

**CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA**

**MINUTES OF THE CITY COUNCIL MEETING
AUGUST 12, 2025, 6:45 P.M.**

MEMBERS:

Jennifer Arsenault	Mayor
Ryan Eisele	Councilmember
Ryan Hankins	Councilmember
Katherine Weier	Councilmember
Bridget Sperl	Councilmember

STAFF:

Alan Kantrud	City Attorney
Scott Hildebrand	City Administrator
Marcus Johnson	City Engineer

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. APPROVAL OF THE AGENDA (0:01:28)

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

4. OPEN PUBLIC FORUM (0:01:38)

Mayor Arsenault opened the public forum. Justin McCarthy spoke, requesting the Council remove Susie Mahoney from the White Bear Lake Conservation District Board. (WBLCDB) (0:06:57) Julie McKenzie spoke regarding removing Ms. Mahoney from the WBLCDB. (0:10:06) Kathy Madore spoke about adding a stop sign at Wildwood and Lake. Mayor Arsenault closed the public forum.

5. PRESENTATIONS (0:12:41)

Shari Hankins gave an update on the WBLCD which included budget, invasive species and the sheriff's report. Ryan Hankins raised concerns about how the potential moving of Harrod's dock would affect Kay Beach.(0:19:40) Alan Kantrud, City Attorney, confirmed that Harrod's did not receive 10 feet of property from the City and, in fact, the City survey matches the Harrod's survey. Mahoney's and Harrod's have been ordered by the WBLCDB to position their docks in the middle of their lot in perpetuity. Matt Duffy, attorney for Harrod's, spoke about land surveys done on the Harrod's property. Council agreed that there was a conflict of interest allowing Ms. Mahoney to continue on the WBLCDB.

Action: Scott Hildebrand, City Administrator, was asked to write a letter to Susie Mahoney asking for her to resign from the WBLCDB.

(0:44:03) 2026 Parks Committee Budget Proposal- Al Mitchell presented a quarterly report and detailed budget for 2026.

(0:49:14) Jessica Granic spoke for Lake Links Association Task Force. December 30, 2026 is the deadline to submit receipts and have work completed by then. Resolution needed for them to move forward. A summary of the project was given.

Action Item: City will manage the Lake Links project and turn in receipts for grant reimbursement.

6. **CONSENT AGENDA(1:08:38)**

Council Member Sperl made the motion to accept the consent agenda as amended. Seconded by Councilmember Weier. All in favor. Motion passed.

7. **STAFF REPORTS (1:09:40)**

City Administrator Hildebrand discussed keeping records on what John Manship is working on and documenting that going forward. Hildebrand discussed procedures regarding planning.

Action: Scott will provide a maintenance report for August.

7.1 **City Engineer Johnson (1:12:03)**

Johnson informed council about the LRIP grant that comes out every 3 years for road replacement. Application is due in December.

Action Item: Hankins will apply for grant.

Bolten-Menk received money from the MN health department for the Lead Service Inventory. Johnson proposed using the funding for identifying the material of the remaining unknown service lines in the City. They will also shoot utility lines and record curb stops with the funds. John Manship will fill out the forms for reporting the materials to the Department of Health.

(1:40:04) Update on Tighe Schmitz. Johnson will provide a cost estimate for the September council meeting for his work on Tighe Schmitz. 2025 road maintenance project will get underway soon. Lift Station is in the testing process. The road will be opened in 3-4 weeks. Weier motioned and Hankins seconded. All in favor. Motion passed approving the second payment to Hentges for the lift station. As-Built survey was explained to council. Requires builder to report on whether project was built as proposed or if not, to report changes. Priebe Lake Joint Powers-Weier suggested Birchwood ask Mahtomedi for joint powers for Birchwood to maintain Halls Marsh. Mahtomedi owns part of the Marsh. Hankins is concerned about information about Halls Marsh coming to council. Hankins requested an update prior to making any decisions about the Marsh. Johnson talked about culverts and their maintenance. The recommendation is to clean out the culvert and to

Action Items: Arsenault will look for crosswalk map and provide to Johnson. Hankins will work on code change for As-Built survey. Attorney Kantrud will send information to council about Hall's Marsh. Eisele requested that Hildebrand report back on what Birchwood requires of a water superintendent.

8. **CITY BUSINESS – ACTION ITEMS (2:11:48)**

1.Update on Water Main Replacement Task Force- Max Kirschbaum has written a draft report. Council is waiting on a final draft.

2. Sewer catch basin and sump cleanout- Sperle motioned. Hankins seconded. Motion passed approving \$3000 to clean out remaining 10 basins and sumps.

3. Toilet rebate- WBL has a grant and a Birchwood resident asked if administrator could explore sharing with Birchwood.

4. Planning process discussion- Hankins expressed concern about process. Weier asked whether software has a calendar feature. Hankins questioned whether the planner is responsible for making sure deadlines are met. Kantrud suggested to automatically take the extension when a variance comes in. Eisele asked what the Council's role actually is in the process.

5. Update regarding storm damage/debris removal- White Bear Township has a site for brush disposal. Residents are responsible for removing their own tree debris.

6. Tree Inspector Proposal- Washington Conservation District-Hankins, Sperle All in favor. Motioned passed.

7. Tree Removal Quote- Steve Dean was asked to clear Cedar/Hall of low hanging branches. He will continue work after Xcel comes through.

9. Special Meeting for budget scheduled for September 4th. The general meeting for September 9th will stay on the calendar. Cris Stoltzman will record the meeting on the 4th. A special meeting is also scheduled for August 18th at 5:30 to pass Lake Links resolution. City Administrator provided spreadsheets for budget. Hildebrand suggested focusing on vision and future planning. General Fund budget won't be changing much. Hankins suggested itemizing equipment city owns. Weier questioned why our permit income is so low.

Action Items: Deputy Clerk Belinger will contract with Miller Excavating to clean out sumps for not more than \$3000. Administrator Hildebrand will contact WBL City Administrator to inquire about toilet grant. Sperle asked Administrator to set up a meeting with staff to walk through a variance.

9. **CORRECTION OF MEETING MINUTES-**

Hankins requested that the minutes from the July 14, 2025 special council meeting be amended to reflect a 4-0 vote on the 2025 road contract. Hankins motioned. Eisele seconded. All in favor. Motioned passed accepting minutes as amended.

Announcements

City newsletter items due by August 22, 2025.

Adjourn (03:05:15) Motion made by Sperle. Seconded by Hankins. All in favor. Motion passes.

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 Jennifer Arsenault

Deputy Clerk

Date

Date