down. The city has noted that the property since has been demolished and the lot is also listed for sale. Considering these changes, staff would like to know if the special assessment should still be processed for $480 for the vacant building registration fee for 131 Wildwood.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

MEMORANDUM

DATE: 10/2/24

TO: **City Council**
FROM: **Rebecca Kellen, City Administrator**
COPIED:
SUBJECT: Delinquent Utility Bills

Birchwood Village

The City has received the list of delinquent utility bills from St. Anthony Village and will proceed to send notification letters to owners of delinquent accounts requesting payment within 30 days to avoid a special assessment. The total outstanding amount is $15,170.34 spread out between 23 accounts. In the December City Council meeting the City Council will authorize a special assessment for those properties that still have outstanding balances.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

MEMORANDUM

DATE: 9/27/24

TO: **City Council**
FROM: **Rebecca Kellen, City Administrator**
COPIED:
SUBJECT: Tech Conversion Update

Birchwood Village

October Update: Internet was purchased and brought into the building on 9/26/24. Tech Ean from Techie Dudes was present for the installation and will let us know when the internet should be connected to our systems. 2 lines of Microsoft Teams Phone with Calling Plan purchased. Techie Dudes is assisting getting an LOA from Microsoft to port the phone number. Staff is grateful for the support of Techie Dudes representative Ean who has also assisted in corresponding with Metro INET during the conversion.

September Update:

Internet
Staff spoke with Cindy Arko at SCCTV and she said that it is not possible to set up billing for our internet service through SCCTV. SCCTV voted last November to end the Municipal Equipment Fund Grant, which was originally suppose to expire in 2019 but had been extended, and the final funds distributed. We will receive an annual check for an undetermined amount depending on the results of their annual audit. However, there is no way to set up billing directly to SCCTV for internet.

Century Link, Title (getquantumfiber.com), provides 500 megabit internet services with no installation fees and no contract required for $50/month. According to the representative this can be set up via ACH. **Staff asks for approval to purchase and set up a monthly ACH to Century Link for internet services. See Resolution 2024-40, attached.**

Phone Service
So far, one line of Microsoft Teams Phone with Calling Plan has been purchased. Staff has questions about porting one phone number to 2 line to ask council.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

MEMORANDUM

DATE: 9/25/24

TO: **City Council**
FROM: **Rebecca Kellen, City Administrator**
COPIED:
SUBJECT: Tree Inspection Update

Birchwood Village

October Meeting Update: The City received the results of the tree inspection and met with the inspector to review them as well as Mayor Ford to determine next steps, including which trees should be slated for removal. Of the 183 trees in Birchwood that were assessed, 13 were marked as a hazard by the tree inspector. Steve Dean, who has done tree removal for the City in the past, was given the list of 13 hazardous trees plus one diseased Oak to give the City an estimate of what it would cost for removal. Per the Inspector's recommendation the City will be sending a sample of the Oak to the University of Minnesota to confirm the disease. Also, letters have been sent to the 2 residents' locations where the inspector identified Oak Wilt on private property.

September Meeting Update: The city received the following email from our tree inspection that the inspection has been completed. The map that was included in the following email is not working properly but we have reached out regarding this and will provide information as it becomes available. The following pages also include the results of the specific areas that the city asked the inspector to review, based on past evidence of potential tree issues. The city will follow measures set forth in city code 403.080 to notice affected landowners.

Regards,
Rebecca Kellen
City Clerk
City of Birchwood Village, MN
office: (651) 426-3403
email: rebecca.kellen@cityofbirchwood.com
website: http://www.cityofbirchwood.com/

Outlook

Music in the Park

From ALAN MITCHELL <alanshari@comcast.net>
Date Mon 9/23/2024 7:58 PM
To Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Rebecca,

I just wanted to let you know that the City just completed another successful Music in the Park summer concert series. This summer marked the thirteenth year of music in Birchwood, with concerts every year since 2011, with the exception of 2020. Please let the City Council know that the concerts were warmly received by those in attendance, which included both Birchwood residents and others from several nearby communities. Many audience members expressed their appreciation to the City for arranging these weekly concerts and a desire to see them continue in the future.

The rainy weather caused some disruption in the concerts this summer, with two complete rain outs and an abrupt ending to another concert when a rain burst left everybody, musicians and audience alike, running for cover. Fortunately, the artists who were rained out were able to reschedule to another night, so by the last concert on September 8, all eleven groups were able to perform.

Thank you for your help in promoting the concert series with webpage postings and email announcements and thanks also to Jim Rydeen for setting up the hockey rink each Sunday for the musicians.

I look forward to another concert series in summer 2025.

Alan Mitchell

Food Scraps PICKUP Program™

Now available in your community! Order your free annual supply of food scrap bags today.

You can now participate in Ramsey and Washington counties' Food Scraps Pickup Program—a new way to recycle food scraps from your home!

Did you know that food scraps make up about 20% of trash collected in the two counties? By recycling your food scraps, you can help turn this material into soil, rather than becoming waste.

Visit FoodScrapsPickup.com or call 651-661-9393 to get started!

Scan to find this information in **Español, Hmoob, Soomaali, Oromoo,** and **ကညီ.**

Washington County

RAMSEY COUNTY

Here's how it works:

1. Order your free annual supply of food scrap bags.
2. Collect your food scraps in the food scrap bags. Once a week or when the food scrap bag is full, tie a knot at the top to close the bag.
3. Place your food scrap bag inside your trash cart or dumpster for collection.
4. Done! Your trash is collected as usual, and the food scrap bags are sorted from the trash and composted.

Sign up and order your free annual supply of bags at **FoodScrapsPickup.com** or call **651-661-9393.**

Food Scraps PICKUP Program™

Ramsey/Washington Recycling & Energy
100 Red Rock Rd
Newport, MN 55055
RecyclingandEnergy.org

PRSRT STD
US Postage
Paid
Twin Cities MN
Permit ####