



Truth in Taxation Public Hearing

(the truth in taxation hearing is independent of the regular City Council meeting and is mandated by State Law to occur by December 30th)

AGENDA OF THE REGULAR MEETING OF THE CITY COUNCIL

CITY OF BIRCHWOOD VILLAGE

WASHINGTON COUNTY, MINNESOTA

December 9th, 2025, 6:45 P.M.

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

MISSION STATEMENT

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

MEMBERS

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

CALL TO ORDER

ROLL CALL

TRUTH IN TAXATION PUBLIC HEARING: BUDGET AND LEVY APPROVAL

- A. Conduct Public Hearing
- B. Affirm Final 2026 Budget and Tax Levy (previously passed in September)

APPROVAL OF CITY COUNCIL AGENDA

{©denotes item with backup/materials)

PUBLIC FORUM

DELINQUENT UTILITY BILLING PUBLIC HEARING©

- A. Conduct Public Hearing
- B. Certify Final Utility Accounts/Delinquencies for Washington County

PRESENTATIONS

- A. Paul Burr (Big Game Specialist at MN DNR discussing deer-herd management and best practices)

STAFF REPORTS

1. Budget and Balance Sheet Presentation with Marsha Olson (City Controller).

CITY BUSINESS-ACTION ITEMS

1. SECOND Reading on Ordinance Amendment to City Code regarding Parks.(staff)©
 - a.) Public Hearing
 - b.) *Vote* to Amend Ordinance
 - c.) *Vote* to Authorize Summary Publication
2. Consideration of Parks Budget and Projects for 2026(Weier)©
3. SECOND Reading on Ordinance Amendment to City Code regarding Fee Schedule.(staff)©
 - d.) Public Hearing
 - e.) *Vote* to Amend Ordinance
 - f.) *Vote* to Authorize Summary Publication
4. Consideration of installation-agreement with Excel for two street-lights along E-County Line/Century to illuminate Lake Links and sidewalk area (staff)©
5. Discussion of Halls Marsh/PLOP matter(Hankins)©
6. Discussion of proposed compensation and/or benefits for prospective and existing City Staff (staff)

CONSENT AGENDA

- A. Approve Council Meeting Minutes from November 14, 2025©
- B. Approve Treasurer's Report for November 2025©
- C. Approve Donations to City 2025
- D. City Schedule (meetings and holidays) Calendar for 2026©

ANNOUNCEMENTS/FYI/UPCOMING EVENTS-

1. Marcus/Mayor RCWD project update
2. Washington County Sheriff's Report©

ADJOURNMENT

RESOLUTION 2025-

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

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE MUNICIPAL
OPERATIONS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON
COUNTY, MINNESOTA FOR FISCAL YEAR 2026**

WHEREAS, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

WHEREAS, the City has the legal authority to levy necessary funds to operate; and

WHEREAS, the City continually monitors its expenditures and develops a budget based on a calendar-year's expenses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Washington County, Minnesota that the final budget for the municipal operations of the City of Birchwood Village, Washington County, Minnesota, for fiscal year 2026, and as indicated in the attached exhibit, is hereby adopted.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 9th day of December 2025.

Jennifer Arsenault, Mayor

Attest

H. Alan Kantrud, City Administrator-Clerk

RESOLUTION 2025-

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

**A RESOLUTION ADOPTING THE FINAL LEVY ON REAL PROPERTY LOCATED
WITHIN THE CORPORATE LIMITS OF THE CITY OF BIRCHWOOD VILLAGE,
WASHINGTON COUNTY, MINNESOTA PAYABLE IN FISCAL YEAR 2026**

WHEREAS, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

WHEREAS, the City has the legal authority to levy necessary funds to operate; and

WHEREAS, the City continually monitors its expenditures and develops a budget based on a calendar year's expenses; and

WHEREAS, the City conducted a Town In Taxation meeting on December 9th, 2025 to solicit public input on the proposed levy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Washington County, Minnesota that the 2025 levy on real property located within the corporate limits of the City of Birchwood Village, Washington County, Minnesota, payable on property taxes in the year 2026, be set at \$ _____

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 9th day of December 2025.

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

	Actual 2023	Actual 2024	Actual 2025 - YTD Thru Jul	Budget 2025	2026 Proposed Bud et	
TOTALLEVY				\$ 618,134.00	\$ 712,794.04	15.3%1
100: GENERAL FUND RECEIPTS						
General Property Taxes	\$ 507,476	\$ 567,249	\$ 343,583	\$ 618,134	\$ 692,794	12.1%
licenses & Permits	\$ 2,153	\$ 1,646	\$ 30	\$ 500	\$ 500	
Building Permits	\$ 85,905	\$ 60,716	\$ 11,720	\$ 90,000	\$ 65,000	
Kayak/Clnoe Permits	\$ 1,710	\$ 2,055	\$ 1,920	\$ 1,700	\$ 1,900	
Zoning Permits	\$ 300	\$ 50	\$ 669	\$ 300	\$ 300	
Animal Licenses	\$ 110	\$ 200	\$ 1,725	\$ 100	\$ 100	
Federal Grants & Aid	\$	\$ 3,192	\$ 93,175	\$ 3,192	\$ 3,192	
State Grants & Aid	\$ 37,809	\$ 26,973	\$	\$ 603,400		12025. EPA, 2026-Lake links (MMB)
Small City Aid	\$	\$ 964	\$ 5,790	\$		
Charges for Services	\$	\$ 1,997	\$ 850	\$ 11,000	\$ 7	Planner Billing to Residents
City/Town Hall Rent	\$ 520	\$ 500	\$ 220	\$ 400	\$ 250	
Court Fines	\$ 934	\$ 813	\$ 1,813	\$ 950	\$ 1,000	
Miscellaneous	\$ 3,316	\$ 342	\$ 2,031	\$	\$ -	
Interest Earning	\$ 48,393	\$ 57,131	\$ 25,606	\$ 48,000	\$ 46,500	
Contributions of Donations from Private Sources	\$ 20	\$ 160	\$ 220	\$ 250	\$ 250	
Refund-Reimbursement-Dividend	\$ 17,757	\$ 7,370	\$ 7,064	\$ 9,500	\$ 8,000	
Escrows Deposits	\$ 30,000	\$ 21,000	\$ 6,000	\$ 35,000	\$ 35,000	
Transfers from Other Funds	\$ 2,500	\$	\$	\$	\$ -	
TOTAL GENERAL FUND RECEIPTS	\$ 738,903	\$ 752,358	\$ 502,414	\$ 1,411,026	\$ 932,286	
100: GENERAL FUND DISBURSEMENTS						
Ordinances& Proceedings	\$ 5,470.23	\$ 3,743.69	\$ 731.04	\$ 2,000.00	\$ 2,000.00	
Mayor	\$ 1,612.30	\$ 2,339.62	\$ 380.00	\$ 9,180.00	\$ 9,180.00	
Clerk - Treasurer	\$ 123,650.75	\$ 138,847.57	\$ 68,728.82	\$ 165,300.00	\$ 165,300.00	3.5% Increase (County Match)
Elections	\$ 1,185.00	\$ 11,982.70	\$	\$ 1,500.00	\$ 1,500.00	
Assessing	\$ 5,645.89	\$ 6,543.73	\$ 6,108.54	\$ 6,700.00	\$ 6,700.00	3% Increase
Legal Services	\$ 22,738.00	\$ 23,510.80	\$ 19,500.00	\$ 34,000.00	\$ 34,000.00	3% Increase
Grants	\$ 1,957.95	\$ 2,053.89	\$ 2,125.77	\$ 2,100.00	\$ 2,100.00	
Planning & Zoning	\$	\$ 11,437.00	\$ 11,200.00	\$ 22,500.00	\$ 22,500.00	3% Increase
Office Operations Supplies	\$ 2,772.25	\$ 3,407.54	\$ 5,668.31	\$	\$ 5,500.00	
Insurance - Employee	\$	\$	\$ 2,973.00	\$ 3,250.00	\$ 3,250.00	3.5%1ncrease(CountyMatch)
Animal Control	\$ 1,148.12	\$ 1,132.10	\$ 1,107.30	\$ 1,200.00	\$ 1,200.00	3%
Software Expense	\$ 4,000.00	\$ 3,047.01	\$	\$ 2,100.00	\$ 2,100.00	3% Increase
General Fund Engineering Expense	\$ 31,886.00	\$ 28,684.00	\$ 13,926.00	\$ 14,500.00	\$ 14,500.00	Not sure why 2025 was budgeted so low
General Government Buildings& Plant	\$ 12,916.04	\$ 15,244.94	\$ 4,348.71	\$ 14,800.00	\$ 15,000.00	
City Insurance	\$ 14,035.00	\$ 15,726.00	\$ 12,715.00	\$ 17,300.00	\$ 17,500.00	
cable Equipment & Service	\$ 11,749.96	\$ 2,775.64	\$ 2,335.70	\$ 1,750.00	\$ 4,800.00	
Phone/IT	\$	\$ 1,335.00	\$ 2,732.61	\$	\$ -	
Police	\$ 36,216.53	\$ 124,345.60	\$ 48,674.78	\$ 97,645.00	\$ 99,100.54	Per Contact
Fire	\$ 39,327.08	\$ 61,022.60	\$ 44,987.25	\$ 65,087.00	\$ 65,087.00	Per Contact
Building Inspections Administration	\$ 53,309.18	\$ 43,208.03	\$ 20,495.32	\$ 62,200.00	\$ 45,500.00	
Other Protection	\$ 68.38	\$	\$ 68.38	\$	\$ 70.00	
Streets & Road Maintenance	\$ 12,100.00	\$ 363.93	\$ 4,487.96	\$ 100,000.00	\$ 100,000.00	
Street Sweeping	\$ 3,500.00	\$ 4,000.00	\$	\$ 4,000.00	\$ 4,000.00	
Tree Care	\$	\$	\$	\$ 5,000.00	\$ 5,000.00	
Ice & Snow Removal	\$ 76,170.79	\$ 30,192.44	\$ 47,413.15	\$ 34,000.00	\$ 50,000.00	
Tree Removal	\$ 23,000.00	\$ 4,386.65	\$	\$ 15,000.00	\$ 15,000.00	
Street lighting	\$ 16,472.20	\$ 15,780.46	\$ 6,984.96	\$ 17,000.00	\$ 17,000.00	
Recycle	\$ 17,480.00	\$ 21,712.00	\$ 9,936.00	\$ 20,400.00	\$ 20,400.00	
Maintenance Staff	\$ 31,418.22	\$ 38,737.72	\$ 18,338.72	\$ 40,250.00	\$ 40,250.00	rim/ Ron - Hire more help.
Lake Links Project	\$	\$	\$	\$	\$	Lake Links Project Grant Usage
Lawn care - Maintenance	\$	\$ 49.99	\$	\$ 8,000.00	\$	3% Increase
Water Resources	\$ 1,100.18	\$ 740.05	\$ 1,148.28	\$ 1,150.00	\$ 1,150.00	
Miscellaneous	\$ 4,258.30	\$ 9,299.35	\$ 135.00	\$	\$ -	
Unallocated Expenditures	\$	\$ 12,281.09	\$	\$ 500.00	\$ 500.00	
Escrow Refunds	\$ 18,000.00	\$ 27,000.00	\$ 24,141.67	\$ 30,000.00	\$ 30,000.00	
Transfer to Enterprise Fund	\$	\$ 40,867.84	\$	\$ 12,614.00	\$ 12,614.00	l'loved to Capital Project Fund Levy
Utility Reimbursement	\$	\$	\$	\$ 600,000.00	\$	
Newsletter	\$	\$	\$ 883.00	\$	\$ -	
TOTAL GENERAL FUND DISBURSEMENTS	\$ 573,188.31	\$ 700,190.82	\$ 382,275.27	\$ 1,411,026.00	\$ 932,286.04	

210: SPECIAL REVENUE PROJECTS REVENUE
 Dock/Lit Permit Fee
 210: TOTAL SPECIAL REVENUE FUND RECEIPTS

Actual	Actual	Actual	Budget	2026
2023	2024	2025 - YTD Thru July	2025	Proposed Budget
\$ 15,750.00	\$ 14,000.00	\$ 14,000.00	\$	14,500.00
\$ 15,750.00	\$ 14,000.00	\$ 14,000.00	\$	14,500.00

210: SPECIAL REVENUE PROJECTS DISBURSEMENTS
 Recreation
 210: TOTAL SPECIAL REVENUE FUND DISBURSEMENTS

\$ 8,347.64	\$ 3,800.00	\$ 3,200.00	\$	4,000.00
\$ 8,347.64	\$ 3,800.00	\$ 3,200.00	\$	4,000.00

406: CAPITAL PROJECT RECEIPTS

\$	\$ 30,000.00	\$	\$	20,000.00
\$	\$ 30,000.00	\$	\$	20,000.00

406: CAPITAL PROJECT FUND DISBURSEMENTS
 capital Project Engineering Expense
 406: TOTAL CAPITAL PROJECT FUND DISBURSEMENTS

\$ 35,969.82	\$ 115,212.92	\$ 7,304.00	\$	
\$ 35,969.82	\$ 115,212.92	\$ 7,304.00	\$	

601: WATER FUND RECEIPTS

Water Consumption
 Water Utility User Fee
 Water Main-Break Surcharge
 Special Water Charges
 State Surcharge
 Certified Bills Collection
 Administrative Fee Move/Out
 Lift Station Replacement
 Penalties & Forfeited Discounts
 Sewer Consumption
 Sewer Minimum Charge
 Transfer from Governmental Fund

\$ 96,530.68	\$ 77,368.57	\$ 50,101.05	\$	
\$ 46,808.51	\$ 51,421.69	\$ 42,513.29	\$	
\$ 10,000.31	\$ 23,251.44	\$ 33.90	\$	
\$ 1,025.73	\$ 1,697.85	\$ 1,223.17	\$	
\$ 3,367.77	\$ 3,317.85	\$ 2,182.79	\$	
\$ 44.49	\$	\$	\$	
\$ 478.98	\$ 1,324.89	\$ 7.60	\$	
\$	\$	\$ 12,954.64	\$	
\$ 893.86	\$ 1,208.31	\$ 513.68	\$	
\$	\$	\$ (62.78)	\$	
\$	\$	\$ (46.46)	\$	
\$	\$ 6,287.74	\$	\$	

601: TOTAL WATER FUND RECEIPTS

159,150.33	\$ 165,878.34	\$ 109,420.88	\$	
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601: WATER FUND DISBURSEMENTS

Financial Administration
 Utility Reimbursement
 Water Utility
 Water/Sewer Emergency
 Newsletter

\$ 12,084.81	\$ 16,176.00	\$ 8,650.23	\$	
\$	\$	\$ 95.36	\$	
\$ 88,836.11	\$ 104,808.37	\$ 39,078.08	\$	
\$ 38,085.71	\$ 32,463.78	\$ 13,563.90	\$	
\$ 915.15	\$ 741.86	\$ 369.46	\$	

601: TOTAL WATER FUND DISBURSEMENTS

139,921.78	\$ 154,190.01	\$ 61,757.03	\$	
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605: SEWER FUND RECEIPTS

Sewer Consumption
 Sewer Minimum Charge
 Penalties & Forfeited Discounts
 Refund/Reimbursement/Dividend
 Transfer from Governmental Fund

\$ 62,626.66	\$ 59,476.40	\$ 40,669.14	\$	
\$ 54,538.90	\$ 53,879.26	\$ 35,917.15	\$	
\$ 602.32	\$ 1,002.85	\$ 418.51	\$	
\$	\$ 18,932.70	\$	\$	
\$	\$ 4,580.10	\$	\$	

605: TOTAL SEWER FUND RECEIPTS

117,767.88	\$ 137,871.31	\$ 77,004.80	\$	
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605: SEWER FUND DISBURSEMENTS

Office Operations Supplies
 Storm Drainage
 Water Utility
 Utility Locates
 Sewer Utility
 Sewer Engineering Expense

\$ 896.25	\$ 296.14	\$ 140.52	\$	
\$	\$ 1,400.00	\$ 400.00	\$	
\$	\$ 1,251.21	\$ 177.17	\$	
\$ 396.95	\$ 625.10	\$ 221.45	\$	
\$ 73,581.61	\$ 131,958.36	\$ 55,452.77	\$	62,029.95
\$ 50,715.75	\$ 47,756.00	\$ 20,872.50	\$	

605: TOTAL SEWER FUND DISBURSEMENTS

\$ 125,590.56	\$ 183,286.81	\$ 77,264.41	\$	62,029.95
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**CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA**

RESOLUTION 2025-

RESOLUTION CERTIFYING UNPAID UTILITY CHARGES FOR COLLECTION

WHEREAS, Minnesota Statute 444.075, subdivision 3e authorizes the certification of unpaid utilities to the County Auditor with taxes to be collected in the same manner as said taxes by the County, and,

WHEREAS the City of Birchwood Village has identified residents who are delinquent in payment of their utility bills, and

WHEREAS, the City has given notice that the City Council would conduct a public hearing on December 9, 2025, at which time residents who are considered delinquent would have an opportunity to be heard; and

WHEREAS, the City has provided ample opportunity for residents to pay their utility bills.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE,
MINNESOTA

1. The City of Birchwood Village hereby makes the delinquent utility payments on the accounts identified in Exhibit A a charge against the property-identified and hereby certifies these unpaid charges to the County Auditor with taxes against the property served for collection as other taxes are collected.
2. The property owner may pay the amount due at any time. If payment is made within 30 days of the passage of this Resolution Certifying the Delinquencies to the County, no interest shall accrue.
3. After December 9, 2025, the City Administrator shall transmit a certified copy of this list to the County Auditor to be extended on the property tax lists of Washington County and such certified, unpaid charges shall be collected and paid in the same manner as property taxes and over the course of tax year 2026.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 9th day of December 2025.

Jennifer Arsenault,

Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

CITY OF BIRCHWOOD VILLAGE
Final Final Delinquent Utility Listing for 2025

!customer N	Customer Name	!cert Payor	Property Address	!tax Parcel	!Amount
			40291/2 E COUNTY		
8162-01	STUDLER, NICHOLAS & JAMI	Owner Occupied	LINE RD	25-30-22-11-0005	\$429.46
8163-01	BERG, TONI & SCOTT	Owner Occupied	131WILDWOOD AVE	19-030-21-33-0003	\$308.67
8167-00	GOETZL, WAYNE	Owner Occupied	136 WILDWOOD AVE	30-030-21-22-0017	\$1,067.19
8243-03	SANDOVAL, JESUS	Tenant	310 WILDWOOD AVE	30-030-21-21-0065	\$239.50
8259-00	SIMNING, ELIZABETH	Owner Occupied	2 PARK AVE	30-030-21-13-0040	\$987.85
8290-00	IRVINE, TERI	Owner Occupied	297 JAY ST	30-030-21-42-0057	\$1,333.93
8337-02	HANSON, MICKEY & BEN	Owner Occupied	612 HALL AVE	30-030-21-42-0032	\$321.62
8347-02	LEOPOLD, BRADIE & JASON	Owner Occupied	149 BIRCHWOOD AVE	30-030-21-22-0070	\$1,652.67
8356-01	JOHNSON, KEN	Owner Occupied	211BIRCH ST	30-030-21-21-0002	\$99.58
8356-02	JOHNSON, KEN	Owner Occupied	211 BIRCH ST	30-030-21-21-0002	\$337.67
8377-04	RESIDENT	Owner Occupied	232 CEDAR ST	30-030-21-24-0066	\$132.65
8451-01	MCCOY, DANIEL & ANDREA	Owner Occupied	21 OAKRIDGE DR	30-030-21-23-0001	\$1,427.84
8462-02	ERICA SCOTT	Owner Occupied	179 CEDAR ST	30-030-21-22-0060	\$900.68
8469-01	BUSSON, KATHRYN	Owner Occupied	1 OAKVIEW CT	30-030-21-23-0025	\$776.38
8475-00	THORUD, RICHARD	Owner Occupied	6 OAKVIEW CT	30-030-21-24-0060	\$872.21
8690-01	JACKOLA, ANDREW	Owner Occupied	15 OAKRIDGE DR	30-030-21-23-0039	\$980.68
8692-04	KONKLER, HEIDI	Owner Occupied	23 WILDWOOD AVE	19-030-21-33-0022	\$52.72
					\$11,921.30

EXHIBIT A

SUMMARY OF AMENDMENTS TO CHAPTER 804

On December 9, 2025, the Birchwood City Council passed a resolution amending the City Code, chapter 804 entitled Special Revenue Fund, to clarify the type of expenses the City Council can authorize be paid from the Fund. The changes to Chapter 804 are summarized as follows:

- Section 804.020 (City Park System) subdivisions (1) and (6) are amended to update the descriptions of areas within the City Park System.
- Section 804.030 (Improvement) is deleted to clarify that it is not necessary to make a separate determination that an expense related to a park was for an Improvement in the park.
- Section 804.050 (Pennitted Uses of the Fund) is amended to delete the requirement that the work be an improvement in the park, consistent with deletion of the requirement in section 804.030, and to clarify that the Council has discretion to determine that an expenditure affecting land or facilities in the Park System will provide a benefit to the public.
- Section 804.060 was amended to clarify that it is routine costs like lawn mowing are not eligible for funding and that it was unnecessary to make a separate detennine whether the costs were "operational" costs or not.
- Section 804.070 was amended to clarify that the City Council always has the discretion to cover certain costs incurred by the City whether or not they are eligible costs for coverage from the Fund and that the City need not transfer the funds to a separate account before payment.

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

RESOLUTION 2025-

A Resolution Approving Ordinance Amending Chapter 804 of the Municipal Code of the City of Birchwood Village Establishing a Special Revenue Fund to Clarify What Expenses the Council Can Pay with Monies in the Fund.

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

WHEREAS, in 2012, the City Council adopted chapter 804 of the City Code creating the Special Revenue Fund to provide funding for park projects in the City, and:

WHEREAS, the major source of funds for the Special Revenue Fund are the dock fees and boat slip fees paid by the Birchwood Dock Association; and

WHEREAS, by Resolution 2025-38 adopted April 8, 2025, the City Council directed the Parks and Natural Resources Committee to develop an annual action plan and budget for park projects and to monitor expenditures from the Special Revenue Fund, and;

WHEREAS, by the same Resolution the Council authorized the Committee to spend monies from the Special Revenue Fund upon approval of the Committee's Action Plan and Budget, and:

WHEREAS, the Parks Committee has identified a need to clarify the language in chapter 804 describing the expenses that the City may pay from the Special Revenue Fund, and:

WHEREAS, the City Council held a public hearing on the proposed amendments on December 9, 2025, and no person commented on the proposed amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, AS FOLLOWS:

1. That Chapter 804 of the Municipal Code of the City of Birchwood Village City Code, entitled SPECIAL REVENUE FUND, is hereby amended as shown in the attached exhibit.
2. The effective date of this Ordinance shall be upon publication as required by law.
3. The City may publish the attached summary of the amendments and need not publish the entire chapter showing all the amendments.

Adopted by the City Council on this 9th day of December, 2025.

Approved:

Jennifer Arsenault, Mayor

Attest:

City Administrator

Please be advised that the City of Birchwood has duly-passed the following ORDINANCE:

AN ORDINANCE AMENDING THE CITY'S PARK REGULATIONS AS THEY RELATE TO BUDGETING AND FEES.

The following is a SUMMARY of the Ordinance:

On DECEMBER 9, 2025 the City adopted an Ordinance (2025-_) which amends the City's PARK ORDINANCE as codified in Chapter 400.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.

TO: Mayor Jennnifer Arsenault
Council Member Ryan Eisele
Council Member Ryan Hankins
Council Member Bridget Sperl
Council Member Kathy Weier

FROM: Alan Mitchell
Secretary
Parks Committee

DATE: December , 2025

SUBJECT: **PARKS COMMITTEE 2026 BUDGET AND ACTION PLAN**

In April 2025 the City Council adopted Resolution 2025-38, entitled Declaring that the Parks and Natural Resources Committee Shall Determine and Advise on Dock Fees Allocation. The Resolution directed the Parks Committee to propose an annual budget and action plan and to report periodically on progress regarding completion of approved projects.

At its meeting on November 18, the Committee developed an Action Plan and a Budget for the coming year. Included with this Memorandum are the following documents:

Table 1 - 2026 Parks Committee Action Plan

Table 2 - 2026 Parks Committee Budget Summary

Table 2A- Estimate for Expenses in 2026 from the Special Revenue Fund

Table 2B - Estimate for Grant Funding in 2026

Table 2C - Estimate for Expenses from the City Budget

Table 3 - Ongoing Projects

Table 4 - Completed Projects

A brief explanation of what is included in each Table follows.

Table 1 - The 2026 Parks Committee Action Plan. This document lists the projects the Parks Committee plans to undertake in 2026. The Projects listed with a Tier 1 Number (i.e., 1.01 - 1.10) are the projects with the highest priority. In some cases the Committee does not know at this time exactly what is required to achieve the goal intended with each project and that Committee will begin doing

that early next year. Also, the Council is advised that the Parks Committee will need to rely on the assistance of city staff, like the city engineer, and other agencies, and consultants and contractors to implement the intended projects.

The Tier 2 projects (2.01 - 2.08) are the lower priority projects and are also projects that are more easily implemented. Many of these projects can be completed by city staff and volunteers.

Table 2 - 2026 Parks Committee Budget Summary. In this Table, the Committee has provided an estimate of what each project in the Action Plan is going to cost and where the Committee hopes the money will come from. There are three revenue sources the Committee determined might fund the various projects - (1) the Special Revenue Fund, established in City Code chapter 804 and consisting primarily of the Dock Fees paid by the Birchwood Dock Association, (2) Grant Funding, and (3) the City's general budget.

By way of summary, the Committee has estimated that the cost of all the projects being recommended to be \$124,820. Again, in many cases these costs are rough estimates since not much investigation has been done yet to determine the extent of the work required or the cost. Notably, about \$100,000 of the amount is expected to be covered by grant funding. The Committee has broken out the costs for each of the three revenue sources and those figures are discussed next.

Table 2A. Special Revenue Fund. The Committee has estimated that \$24,150 will be required from the Special Revenue Fund. (The Committee has rounded this off to \$25,000 in the draft motion we suggest the Council approve.) A good chunk of this money will be spent on projects at the five city beaches, with Elm Beach having the highest priority. At the moment the best figure we have for the balance in the Special Revenue Fund is \$31,823.05. The City has estimated that the 2026 Dock Fees will be \$14,500, so through 2026 there may be around \$45,000 available in the Special Revenue Fund. The Committee is cognizant of the necessity to continue to have a balance in the Fund, and if the estimate holds, and particularly if grant funding becomes available, about \$20,000 will remain in the Fund at the end of the year.

Incidentally, in the April Resolution the Council passed, the Council directed the Committee to report quarterly on how Dock Fees are allocated and spent. The

Committee cannot provide any additional information in that regard at this time but will work with city staff to maintain more reliable numbers in 2026.

Table 2B - Grant Funding. The Committee is estimating that nearly \$100,000 of grant funding will be available to defray the City's costs to a large extent on many of these projects. The Council is aware that the City has already been awarded a \$75,000 grant for the water projects in Tighe-Schmitz Park, and that work is underway. The Committee has not been able to apply for a HELP grant to pay for some habitat improvement in the parks because the application period does not begin until early in 2026, but the Committee is hopeful that a \$10,000 grant will be awarded in 2026. The Committee also assumed that the city will have a 10% match for any grants that are awarded, although the Committee does not know if such a match will be required with every grant that is awarded.

It is important to note that if grant funding is not obtained for some of the major projects being proposed, the Committee will likely have to bring these matters back to the attention of the Council for further direction. The Committee will continue to pursue any grant options that become available.

Table 2C - City Budget Funding. The Committee does not expect that the projects described in the Action Plan will require much funding from the city budget other than what is the normal rate for work by city staff. The Committee identified some specific staff costs for helping with the summer concerts and for work on the landscaping improvements at the new Lift Station. Beyond that, the Committee has not attempted to make any estimate of how much expense will be occurred because of staff involvement.

Table 3. Ongoing Projects. Finally, the Council asked in its April Resolution that the Parks Committee report at the end of the year on projects completed in the previous year and about ongoing projects. The list in Table 3 is simply a description of some minor maintenance and cleanup tasks that will need attention in the near future. The Committee did not repeat any of the projects in the Action Plan, even though those are the projects anticipated for 2026.

Table 4. Completed Projects. A few smaller, specific tasks were completed in the past year and these are described in a separate table.

Council Action. The Committee is hopeful that the Council will accept the reports submitted by the Committee and authorize it to proceed with its Action Plan. This would allow the Committee to make decisions to proceed with the identified projects and to pay the costs that result from construction of the work without returning to the Council each time a step is to be taken or a cost incurred. Of course, if grant funding is not obtained, or our cost estimates turn out to be too low, the Committee would return to the Council with the new information and with a new request. At no time would the Committee incur expenses that would be paid out of the Special Revenue Fund in excess of the amount authorized. The Committee would have to return to the Council for approval. Also, the Committee would like to emphasize that the Tier 2 projects are not listed in any priority order, so if the costs estimated for one project turned out to be low, the Committee could take some money from one of the other projects and proceed with the project underway.

Motion. The Committee requests that the Council pass a motion along these lines:

Moved, that the City Council approves the 2026 Action Plan and Budget proposed by the Parks and Natural Resources Committee and authorizes the Committee to spend up to \$25,000 from the Special Revenue Fund in accordance with the Plan and that any modifications to the approved Plan be brought to the City Council for approval.

Thank you for consideration of the Parks Committee's Action Plan and Budget. The Committee is anxious to begin implementing the 2026 Action Plan.

TABLE 1
2026 PARKS COMMITTEE ACTION PLAN

NUMBER	PROJECT	DESCRIPTION	STATUS
1.01	Tighe-Schmitz Water Management Projects	Various water control projects in and around Tighe-Schmitz Park.	Bids received. Construction begins spring 2026.
1.02	Elm Beach Erosion Control	Improve discharge area into White Bear Lake at Elm Beach.	Grant sought 2026. Dept. of Natural Resources involvement required.
1.03	Ash Beach Access and Safety	Improve the access area to Ash Beach.	Grant possible. Spring 2026 work.
1.04	Improvements to Curt Feistner Memorial Preserve	Considering options at both the lake site and elsewhere in the City.	The Mayor is pursuing grant opportunities and discussions with Feistner family and friends.
1.05	Music in the Park	Summer concert series in hockey rink.	Twelve Sunday evenings June through August.
1.06	Polly's Park Runoff	Runoff from uphill flows into the park during rainstorms.	Options to be identified and explored in 2026.
1.07	Polly's Park- Large Tree Removal.	Dead or diseased trees in the park need removal	Begin spring 2026
1.08	Polly's Park - Small Tree Removal	Invasive and other species need removal.	Begin spring 2026
1.09	Birch Beach Rain Garden	Contractor required for proper cleanup of rain garden	Spring project every year.
1.10	HELP grant	Habitat improvement within the city parks	Throughout 2026

NUMBER	PROJECT	DESCRIPTION	STATUS
2.01	Hockey Rink Painting	Center portion of the rink requires painting.	Summer 2026
2.02	Lake Link Trail Amenities	Benches and exercise equipment along the Lake Links Bike Trail.	Summer 2026, along with other nonpark work on the Bike Trail.
2.03	Landscaping at Lift Station	Plantings around the Lift Station on Wildwood Ave. Perhaps painting of facility.	Spring/summer 2026
2.04	Village Hall Landscaping	Plantings around the Village Hall to improve aesthetics.	Spring/summer 2026
2.05	Swim Buoy at Kav Beach	Additional swim buoy for safety purposes	Spring 2026
2.06	Improvements at Tighe-Schmitz pavilion	Replace grill. Pavilion upgrades.	Spring/summer 2026
2.07	Upgrade playground equipment at T-S Park and Bloomquist Park	Annual maintenance. Possibly new equipment.	Ongoing every year.
2.08	Additional rain gardens around playground at T-S Park	More water control to minimize discharges to lake.	2026

Projects in the Tier I category are the top priority projects in order.

Projects in the Tier 2 category are secondary projects of lower priority.

TABLE2
2026 PARKS COMMITTEE BUDGET SUMMARY

ITEM	PROJECT	TOTAL ESTIMATED COST	SPECIAL REVENUE FUND	GRANT FUNDING	CITY FUNDING
1.01	Tighe-Schmitz Water Management Projects	\$82,500	\$7,500	\$75,000	
1.02	Elm Beach Erosion Control	\$8,000	\$800	\$7,200	
1.03	Ash Beach Access and Safety	\$3,000	\$300	\$2,700	
1.04	Improvements to Curt Feistner Memorial Preserve			\$1000	
1.05	Music in the Park	\$4320	\$3600		\$720
1.06	Polly's Park Runoff	\$2500	\$2500		
1.07	Polly's Park - Large Tree Removal.	\$2500	\$2500		
1.08	Polly's Park - Small Tree Removal	\$2000	\$200	\$1800	
1.09	Birch Beach Rain Garden	\$1000	\$1000		
1.10	HELP grant for Habitat Improvement	\$10,000		\$10,000	
2.01	Hockey Rink Painting	\$500	\$500		
2.02	Lake Link Trail Amenities	\$2000		\$2000	
2.03	Landscaping at Lift Station	\$250			\$250
2.04	Village Hall Landscaping	Volunteers			
2.05	Swim Buoy at Kay Beach	\$250	\$250		

2.06	Improvements at Tighe-Schmitz pavilion	\$2500	\$2500		
2.07	Upgrade playground equipment at T-S Park and Bloomquist Park	\$500			
2.08	Additional rain gardens around playground at T-S Park	\$2000	\$2000		
	Total	\$124,820	\$23,650	\$99,700	\$970

TABLE2A
2026 PARKS COMMITTEE BUDGET
SPECIAL REVENUE FUND

ITEM	PROJECT	SPECIAL REVENUE FUND
1.01	Tighe-Schmitz Water Management Proiects	\$7500
1.02	Elm Beach Erosion Control	\$800
1.03	Ash Beach Access and Safety	\$300
1.05	Music in the Park	\$3600
1.06	Polly's Park Runoff	\$2500
1.07	Polly's Park- Large Tree Removal.	\$2500
1.08	Polly's Park- Small Tree Removal	\$200
1.09	Birch Beach Rain Garden	\$1000
2.01	Hockey Rink Painting	\$500
2.05	Swim Buoy at Kay Beach	\$250
2.06	Improvements at Tighe- Schmitz pavilion	\$2500
2.07	Upgrade playground equipment at T-S Park and Bloomquist Park	\$500
2.08	Additional rain gardens around playground at T-S Park	\$2000
	Total	\$23,650

TABLE2B
2026 PARKS COMMITTEE BUDGET SUMMARY

ITEM	PROJECT	GRANT FUNDING
1.01	Tighe-Schmitz Water Management Projects	\$75,000
1.02	Elm Beach Erosion Control	\$7,200
1.03	Ash Beach Access and Safety	\$2,700
1.04	Improvements to Curt Feistner Memorial Preserve	\$1000
1.08	Polly's Park- Small Tree Removal	\$1800
1.10	HELP grant for Habitat Improvement	\$10,000
2.02	Lake Link Trail Amenities	\$2000
	Total	\$99,700

TABLE2C
2026 PARKS COMMITTEE CITY BUDGET SUMMARY

ITEM	PROJECT	CITY FUNDING
1.05	Music in the Park	\$720
2.03	Landscaping at Lift Station	\$250
	Total	\$970

TABLE3
ONGOING PROJECTS

ITEM	MAINTENANCE ACTIVITY	NOTES
	Playground area at Tighe-Schmitz Park	
I	Replace plastic around the seps of the jungle gym.	Plastic showing signs of tearing with sham edges
2	Remove balance beam.	
3	Replace rotten landscape timbers behind the swing set.	
4	New chains and s-hooks for swing set.	One swing should be lowered for smaller children
5	New seat on playground digger toy.	
6	Refill sand next to slide.	
7	Sand and paint picnic tables.	
8	Fill crack in concrete under pavilion.	
9	Remove wood pile behind the pavilion	
	Other City Parks and Open Spaces	
I	Remove wood pile at Dellwood Beach.	
2	Remove wood pile at Elm Beach	
3	Remove buckthorn and treat stumps at Elm Beach.	
4	Remove buckthorn and treat stumps at Birch Beach.	
5	Remove buckthorn pile at Jay Path.	

TABLE 4 COMPLETED PROJECTS

ITEM	PROJECT	NOTES
1	Spring Cleanup Day	Volunteers
2	Fall Cleanup Day October 11	Volunteers
3	Remove baseball backstop at Tighe-Schmitz Park.	City staff.
4	Install Netting on Hockey Rink Behind Goal.	Resident donation and City.
5	Replace Some Boards and Posts at Hockey Rink.	Resident donation and City.

CITY OF BIRCHWOOD VILLAGE

WASHINGTON COUNTY, MINNESOTA

ORDINANCE 2025-11-10

AN ORDINANCE AMENDING THE FEE SCHEDULE

The City Council of the City of Birchwood Village hereby ordains that the Fee Schedule of the Municipal Code of the City of Birchwood Village is amended to read as specified in EXHIBIT A.

EFFECTIVE DATE:

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

Adopted by the City of Birchwood Village City Council this 9th day of December, 2025.

CITY OF BIRCHWOOD VILLAGE

p

By: _____

Jennifer Arsenault, Mayor

Attest:

H. Alan Kantrud, City Administrator-Clerk

Exhibit A

CITY OF BIRCHWOOD VILLAGE 2024 FEE SCHEDULE

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

12/2022

Category	Description	Code	Fee	Last Revised
	Copies (Black and White) per page 8 1/2 x 11 or 8 1/2 x 14		\$0.25	
	Copies (Black and White) per page 11 x 17		\$0.35	
	Copies (Color) per page		\$1.00	
	Hall Rental		\$75.00 per 24 hours or \$25 per hour+ \$100.00 refundable deposit	
	Postage & Envelopes for Mailings & Public Hearing Notices		\$5.00 + postage	
	Returned Check	Minnesota Statute 604.113 Subd. 2(a)	\$30.00	
	Dog Permit - first year of term (2025)	605.021.1(1), 605.021.2	\$40.00	2/2024
	Dog Permit - second year or term (2026)	605.021.1(1), 605.021.2	\$33.00	2/2024
	Dog Permit - third year or term (2027)	605.021.1(1), 605.021.2	\$25.00	2/2024
	Dog Permit Late Fee	605.021.2	\$10.00	2/2024
	Dog Permit Administrative Fee	605.021.2	\$35.00	2/2024
	Potentially dangerous dog or dangerous dog appeal fee		\$100.00	12/2022
	Dangerous dog annual fee	605.024(9)	\$500.00	12/2022

	Potentially dangerous dog annual fee	605.024(11)	\$100.00	12/2022
	Potentially dangerous dog or dangerous dog administrative review fee	605.024(12)	\$100.00	12/2022
DOCK ASSOCIATION FEE ♦	Annual Boat Slip Permit Fee	617.118	Set and collected by Dock Association	
			\$1000 times the number of Boat Slip Permits issued by the Birchwood Dock Association (BDA) on or before April 1, due by April 1. In the event of low water, the greater of the number of boats proposed next year or Boat Slip Permits issued by the BDA in the most recent year. For Boat Slip Permits issued by BDA after April 1, the additional amount is due before the permitted watercraft is placed at the dock.	
	Annual Dock Permit Fee (\$1000 per boat)	617.44, 617.119		3/2018
SMALL CRAFT STORAGE FEES	Annual Small Craft Permit	617.215(2)	\$40.00	2/2024
	Annual Small Craft Permit for household upon proof of adjusted gross income of \$35,000 or less	617.215(2)	no cost	1/2020
	Use of Small Craft Rack without a permit	617.215(3)	\$100.00	2/2024
	Small Craft Removal Fee	617.215(3)	\$75.00	2/2024
	Post-season Boat Storage Violation Fee	617.240	\$40.00	2/2024

PLANNING AND ZONING FEES, ESCROWS AND DEPOSITS ""subject to additional fees, in that section of the fee schedule. All planning and zoning permits require an additional refundable permit escrow when listed.

Conditional Use Pennit (CUP) Application or Amendment*		306.010	\$3,000.00	2/2024
	Refundable Conditional Use Pennit or CUP Amendment Escrow for permitting costs incurred by city	301.055	\$3,500.00	8/2021
Interim Use Pennit Application*		305.020, 305.040(6)	\$2,000.00	2/2024
	Refundable Interim Use Permit Escro'A for pennitting costs incurred by city	301.055	\$3,500.00	8/2021

Street Vacation Application*			\$1,000.00	2/2024
	Refundable Street Vacation Escrow for permitting costs incurred by city	301.055	\$3,500.00	12/2022
Variance Application*		304.020	\$5,000.00	2/2024
	Refundable Variance Escrow for staff review time incurred by city	301.055	\$3,500.00	
Subdivision: Lot Split Application *		308.121	\$500.00	2/2024
	Refundable Lot Split Escrow for permitting costs incurred by City	301.055	\$1,200.00	12/2022
Subdivision: Preliminary Plat Application*		308.040(3)	\$1,500.00	8/2021
	Subdivision: Refundable Preliminary Plat Application Escrow for permitting costs incurred by city	301.055	\$15,000.00	8/2021
Subdivision: Final Plat Application *		308.050	\$1,000.00	8/2021
Subdivision: Refundable Final Plat Application Escrow for permitting costs incurred by city		301.055	\$10,000.00	8/2021
Zoning Permit*		307.010	\$120.00	2/2024
	Refundable Zoning Permit Escrow for permitting costs incurred by city	301.055	\$3,500.00	11/2021
Move a building from its present location in Birchwood to any other site, whether or not the new site is within the City. *			\$750.00	12/2022
	Refundable building move escrow for permitting	301.055	\$2,000.00	12/2022

	costs incurred by city			
	Certificate of occupancy		\$50.00	2/2024
	Public Property Access Limited License	607.510	\$50.00	1/2019
	Stormwater Management Maintenance Review	302.050(8)	\$100.00	9/2023
	Escrow for permit where city planner is consulted		\$300.00	2/2024
	Escrow for permit where city engineer is consulted		\$800.00	2/2024
ROOFING, SIDING REPLACEMENT, WINDOW REPLACEMENT, AND BUILDING PERMIT FEES				
	VALUATION OF STRUCTURE, ADDITION OR ALTERATION	CODE	FEE COMPUTATION	Last Revised
	\$1 to \$500 **, **	203.050, Minnesota Statute 326B.153	\$29.50	

	\$501 to \$2,000 **, **		203.050, Minnesota Statute 3268.153	\$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.00.	
	\$2,001 to \$25,000 **, **		203.050, Minnesota Statute 3268.153	\$69.25 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
	\$25,001 to \$50,000 **, **		203.050, Minnesota Statute 3268.153	\$391.25 for the first \$25,000 + \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
	\$50,001 to \$100,000 **, **		203.050, Minnesota Statute 3268.153	\$643.75 for the first \$50,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
	\$100,001 to \$500,000 **, **		203.050, Minnesota Statute 3268.153	\$993.75 for the first \$100,000 + \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.	
	\$500,001 to \$1,000,000 **, **		203.050, Minnesota Statute 3268.153	\$3,233.75 for the first \$500,000 + \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.	
	\$1,000,001 and up **, **		203.050, Minnesota Statute 3268.153	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof.	
		State Surcharge	Minnesota Statute 3268.148	Using calculator at: https://www.dli.mn.gov/about-department/iecmit-surge-report	
DEMOLITION FEES					
	Demolition Pennit		203.050	\$200.00	12/2022
UTILITY AVAILABILITY FEES					
	Metropolitan Council Environmental Services Sewer Availability Charge (SAC)		202.070	The most recent fee published by MCES. \$2485.00 as of July, 2022.	2/2024
	Water Connection Fee (WAC)		202.070	\$1960.00	2/2024
	Sewer Connection Fee		202.070	\$2,016.00	6/2023

PLUMBING AND FIRE PERMIT FEES					
	Plumbing Permit (piping inside the house)**		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 3268.148	\$1.00	
	Fire Sprinkler Permit **		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 3268.148	\$1.00	
GAS, HEATING AND MECHANICAL PERMIT FEES					
	Mechanical Permit **		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 3268.148	\$1.00	
	Gas Piping Permit (that is not part of mechanical installation) **		202.040	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 3268.148	\$1.00	
	Air Conditioning Installation Permit**		203.050	\$150 + \$100/hour after one hour	12/2022
		State Surcharge	Minnesota Statute 3268.148	\$1.00	

Air Conditioning Permit (part of mechanical installation) **		203.050	\$150 + \$100/hour after one hour	12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00	
Fireplace Permit (gas, wood or other type) **		203.050	\$150 + \$100/hour after one hour	12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00	
Residential and non-residential water use: tier 1 - upto 6,000 gallons		201.090	\$0.00456 per gallon	2/2024
Residential and non-residential water use: tier 2 - after 6,000 gallons up to 9,000 gallons		201.090	\$0.00525 per gallon	2/2024
Residential and non-residential water use: tier 3 - after 9,000 gallons up to 15,000 gallons		201.090	\$0.00598 per gallon	2/2024
Residential and non-residential water use: tier 4 - after 15,000 gallons up to 44,883 gallons		201.090	\$0.00684 per gallon	2/2024
Residential and non-residential water use: tier 5 - after 44,883 gallons		201.090	\$0.00777 per gallon	2/2024
Quarterly Safe Drinking Water Fee		Minnesota Statute 144.3831	The most recent fee assessed by the Minnesota commissioner of health, divided into quarters. \$3.81 as of January 1, 2026.	
Sewer Fee (metered, quarterly)		202.110	\$36.00 + \$0.00497 per gallon based on first quarter water consumption	2/2024
Sewer Fee (unmetered, quarterly)		202.110	\$88.25	2/2024
Water Utility User Fee			\$65.00	2/2024
Water Main Break Surcharge (as City exhausts budgeted funds for water main breaks)			As required (\$25.00 for June December, 2022 as of June, 2022)	5/2022
Lift Station Replacement Fee			\$25.00	
Street excavation permit*			\$60.00	2/2024
-	Refundable Street Excavation Damage Deposit	-	\$3,000.00	12/2022
Turning water service on or off at street, including seasonally		201.240	\$150.00	
Water Meter Installation or Replacement 3/4" or smaller		201.080	\$500.00 + \$150.00/hour after one hour	12/2022

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

OTHER FEES. All fees in this schedule are subject to the following charges when required by the City. (See Addendum A regarding unpaid fees)				
	Investigation Fee: If work or activity for which a license or permit is required by the code has been commenced without first obtaining the permit or license.	701.061	Up to the amount equal to the permit fee, in addition to the permit fee.	12/2022
	Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee, whichever is less, shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, of if it is necessary to conduct an excessive number of re-inspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.	701.062		

	Building Official: Plan Review fee	Minnesota Statute 3268.153 Subd. 2	65% of permit fee	6/2019
	Building Official: Plan Review fee for exact same plans	Minnesota Statute 3268.153 Subd. 5	25% of permit fee	12/2022
	Building Official: Additional plan review for changes, additions or revisions to plans		\$31.63 + \$63.25/hour after one half hour	6/2019
	Planner: Consult or review land use plans, Inspections or other services		\$100.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees	2/2024
	Engineer: Consult or review land use plans, inspect or other services		\$165.00/hour, or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees	2/2024
	Attorney: Consultations, reviews and analysis		actual costs, including administrative and overhead costs, and attorney review and analysis expenses	
	Other Professionals: Consultations, reviews and inspections		actual costs, including administrative and overhead costs, and consultant review and analysis expenses	
VACANT BUILDING FEES	Vacant building annual registration fee	407.03(k)	\$480.00 + City costs incurred for property maintenance	2/2024
LAW ENFORCEMENT FEES	Excessive Use of Law Enforcement - first incident	406.03(3)(b)	cost, with \$100.00 minimum	
	Excessive Use of Law Enforcement - second incident	406.03(3)(b)	cost, with \$200.00 minimum	
	Excessive Use of Law Enforcement - after second incident	406.03(3)(b)	cost, with \$300.00 minimum	
TREE FEES AND DEPOSITS	Diseased Tree Abatement fee	403.0B0(c)	\$50.00 + cost of abatement	12/2022
	Significant Tree Removal Replacement deposit	302.055(2)(d)(3)	amount necessary to cover the cost of replacement trees	

RIGHT OF WAY FEES				
	Refundable ROW Excavation Permit Deposit	301.055(2)	\$3,000.00	6/2023
	Obstruction Permit	2088.060(2)	\$200.00	6/2023
	Excavation Permit	2088.060(1)	\$200.00	6/2023
	Small Wireless Facility Permit	2088.060(3)	\$500 up to 5 sites, \$100 for each additional	6/2023
	Delay Fee Minimum	208A.090(3)	\$60 plus \$20 per day each day late over 3 days	6/2023
	Delay Fee, One Lane Blocked to Motor 1Vehicle Traffic	208A.090(3)	\$60 per day	6/2023
	Delay Fee, Fully Blocked to Motor Vehicle Traffic	208A.090(3)	\$100 per day	6/2023
	Refundable Right of Way Non-Excavation Damage Deposit	208A.100(6)	\$3,000.00	6/2023
REFUNDS	Permit, license or fee refund, if the applicant requests a refund within 15 days after payment, and the City has incurred no expenses to process the application.		50% of the fee	4/2018
ADDENDUM A: Notice to applicants applying for permits or using city consulting services				
	Past due permit expenses: Residents that have past-due permitting expenses may not apply for a new permit until prior permitting expenses are paid.	701		2/2024
	Expenses incurred prior to permit application: City fees incurred due to necessary engineering, inspection, or administrative review prior to permit submittal are the resident's responsibility. This also applies to	701		2/2024

	fees incurred for permits that are cancelled, withdrawn or rejected.			
	Permit expenses post permit approval: Occasionally permit expenses arise after permit issuance. These expenses are billed separately and are the resident's responsibility.	701		2/2024
	Disputing expenses appeals process: If you wish to appeal an expense presented, you may refer to Birchwood City Code, section number 701 and follow the appeals process.	701		2/2024
FOOTNOTES	• Escrow for City Permitting costs is required. Unused portion is returned to applicant.			
	•• State Surcharge is required			

Please be advised that the City of Birchwood has duly-passed the following
ORDINANCE:

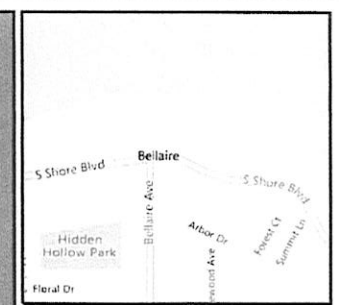
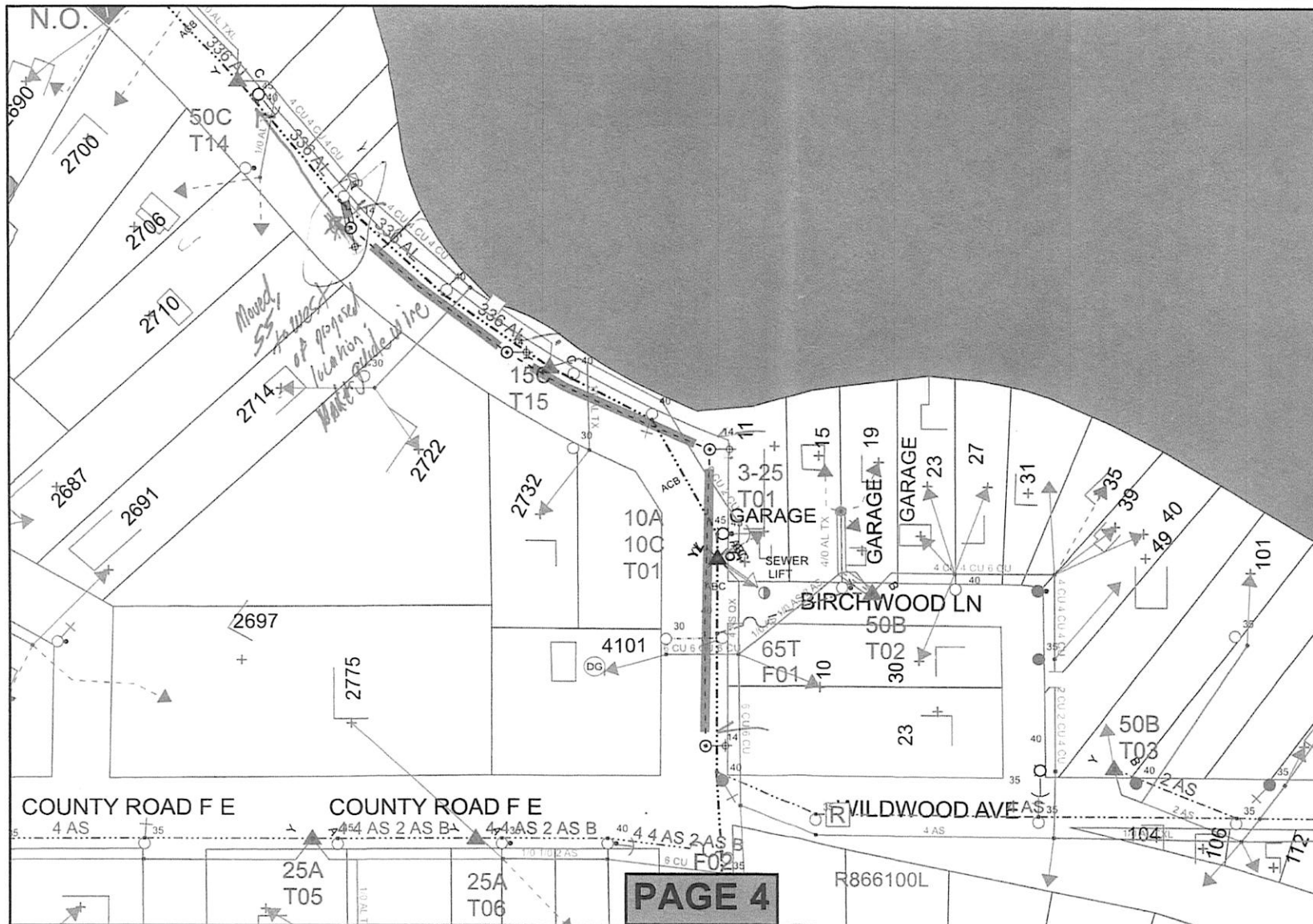
AN ORDINANCE AMENDING THE CITY'S FEE SCHEDULE.

The following is a SUMMARY of the Ordinance:

On DECEMBER 9, 2025 the City adopted an Ordinance (2025-_) which amends the City's Fee Schedule to reflect proper reimbursements for services and to update water and sewer charges to reflect rate changes for those services.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.



Work Order Information	
Service Request #	000015224983
Design Number	000001200834
Designer/Planner ID	322005
Designer/Planner Name	
Designer/Planner Ph #	651-627-2962
Manager Approval	
Joint Utility	
E:	G:
T:	C:
Design Location	
Division	White Bear Lake
County	Ramsey
City	WHITE BEAR TWP
Address	
T: 30N	R: 22W S: 24
Map #	W0006 Permit:
Electric	
Feeder	Voltage:
Phase	Skup Dev ID:
Gas	
System	Pressure:
Size	Material:
Dead End	
Work Order #	
Date	04/09/2025
Sketch	# Of # Sketch Data
Scale	1" equals 92'



CONSTRUCTION USE ONLY	
☐	NO CHANGES (BUILT AS DESIGNED)
☐	CHANGES MADE AS INDICATED (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)
RFO	
FOREMAN	DATE
TEAM LEADER	

PAGE 4

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Construction Agreement For Street Lighting Facilities

The customer identified below ("Customer") and Northern States Power Company, a Minnesota Corporation and wholly owned subsidiary of Xcel Energy Inc. ("Xcel Energy" or "Company") agree to this Construction Agreement for Street Lighting Facilities, including the attached Terms and Conditions, for the following streetlight facilities:

Customer: **White Bear Township**

Address: **1283 Hammond Road**

City: **White Bear Township**

State: **MN** Zip Code: **55110**

Project charges: **One hundred twenty-eight thousand four hundred seventy-three dollars and 61/100 Dollars: \$128,473.61**

In accordance with the following terms of payment: **Payment is due 30 days after construction is completed.**

For Association or City of: **White Bear Township will be billed monthly rate per luminaire after installation. Acct #4726458.**

Streetlights/Facilities Location: **2499 South Shore Blvd (btwn Bellaire and Wildwood Ave), White Bear Township, MN.**

Rate Code: **A30 Pre-Pay Option, 6,000 Lumens.** The current monthly rate after Installation is \$6.17 +surcharge per luminaire.

Service consisting of: **Pre-Pay Option rate includes electricity and maintenance for 25 years from installation.**

After 25 years the city will need to pay Xcel Energy to replace lights, poles, cable & conduit.

Terms and Conditions listed in: MN ELECTRIC RATE BOOK RULES FOR APPLICATION OF STREET LIGHTING RATES.

Installation of Customer Owned streetlight facilities consisting of:	
Designation of Lamps:	Number of Luminaries:
Install Acorn, clear top, fixtures and Washington aluminum poles.	13- Acorn, clear top, fixtures (6,000 Lumens) Fixture Color - Federal Green
Install new cable and conduit by bore, 3,030' UG #4 triplex secondary cable, 3,030' #8 tracer wire, and 190' 2" conduit.	13- 14 ft. Washington fluted aluminum poles Pole Color - Federal Green
Pole locations to be staked by the customer prior to installation.	13- ground rods.
Restoration (black dirt and seed) included in this contract.	06- tracer wire term boxes.
Project charges valid for 60 days from signing of contract.	

Customer and Xcel Energy agree to the attached terms and conditions for the installation and moving of the facilities identified above. Customer and Xcel Energy agree that the operation of the facilities shall be subject to the General Street Lighting Contract for Operations & Maintenance Services between Customer and Xcel Energy, dated.

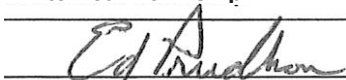
Dated this day of 20 22

Dated this day of 20

Customer: **White Bear Township**

Xcel Energy

By:



By:

Christie Black

Digitally signed by Christie Black
Date: 2025.06.10 07:28:02 -05'00'

Title:

Board chair

Title:

**Christie A. Black, Operations Manager -
Minnesota as authorized agent for Northern
States Power Co.**

XCEL ENERGY USE ONLY	Date:	
Xcel Energy Outdoor Project Coordinator:	06/09/25	
Xcel Energy Project Number:	Anaela Adesoro	
Customer Charges Paid:	SAP Notification #15224983	

FROM: Ryan Hankins

SUBJECT: Strategic Review of Hall's Marsh Process

Introduction

This memorandum provides a comprehensive, consolidated briefing on the Hall's Marsh and Priebe Lake Outfall Project (PLOP) issue. It establishes the history, strategic framework, and current state of affairs necessary to inform the Council's decision-making on this complex infrastructure challenge. Its purpose is to establish and document our strategy and provide a framework around which the Council can reach consensus, and distill from the complexity reasonable paths forward.

For those seeking a limited introduction to the immediate decision at hand, please prioritize reading Sections 1 and 2 (Executive Summary and Recommended Actions). The subsequent sections provide detailed historical, legal, and technical evidence supporting these recommendations.

1. Executive Summary

The ongoing negotiations between the City of Birchwood Village and the Rice Creek Watershed District (RCWD) regarding the Priebe Lake Outfall Project (PLOP) and the environmental remediation of Hall's Marsh have reached a definitive juncture. The District has requested a temporary suspension of legal drafting regarding the Memorandum of Agreement (MOA) in favor of a face-to-face Workshop intended to align the parties on fundamental goals and planning parameters before resuming contractual negotiations.

Simultaneously, the District has issued caution: without demonstrable, scientifically validated benefits that justify public expenditure, the Board retains the discretion to elect a "No Action" alternative. This position is reinforced by their recent decision regarding the Highway 61 Ponds, where capital improvements were deferred indefinitely due to unfavorable cost-benefit analyses derived from rigorous engineering studies.

This memorandum provides a comprehensive evaluation of the City's strategic options in response to these developments, assessing the risks of continued impasse against the benefits of a recalibrated partnership. I strongly recommend that the City accede to the Workshop request, but that we attend with a definitive, calibrated mandate designed to break the deadlock. The City should redefine its definition of a successful outcome: a 'win' must be framed as securing the necessary safety data and technical verification, rather than a demand for physical dredging.

The City's strategy should be to utilize the District's offer of collaborative planning to secure a binding commitment for a rigorous technical study-modeled directly on the forensic methodology of the Barr Engineering Highway 61 Ponds Feasibility Report-while

simultaneously proposing the complete removal of vegetation management, reporting, and planning obligations from the MOA. By transferring these aesthetic and administrative responsibilities to a newly formed, resident-led Lake Improvement District (LID), the City can permanently resolve the structural funding impasse. This strategy leverages the City's standing objection to the 2020 Priebe Lake Drawdown as a negotiating asset to secure necessary safety data, while simultaneously offering a defined cost-containment cap to release the District from open-ended financial liability, thereby creating a pathway to a mutually beneficial agreement.

2. Recommended Actions

Part 1: Authorize Participation in RCWD Workshop

Motion to move forward with an RCWD Workshop with the specific mandate to:

- **Secure a binding commitment** to a "Barr-Style" Feasibility Study (a rigorous forensic analysis of sediment chemistry and hydrology, rather than simple water sampling), explicitly including enhanced PAH and contaminant analysis.
- **Stipulate** that this study must be completed and reviewed before the City rescinds its 2021 Objection to the Priebe Lake Drawdown.
- **Present** the "Proposed Discussion Items" (Section 9) as the framework for evaluating the study's results and determining future RCWD obligations.
- **Propose a "Cost Containment Cap"** (as detailed in Option 4) to address the District's concerns regarding unlimited liability, limiting their financial exposure to a fixed cost per pound of pollutant removed.
- **Propose** the complete removal of Clauses III.E, and III. F (Vegetation, Reporting, and Planning) from the MOA to protect the City's long-term budget. However, the City must stipulate that this proposal is made with a reservation of rights. The City maintains that the excessive invasive vegetation in Hall's Marsh is directly caused by high phosphate loads discharged from the PLOP. Therefore, the City reserves the right to reinstate the claim for District-funded vegetation removal depending on the outcome of the Attorney General's opinion regarding the definition of statutory maintenance.
- **Formally support** the formation of a Lake Improvement District (LID) to assume responsibility for aesthetic vegetation management, thereby resolving the funding impasse.

Part 2: Consider Directing City Attorney to Seek Legal Opinion

While not strictly necessary, the Council may wish to direct the City Attorney to seek a formal opinion from the Minnesota Attorney General. This serves as a parallel strategic track to resolve the underlying property rights dispute.

Motion to direct the City Attorney to:

- Prepare and submit a formal request for an opinion from the Minnesota Attorney General regarding the necessity of recorded easements for the PLOP. This request should seek to resolve the ambiguity surrounding the District's statutory maintenance rights versus the City's property rights in the absence of express recorded easements (as detailed in Section 11).
- Prepare and submit, alongside the formal request, all evidence presented by Rice Creek Watershed District regarding the existence of implied easements (including the January 10, 2024 Rinke Noonan memorandum and 1979 project orders) and all relevant correspondence between the parties concerning the access dispute.

3. Historical Context and District Obligations (1976-2024)

To negotiate effectively, the City must articulate the cumulative history of the Priebe Lake Outfall Project (PLOP) not merely as a timeline of events, but as a narrative of evolving responsibility. This history establishes the District's obligations to the City and explains the current environmental degradation.

Phase I: The Creation of the Priebe Lake Outfall Project (1976-1980)

The origins of the current conflict trace back to the distinct legal status established in 1976, when the Hall family conveyed the marsh property to the City of Birchwood Village. The Indenture of Title for this transaction was explicit, requiring that the property be "preserved as a wildlife sanctuary into perpetuity," establishing a binding legal constraint on the City to prevent the degradation of the habitat. However, this conservation mandate immediately clashed with regional infrastructure needs. By 1978, the City of White Bear Lake faced a severe flooding crisis at Priebe Lake due to rapid upstream development. In response, RCWD engineers proposed the Priebe Lake Outfall Project (PLOP). Rather than constructing a mechanical treatment plant to handle the nutrient and sediment load, the District made a conscious engineering decision to designate the full length of Hall's Marsh as a "wetland treatment facility." This decision effectively converted a protected sanctuary into municipal infrastructure intended to filter stormwater prior to its discharge into White Bear Lake.

Addressing the City's hesitation regarding the burden of hosting this facility, RCWD Board President Goyer formally committed during a Special City Council meeting in 1978 that the District would be responsible for maintaining Hall Marsh as part of the project, asserting it was fundamentally a District project.

Phase II: Operational Impact and Accumulation (1980-2017)

For the subsequent four decades, the system functioned exactly as designed, albeit with cumulative environmental consequences. Hall's Marsh acted as a sink for urban runoff, preventing pollutants from reaching White Bear Lake but retaining them within the marsh itself.

Sediment deltas accumulated significantly at the outfall pipe, bulging the original marshbed and altering the hydrology of the wetland. More concerning was the chemical loading associated with this runoff. The stormwater introduced a spectrum of contaminants, likely including Polycyclic Aromatic Hydrocarbons (PAHs) derived from coal-tar driveway sealants from roadway runoff. This loading occurred largely unknown to residents, creating a legacy contamination issue that would only be discovered years later. The physical infrastructure began to fail in the 2010s, with the Priebe Lake outlet failing in 2013 and the Hall's Marsh outlet collapsing in 2015. While RCWD replaced the physical outlet structure in 2017, they did not address the forty years of internal sediment accumulation or the resulting water quality degradation.

Phase III: Emergence of Environmental Concerns (2020-2021)

The conflict escalated significantly in 2020 when RCWD proposed draining Priebe Lake for maintenance. The City realized that this "drawdown" process would hydraulically flush sediment-laden water directly into the already stressed Hall's Marsh. In response, the City Council passed a formal resolution in October 2021 opposing the drawdown, declaring that Birchwood "will no longer be a repository for polluted stormwater runoff." To validate these concerns, the City commissioned an independent analysis by Thatcher Engineering. The results of the December 2021 study validated the City's fears, revealing that sediment near the inlet contained Benzo[a]pyrene levels 11 times higher than background levels. These concentrations exceeded Minnesota Pollution Control Agency (MPCA) standards for residential use, suggesting the marsh contained material requiring "Industrial" classification for disposal.

Phase IV: Current Legal and Technical Status (2022-2024)

Tensions culminated in 2022 following an unauthorized release of water into the marsh from a failed construction dam. Mayor Wingfield subsequently asserted that RCWD lacked necessary easements to access the property. The City later demanded in writing that such easements were legally required for the District to enter the property to perform work.

The crux of this legal question is not merely that private residents lack recorded easements, but specifically that Birchwood Village itself owns the property abutting Priebe Lake (Hall's Marsh). The City has not clearly granted easements for this infrastructure. Unlike other parcels where historical damages might have been paid, there is no record that Birchwood, as a riparian owner around Hall's Marsh, has ever granted or been paid for easements by Rice Creek.

This demand prompted a formal legal rebuttal from the District. In a memorandum dated January 10, 2024, RCWD's legal counsel (Rinke Noonan) asserted that the District already possesses the necessary rights to access the property, despite the lack of recorded easements. The District's position relies on the original May 30, 1979, Board Order establishing the project and the subsequent statutory process where appraisers determined damages. RCWD Counsel noted that where damages were awarded, payments were issued to property owners, and argued that this

"payment of damage for easement interests," combined with the statutory obligation to maintain watershed projects under Minn. Stat. 103D.631, grants the District the authority to "access and reoccupy the lands." While the District admitted that watershed law at the time did not describe a process for recording these interests, they maintain that the physical existence of the infrastructure serves as evidence of their established rights.

4. Analysis of the September 30 District Memorandum

While the historical narrative establishes the facts of the project's origin, the RCWD Memo in the Birchwood Council packet dated September 30, 2025, provides critical modern admissions that validate the City's legal and strategic position. This document serves as the District's current "state of the union" regarding the project.

Admission of Facility Status

Crucially, in the September 30 packet, the District explicitly affirms that the PLOP "continues to be maintained by the RCWD, as a district facility." This modern admission aligns with President Goyer's 1978 assertion that the system is fundamentally a District responsibility. This contradicts recent attempts during negotiations to shift maintenance burdens to the City and provides the City with a tool to enforce maintenance obligations.

Admission of Documentation Gaps

The District's September 30 memo admits that "documentation on the original construction... contains little discussion on the intended management" and that "virtually no documentation exists on the connected infrastructure." This gap underscores the legal weight of the 1978 Goyer commitments. Because the District admits there is no written contract defining the maintenance terms from that era, the verbal commitments made in the public record fill the void and define the relationship.

Commitment to Operation Without MOA

Perhaps most significantly, the memo explicitly states: "RCWD intends to fulfill its role of managing the PLOP system in accordance with the terms described in the MOA, regardless of whether the MOA is ultimately executed." This admission effectively neutralizes the fear that failing to sign the current draft MOA will result in facility abandonment. It confirms that the physical operation of the flood control system is a statutory duty that continues independent of the new contract.

5. Analysis of Correspondence & Current Impasse

The Council must critically review the correspondence dated November 2, 2025, sent by the City to RCWD, alongside the subsequent response from President Mike Bradley. These documents clarify the current stalemate and necessitate the strategic pivot outlined in this memo.

The November 2 Proposal (The Catalyst): In this correspondence, the City proposed revisions to the MOA that included demands for "total sediment remediation" throughout the entire marsh basin and "full responsibility" for invasive growth management. While reflecting resident priorities, these requests resulted in strategic isolation. Regulatory bodies (DNR, MPCA) view these demands as exceeding the statutory scope of a flood control project. Specifically, RCWD objects to expanding responsibility beyond the localized "sediment delta" at the outfall pipe, viewing the request to remediate the entire marsh bed as a massive capital expansion unauthorized by the original project scope. Furthermore, demanding a Watershed District fund aesthetic weed control is viewed as inconsistent with the allocation of regional water quality funds.

The District's Response (The Pause): President Bradley's response was a direct reaction to these demands. He requested a pause on drafting to realign expectations, citing the "Highway 61 Ponds" decision as a precedent. His message conveyed a clear warning: RCWD will not commit to expensive remediation without data proving its efficacy. If the costs outweigh the proven benefits, they are prepared to choose "No Action," leaving the City with the status quo. This confirms that a demand-based strategy has hit a wall; a data-based strategy is now required.

6. Systemic Risk Analysis

The Council must consider the City's macro-level relationship with the District. A continued adversarial posture poses significant risks beyond the boundaries of Hall's Marsh.

First, the City must reckon with its geographic and financial dependency. Situated at the "bottom of the hill" relative to the watershed, Birchwood is a significant source of raw stormwater runoff into White Bear Lake. The City is structurally dependent on RCWD's engineering expertise and grant funding to manage these flows and prevent localized flooding. Simply put, the City lacks the independent tax base to manage these regional hydraulic challenges alone.

Second, there is a substantial risk regarding equity and funding allocation. Framing the issue around "property values"-a private benefit-rather than regional water quality risks alienating the RCWD Board. The District views funding aesthetic weed or contaminant control to enhance private property values as a misuse of regional tax dollars. Furthermore, a narrow focus on Hall's Marsh tends to privilege residents in that specific area, potentially alienating other Birchwood residents who face different, unresolved drainage issues elsewhere in the city. Continued

insistence on this point may erode the City's credibility with the very partners we need to fund future projects for the entire community.

Finally, this posture creates a vulnerability regarding grant funding. An adversarial relationship risks the deprioritization of Birchwood in competitive grant cycles. This endangers funding for critical projects such as stormwater management and shoreline restoration grants.

7. Summary of Obligations in Draft MOA

To understand the City's exposure, it is critical to parse the specific obligations assigned to each entity in the proposed agreement. While Mahtomedi and White Bear Lake have limited, defined scopes, the current draft imposes significant unfunded mandates on Birchwood Village that require scrutiny.

Rice Creek Watershed District (RCWD)

- **PLOP Maintenance:** Inspect and maintain the main PLOP line, including the Priebe Outlet, storm sewer, and Hall's Marsh Outlet.
- **Coordination:** Coordinate system-wide sediment pollutant testing and removal projects.
- **Hydrology:** Conduct a bathymetric survey of Hall's Marsh within two years to assess hydraulic flow.
- **Financial Liability:** Explicitly cover costs associated with Hall's Marsh Outfall sediment pollutant testing.

Mahtomedi & White Bear Lake

- **Responsibilities:** Both cities are responsible for inspecting their respective basins (Wedgewood Hills and Pond A) and bearing all costs for sediment testing, removal, and maintenance.

Birchwood Village Under the current draft, the City is assigned the following obligations:

- **Access:** Must provide RCWD with access to Hall's Marsh.
- **Rescind Objection:** Must explicitly rescind its formal objection to the Priebe Lake drawdown.
- **Infrastructure:** Responsible for maintenance costs of the Tighe-Schmitz Park Outlet. (Note: This obligation remains appropriate as it pertains to City-owned hydraulic infrastructure.)

Critical Issues with Birchwood's Assigned Obligations:

- **Vegetation Liability (Clause III.E):** The draft obligates Birchwood to "accept responsibility for vegetative and/or habitat management activities". This language is

broad and exposes the City to undefined, potentially unlimited costs for invasive species control.

- **Reporting Mandate (Clause III.F):** The City is required to "prepare and make available to the public an annual report on the ecological health of Halls Marsh". This creates a new administrative burden necessitating annual consultant fees that the General Fund cannot sustain.

8. Technical Justification for Proposed Study

To substantiate the request for a study, the City should reference the precedent established by the "Highway 61 Ponds Water Quality Treatment Performance Improvement Feasibility Report" (Barr Engineering, October 2025). This report represents the technical standard required to make informed management decisions for Hall's Marsh.

Background of the Barr Study

This comprehensive feasibility study was commissioned directly by the Rice Creek Watershed District (RCWD) to evaluate the performance of two stormwater ponds located along Highway 61 in White Bear Township. The primary impetus for the study was the persistent phosphorus loading into Bald Eagle Lake despite previous mitigation efforts. RCWD sought to determine why these ponds were not effectively reducing nutrient loads and to evaluate potential engineering solutions. The District engaged Barr Engineering Co., a highly respected firm, to conduct a forensic analysis of the ponds' hydrology, sediment chemistry, and overall treatment efficiency. The study's rigorous, data-driven approach directly informed the District's subsequent decision-making process, serving as the gold standard for how they evaluate capital projects. By invoking this specific study, Birchwood is not imposing an external demand but rather asking the District to apply its own established best practices to our shared infrastructure.

Methodology (the "Barr Model")

The City must demand the rigorous forensic methodology utilized in the Barr study, rather than simple water column sampling. The key components of this methodology are:

- **Sediment Phosphorus Fractionation (Chemical Analysis):** This involves extracting sediment cores and analyzing them chemically to differentiate between "mobile" phosphorus (which can leak back into the water to fuel algae) and "inactive" phosphorus (which is permanently buried). It tells us if the mud at the bottom is the source of the pollution or is storing but not releasing contaminants.
- **Laboratory Internal Load Testing (Release Rate Simulation):** This involves incubating sediment samples in a lab under low-oxygen conditions (anoxic) to measure exactly how much phosphorus is released into the water. It proves whether "dredging" would fix the water quality or if the pollution is coming from upstream runoff

- **Contaminant Screening (Safety Check):** Given the 2021 Thatcher findings, this step screens for Polycyclic Aromatic Hydrocarbons (PAHs) to compare them against MPCA Soil Reference Values (SRVs). It determines if the sediment is "toxic waste" that requires expensive industrial disposal or "clean fill."
- **P8 Modeling (Hydrology Simulation):** This is a computer simulation that tracks water movement and pollutant loading over decades. It calculates "residence time" (how long water sits in the marsh), which tells us if the marsh is actually settling out pollutants as designed or if the water is flowing through too fast to be treated.

Key Findings and Implications

The results of the Highway 61 study directly informed the Board's "No Action" decision, and this context is vital for understanding their hesitation with Hall's Marsh. That study determined that 75% of the phosphorus load originated from external watershed runoff rather than internal sediment release, and that the ponds were ineffective, removing less than 6% of Total Phosphorus due to high flushing rates. Furthermore, the cost-benefit analysis showed that while Aeration & Chemical Augmentation was effective, it required nearly \$1 million in capital investment, whereas cheaper options provided negligible benefits. A similar study for Hall's Marsh is essential to determine whether the marsh is acting as a phosphorus source (internal loading) or merely a conduit for upstream runoff. Without this data, any decision regarding dredging or chemical treatment is speculative.

9. Proposed Discussion Items for Workshop

The City should utilize the upcoming Workshop to initiate a dialogue regarding the specific conditions under which the City would be comfortable proceeding with the Priebe Lake Drawdown and finalizing the MOA. These points should be framed as key topics for collaborative resolution, rather than rigid demands, to foster productive discussion.

- **Thresholds for Remediation Responsibility:** The parties should discuss establishing a data-driven threshold for action. For example, if the study reveals that internal sediment release accounts for a significant percentage of the total phosphorus load, how will the District honor its facility maintenance obligation? A shared understanding of what constitutes a "significant" contribution (e.g., >20-25%) would provide clarity and prevent future disputes over responsibility.
- **Allocation of Disposal Costs:** Given the potential for legacy contamination, the allocation of disposal costs is a critical discussion point. Should sediment cores confirm contamination levels exceeding MPCA "Residential" standards, the City should propose that the District cover the incremental cost difference for "Industrial" or hazardous waste disposal. This approach acknowledges the historical nature of the accumulation while protecting the City from disproportionate financial liability.

- **Validation of Facility Function:** The Workshop offers an opportunity to discuss performance metrics for the marsh as a "treatment facility." If the study indicates that the marsh has a residence time or settling efficiency below functional standards, the parties should explore potential capital improvements (such as outlet modifications) to restore its intended function, rather than accepting a status quo that may fail to protect White Bear Lake.
- **Sequencing for Safety Verification:** A primary topic for discussion should be the timing of the Priebe Lake drawdown relative to the completion of the study. The City should advocate for completing and reviewing the study-specifically the contaminant screening and internal load testing-before any drawdown operations commence. This sequencing is logical as it establishes a necessary chemical baseline and ensures safety protocols are in place before the system is disturbed.
- **Adaptive Management Planning:** The parties should discuss how the study's findings will inform future actions. For instance, if the study recommends chemical augmentation as the only effective solution for dissolved phosphorus (mirroring Highway 61 findings), the City should request that the District agree to evaluate the feasibility and funding sources for such a system, rather than dismissing it prematurely.

10. Rationale for the Recommended Strategy

A. Strategic Leverage: The 2020 Drawdown

This section details the mechanics and strategic leverage points that make Option 4 (Strategic Compromise) viable. The City currently holds a Resolution of Opposition (October 2021) blocking the Priebe Lake Drawdown. The draft MOA (Clause III.C) specifically requests that Birchwood "rescind its formal objection." The strategic recommendation is to utilize this objection as leverage. The City should not rescind this objection without consideration. Instead, the City should propose that it agrees to rescind the 2021 Objection and allow the Priebe Lake Drawdown to proceed-thereby satisfying RCWD's operational need-contingent upon the prior completion and review of the 'Barr-Style' Study. This arrangement ensures verification of safety before the hydrological connection is re-established.

However, we must calibrate this strategy. Rice Creek generally requires consent from 75% of the residents around Priebe Lake to conduct such a drawdown, and it is uncertain whether they can reach that threshold. Consequently, it is not clear that Birchwood's leverage is as substantial as previously thought; if the project halts due to lack of resident consent, the City's formal objection becomes moot. Thus, our leverage exists only insofar as the District still believes the project is viable.

B. Adoption of Technical Methodology

I propose accepting the Highway 61 Ponds Feasibility Report as the technical benchmark. However, the City requests that this methodology be specifically adapted to address the unique environmental history of Hall's Marsh. The study must include Sediment Fractionation & Internal Load Analysis to empirically determine if the marsh is a nutrient sink or source. Furthermore, it requires Enhanced Contaminant Screening to verify the findings of the 2021 Thatcher Engineering study regarding PAHs. This data is critical to determine if the facility has accumulated hazardous levels of carcinogens, determining the required disposal classification (Residential vs. Industrial).

C. Establishment of a Lake Improvement District (LID)

To permanently resolve the conflict over aesthetic maintenance and vegetation control, the City should propose and facilitate the creation of a Lake Improvement District (LID). There is a fundamental discrepancy between RCWD's mandate for regional flood control and water quality, and the resident desires for aesthetic improvement and invasive species control. A LID serves as the solution to this gap. It is a local governmental unit allowing riparian property owners to self-assess taxes to fund specific improvements. By forming a LID, residents gain agency to manage their environment directly, funding weed harvesting or invasive species control without relying on the discretionary budgets of the City or RCWD. The nearby Birch Lake Improvement District (BLID) serves as a successful precedent for this model. Implementing this structure protects the City's General Fund while ensuring residents have the dedicated mechanism to achieve their desired aesthetic standards.

Summary of Strategic Impact

To visualize the divergence between the current path and the recommended strategy, the following table contrasts the implications of signing the current draft MOA versus pursuing the proposed compromise.

Feature	Current Draft MOA (Status Quo)	Proposed Strategy (Option 4)
Vegetation Management	City Responsibility (Unfunded)	LID Responsibility (Resident funded)
Priebe Lake Drawdown	Immediate (Prior to study)	Sequenced (After safety verification)

Sediment Solution	Unknown/ Negotiated	Data-Driven (Based on forensic Study)
Fiscal Exposure	Unlimited (Based on Clause III.E)	Capped (Cost-per-pound or No Action)
Definition of "Win"	"Physical Dredging"	"Safety Verification"

11. Analysis of Strategic Options

The City faces five distinct paths forward, each with specific implications.

Option 1: Maintain Status Quo (Sign Current Draft) Signing the existing MOA as drafted leaves the City liable for vegetation management and administrative reporting costs, with no guaranteed funding source. This option effectively waives the 1978 maintenance commitment without securing new protections, representing a capitulation that creates long-term fiscal exposure. Furthermore, it is not clear that the MOA currently under discussion is still acceptable to Rice Creek, as the "pause" may indicate a retraction of previous offers.

Option 2: Escalation Strategy (Litigation) Pursuing litigation regarding easement rights or demanding total remediation terms satisfies immediate resident concerns regarding aesthetics. However, this path is prohibitively expensive and could drain City reserves better spent on actual remediation. Additionally, the City might not prevail; a court could rule in favor of the District's statutory authority, leaving the City with legal bills and no recourse. Even if the City prevails, this path is highly likely to result in a "No Action" decision from RCWD, alienating a key partner.

Option 3: Administrative Resolution The City could seek an official opinion from the Minnesota Attorney General regarding the interpretation of Chapter 103D and whether RCWD must obtain recorded easements before using the PLOP to drain Priebe Lake. This offers a binding resolution without the costs and animosity of District Court. Given the District's "pause" on immediate remediation, the City gains the necessary time to pursue this opinion without obstructing a clean-up. Crucially, the City should be prepared to accept the decision-whether favorable or not-to resolve the legal limbo.

Option 4: Strategic Compromise (Recommended) Negotiating a "Hydraulics-Only" MOA, facilitating the creation of a LID, and commissioning a "Barr-style" technical study represents the most prudent course of action. This approach restores collaboration on flood risks, fosters

fiscal responsibility by transferring aesthetic costs to the LID , and eliminates administrative reporting burdens.

To make this compromise viable and address the District's concerns, the City should include two specific mechanisms:

- **Financial Safeguard (Cost Containment Cap):** To address the Board's fear of open-ended financial liability, the City should propose a specific dollar limit on RCWD's obligation for restoration (e.g., a cap of \$X per pound of phosphorus removed). By explicitly limiting their exposure and aligning the city's demand to the way in which **RCWD** evaluated the Highway 61 findings, the City makes it safer for the District to commit to restoration rather than defaulting to "No Action" out of fear of runaway costs.
- **Defined Success (Victory Through Verification):** The City must redefine a "win" as securing safety data rather than physical dredging. If the study confirms that marsh sediments are stable and upstream runoff is the primary source (mirroring Highway 61 findings), the City should be prepared to accept "Monitored Natural Recovery" (No Action). Disturbing stabilized sediments containing legacy contaminants like PAHs carries the risk of remobilizing toxins. Therefore, leaving the marsh undisturbed may be the scientifically safer option, provided this decision is validated by the rigorous data of the Barr-style study.

Option 5: Unilateral Release (No MOA) The City holds the option to simply rescind its 2021 Objection to the Priebe Lake Drawdown without entering into any new MOA. Since the District has admitted they intend to manage the PLOP system regardless of the MOA execution , this approach allows the District to perform necessary maintenance (the drawdown) but avoids signing a contract that imposes new vegetation or reporting mandates on the City.

Option 6: Special Watershed Tax District (Minn. Stat. § 103B.245) This option utilizes a specific state statute to create a "Watershed Management Tax District" around the Priebe Lake/Hall's Marsh subwatershed. Under Minn. Stat. § 103B.245, Subd. I(b), the City could establish a special district to levy taxes specifically for the "capital costs" and "routine maintenance" of the water management facilities (the marsh). Such a district would secure a dedicated funding stream specifically for the cleanup, independent of the General Fund and **RCWD** grants.

However, issues would have to be resolved; establishing and managing such a district involves non-trivial administrative complexity, including public hearings, coordination with the County Auditor, and separate tax levy management. In addition, there is ambiguity in the statute regarding the "territory" of such a district. The statute states a local government "may establish a watershed management tax district in the territory within the watershed or a subwatershed unit in the watershed". It is unclear if this refers strictly to territory *within* Birchwood's municipal

boundaries or if it empowers the City to tax the full hydrological "subwatershed unit," which includes properties in White Bear Lake. The Council should seek legal advice if pursuing this option.

Option 7: Joint Powers Agreement (JPA) with Mahtomedi Staff and City consultants have explored the formation of a Joint Powers Agreement (JPA) with the City of Mahtomedi at the request of a subset of the City Council, though this effort has not received majority authorization. This option faces significant structural hurdles due to the disparity in ownership. Birchwood Village is distinct in that it explicitly owns a portion of Hall's Marsh as public property and holds associated riparian rights. Conversely, Mahtomedi's municipal borders include a minority section of the marsh where the abutting land is privately owned. Consequently, Mahtomedi has no ability to allow access to the marsh (public property) because they do not control the access points, nor the marshbed. Any functional agreement regarding maintenance or access would effectively have to be negotiated between Birchwood and individual private property owners in Mahtomedi, rendering a city-to-city JPA legally ineffectual. Furthermore, the water itself belongs to the State of Minnesota, not the municipalities.

The strategic goal of such an agreement is unclear. Proponents argue that a JPA would allow Birchwood to gain increased access to grant funding and would allow Birchwood to maintain marsh drainage or structures, yet there is no clear evidence or mechanism explaining why this specific partnership would unlock funds not already available to the Watershed District or the City directly. Finalizing such an agreement without a strong legal basis for its adoption creates risks.

12. Proposed Scope of Attorney General Opinion

To ensure the administrative resolution is effective, the City must frame specific, dispositive legal questions for the Attorney General. The following questions address the core statutory ambiguities preventing agreement:

- **Validity of "Implied" Easements:** Does a Watershed District's statutory obligation to maintain a project under Minn. Stat. 103D.631 override a municipality's property rights when no express easement was ever recorded?
- **Conflict with Deed Restrictions:** Does a Watershed District's project establishment order supersede a pre-existing deed restriction requiring municipal land to be "preserved as a wildlife sanctuary into perpetuity?" This question addresses whether the Watershed Act permits the District to override the specific conservation mandates of the Hall family Indenture of Title.
- **Enforceability of Administrative Assurances:** Do formal assurances made by a Watershed District Board President during the public establishment proceedings of a project (specifically, the 1978 commitment that the District would assume maintenance

responsibility) constitute a binding obligation or create a claim of equitable estoppel against the District, preventing it from shedding those responsibilities decades later?

- **The Definition of "Maintenance":** When a Watershed District designates a wetland as a "treatment facility," does the statutory obligation to "maintain" that facility extend to the removal of accumulated chemical pollutants and sediment, or is it strictly limited to maintaining hydraulic water flow? If the AG defines maintenance broadly, the District cannot legally elect "No Action" on a failing facility.
- **Abandonment and Restoration:** If a Watershed District elects a "No Action" alternative for a chemically degraded project site, does this constitute a legal abandonment of the project? If so, is the District obligated to restore the site to its pre-project (pre-1979) condition to cure the environmental damage caused by the project's operation?

13. Strategic Alignment Plan

To de-escalate the conflict and restore a productive inter-governmental partnership, Birchwood must take deliberate steps to realign its position. First, the City must realign vegetation responsibilities by acknowledging that aesthetic vegetation control falls outside RCWD's statutory purview. Continuing to demand District funding for weed harvesting damages credibility with the Board and must be abandoned in favor of the LID model. However, the City should explicitly state for the record that it believes the excessive invasive vegetation is a direct result of high phosphate loading from the PLOP system. While shifting current management to a LID resolves the immediate impasse, the City reserves the right to reinstate the claim for District-funded removal if the Attorney General's opinion confirms that 'maintenance' encompasses remediation of environmental damage caused by the facility's operation.

Second, the City must demonstrate fiscal commitment. By proposing the LID, Birchwood signals a willingness to facilitate self-funding for aesthetic priorities. This removes the primary financial objection from the District and positions the City as a partner rather than a dependent.

Third, the City should facilitate operational goals through strict sequencing. The rescission of the 2021 Drawdown Objection should occur only after the study validates that the action is safe.

Fourth, the City must validate technical standards. By requesting a "Barr-Style Study," the City validates the District's own engineering rigor, framing the request as adherence to best practices rather than an arbitrary demand.

14. Conclusion: A Strategic Pivot

This memorandum proposes a fundamental shift in the City's approach to the Rice Creek Watershed District. We are moving from a posture of political demand to one of technical verification.

The Council must recognize that the definition of a "win" for Birchwood Village has changed. A victory is not necessarily the physical dredging of Hall's Marsh-an action that, given the presence of PAHs, could potentially create more environmental harm than good. Instead, a victory is securing the data necessary to make a safe decision.

By insisting on a "Barr-Style" forensic study, we force the District to apply its own rigorous engineering standards to our infrastructure. If that study confirms that the sediment is stable and internal loading is low, the City can accept a "Monitored Natural Recovery" (No Action) plan with confidence, significant savings in potential disposal costs while protecting public health. Simultaneously, by championing a Lake Improvement District (LID), we address the problem of aesthetic weed control, empowering residents without burdening the City. We have the opportunity to break a multi-year deadlock while maintaining our standards by raising the technical bar.



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

November 14th, 2025

6:45 P.M.

PROPOSED MINUTES

CALL TO ORDER

CALLED TO ORDER AT 6:45 PM

ROLL CALL

ALL MEMBERS PRESENT

APPROVAL OF CITY COUNCIL AGENDA

{*denotes item with backup/materials)

AGENDA MODIFIED WITH REMOVAL OF CITY BUSINESS #7, MOVEMENT OF CONSENT AGENDA ITEMS "C" "G" "L" AND "M" TO CITY BUSINESS AND ADDITION OF SPECIFIC DOLLAR-AMOUNT TO ITEM "I" ON CONSENT. MOVED BY SPERL, SECOND BY HANKIN; ALL AYE

OPEN PUBLIC FORUM-

TERRY GRANEC, AL MITCHELL, BARTON WINTER PRESENTED

PRESENTATIONS-

- Bud and Ruth Jensen will present on Hall's Marsh.

A brief presentation was made by Ruth Jensen

CONSENT AGENDA (IIFMSJLISTINGS M001F1EQ BY RrMQVALS OF C' ' &.M.)::

- Approve Council Meeting Minutes from October 14, 2025* pp. 4-6
- Approve City Council Special Meeting from October 28, 2025* p.7
- Resolution authorizing Interim City Administrator*p.14
- Resolution authorizing Grant with State of Minnesota for Lake Links*pp.15-63
- Resolution authorizing replacement of lighting in City Council Chambers (time and materials using City Staff) *pp.64-65
- Authorize Website Management by Cris Stoltzman* p.69
- Authorize payments Of- PAY APP'S 4 & b IN THE AMOLJNT OF t156,497. 16 to S.M Hentges & Sons, Inc. for lift station replacement.* p.70
- Acceptance of Sheriff's Report.* p. 70a-70c
- Acceptance of Recycling Quarterly Report* p. 70d

MOTION TO APPROVE= AS PRESENTED AND MODIFIED BY HANKINS, SECOND BY SPERL, ALL AYE.

STAFF BEPORTS-

1. Engineer's Report on a Crack-Seal project using Washington County Public Works (also an action item below).*p.71
2. Engineer's report on drainage improvements in Polly's Park (also an action item below) *p.72

CITY BUSINESS-ACTION ITEMS

1. Discussion and Approval of Crack-Seal Project* p. 71
MOTION TO APPROVE AS PRESENTED BY WEIER, SECOND BY EISELE ALL AYE.
2. Discussion and Approval authorizing City Engineer to prepare grant-request for storm water management project with RCWD* p.72-74
MOTION TO APPROVE AS PRESENTED BY WEIER, SECOND BY EISELE, ALL AYE.
3. Discussion of Parks Committee request to amend City Code* pp. 75-79
MOTION TO APPROVE AS PRESENTED WITH FIRST READING AND ORDERING PUBLIC HEARING BY HANKINS, SECOND BY WEIER, ALL AYE.
4. Discussion and possible authorization for Seasonal Road Management/Snow Management- original quote and 2" trigger quote included. * pp.80-87
MOTION TO APPROVE AS PRESENTED USING THE 2" TRIGGER FOR SERVICE BY SPERL, SECOND BY ARSENAULT, ALL AYE
5. Discussion and possible approval for process to allow limited access to public property by licensure and update of City Parking Code*pp.88-100
COUNCIL DECISION TO ADD TO WORKSHOP FOR LONGER DISCUSSION (PROPOSED FOR JANUARY 6, 2026).
6. Discussion/possible adoption of updated fee-schedule/ordinance* pp.101-117
MOTION TO APPROVE AS PRESENTED WITH FIRST READING AND ORDERING PUBLIC HEARING AND MAYOR TO DISCUSS FEE ADJUSTMENTS WITH BIRCHWOOD DOCK ASSOCIATION BY HANKINS, SECOND BY SPERL, ALL AYE.
- =t-: **Discussion/possible approval ofthe Operations and Maintenance Agreementforthe Priebe Lake Outfall Project* pp.118-125**
8. Discussion of possible Council Workshop on December 2, 2025 to discuss the City's Road-Plan for the coming year.
COUNCIL DECISION TO HOLD WORKSHOP ON JANUARY 6, 2026 AT 6:30PM WITH AGENDA TO INCLUDE: 2026 ROAD PROJ!.=CT PLANNING, LONG-FORM DISCUSSION OF PROPOSED PARKING CODE (SEE ITEM #5 HEREIN) AND HALLS MARSH/PLOP. NO RIOTS OR STORMING OF CITY HALL PLANNED.
9. Resolution Authorizing Water and Sewer Rates for 2026"" pp.8 13

NO ACTION TAKEN AS INFORMATION WAS UPDATED ON CITY FEE SCHEDULE ORDINANCE INSTEAD (SEE ITEM #6 HEREIN).

10. Acceptance of bid from Woodchuck and approval of payment in the amount of \$19,800.00 for tree removal in Polly's Park. The quote from Birch Is also included for reference.* pp.66-68

MOTION TO APPROVE AS PRESENTED WITH A NOT-TO-EXCEED \$20,000.00 BUDGET WITH MAYOR AND ADMINISTRATOR TO NEGOTIATE ADDITIONAL SERVICES WITHIN THAT AMOUNT BY HANKINS, SECOND BY SPERL, ALL AYE.

11. Approval of Paid Leave premiums and Resolution* pp. 70e-i

MOTION TO APPROVE AS PRESENTED BY WEIER, SECOND BY HANKINS, ALL AYE.

12. Approval of Balance Sheet, Statement and Register of Receipts and Disbursements, and Claims History.* pp. 70j-70x

MOTION TO APPROVE AS PRESENTED BY HANKINS, SECOND BY EISELE, ALL AYE. ADMINISTRATOR TO INVITE CITY CONTROLLER OLSON TO PRESENT ON TOPIC AT DECEMBER MEETING.

ANNOUNCEMENTS/EYI/UPCOMING EVENTS-

1. December 9th City Council Meeting will feature the Truth-in-Taxation Hearing as well as a Public Hearing regarding Delinquent Utility Bills/Certifications
2. The City may have a short special meeting to approve the hire of another administrative support person prior to December's meeting and discuss the future of road projects in the City
3. Items for the newsletter need to be submitted by November 19th.
4. Residents on Birchwood Lane and Wildwood from East Co Line to Owl Street will be without power on 11/20 beginning at 9 am. A large tree will be removed requiring a crane. The road will also be blocked at 139 Wildwood.
5. City Staff Evaluations are anticipated to be completed within the next month
6. City Hall will be closed November 26-December 1 for the Thanksgiving Holiday.

ADJOURNMENT

MOTION TO ADJOURN AT 8:27 PM BY HANKINS, SECOND BY EISELE, ALL AYE.

City of Birchwood Village
Balance Sheet
As of November 30, 2025

ASSETS

Checking/Savings

PMA 4M Fund (Cash Control)

\$ 820,804.88

Total Current Assets

\$ 820,804.88

LIABILITIES & EQUITY

Liabilities

\$

Equity

Fund Balance January 1, 2025

\$ 1,109,643.59

Net Income

\$ (288,838.71)

Total Equity

\$ 820,804.88

Total Liabilities & Equity

\$ 820,804.88

Balance Per Fund

General Fund

\$ 888,125.23

Special Revenue Fund

\$ 31,823.05

Capital Projects Fund

\$ (217,878.19)

Water Fund

\$ 124,811.87

Sewer Fund

\$ (6,077.08)

Total Balance (Schedule 1)

\$ 820,804.88

City of Birchwood Village
Statement of Receipts Disbursements
As of November 30, 2025

	November 2025	YTD 2025	Budget 2025	Percent of Budget
100: GENERAL FUND RECEIPTS				
General Property Taxes	\$	\$ 343,769	\$ 618,134	55.6%
Licenses & Permits	\$ 728	\$ 1,412	\$ 500	282.4%
Building Permits	\$ 209	\$ 30,642	\$ 90,000	34.0%
Kayak/Canoe Permits	\$	\$ 2,095	\$ 1,700	123.2%
Zoning Permits	\$ 135	\$ 929	\$ 300	309.5%
Animal licenses	\$	\$ 1,755	\$ 100	1755.0%
Federal Grants & Aid	\$	\$	\$ 3,192	0.0%
State Grants & Aid	\$	\$	\$ 603,000	0.0%
Small City Aid	\$	\$ 5,790	\$	0.0%
Charges for Services	\$	\$ 850	\$	0.0%
City/Town Hall Rent	\$	\$ 620	\$ 400	155.0%
Park Fees	\$	\$ 3,000	\$	0.0%
Court Fines	\$ 167	\$ 2,066	\$ 950	217.5%
Miscellaneous	\$	\$ 5,431	\$	0.0%
Interest Earning	\$ 3,310	\$ 40,428	\$ 48,000	84.2%
Contributions of Donations from Private Sources	\$	\$ 220	\$ 250	88.0%
Refund-Reimbursement-Dividend	\$	\$ 7,064	\$ 9,500	74.4%
Escrows Deposits	\$	\$ 12,000	\$ 35,000	34.3%
Transfers from Other Funds		\$	\$	0.0%
TOTAL GENERAL FUND RECEIPTS	\$ 4,547	\$ 458,069	\$ 1,411,026	32.5%

100: GENERAL FUND DISBURSEMENTS

Ordinances & Proceedings	\$	\$ 852	\$ 2,000	42.6%
Mayor	\$	\$ 380	\$ 9,180	4.1%
Clerk - Treasurer	\$ 6,894	\$ 101,693	\$ 165,300	61.5%
Elections	\$	\$	\$ 1,500	0.0%
Assessing	\$	\$ 7,579	\$ 6,700	113.1%
Legal Services	\$ 2,500	\$ 32,000	\$ 34,000	94.1%
Grants	\$	\$ 2,126	\$ 2,100	101.2%
Planning & Zoning	\$	\$	\$ 22,500	0.0%
Office Operations Supplies	\$ 692	\$ 7,106	\$	0.0%
Insurance - Employee	\$	\$ 19,165	\$ 3,250	589.7%
Animal Control	\$ 301	\$ 1,933	\$ 1,200	161.1%
Software Expense	\$	\$ 662	\$ 2,100	31.5%
General Fund Engineering Expense	\$ 3,055	\$ 42,158	\$ 14,500	290.7%
General Government Buildings & Plant	\$ 376	\$ 6,160	\$ 14,800	41.6%
City Insurance	\$	\$ 13,511	\$ 17,300	78.1%
Cable Equipment & Service	\$ 110	\$ 3,335	\$ 1,750	190.6%
Phone/IT	\$ 1,095	\$ 6,002	\$	0.0%
Police	\$	\$ 48,675	\$ 97,645	49.8%
Fire	\$	\$ 59,983	\$ 65,087	92.2%
Building Inspections Administration	\$	\$ 21,548	\$ 62,200	34.6%
Other Protection	\$	\$ 68	\$	0.0%
Streets & Road Maintenance	\$ 5,500	\$ 10,670	\$ 100,000	10.7%
Street Sweeping	\$	\$	\$ 4,000	0.0%
Tree Care	\$ 120	\$ 1,020	\$ 5,000	20.4%
Ice & Snow Removal	\$	\$ 47,413	\$ 34,000	139.5%
Tree Removal	\$	\$	\$ 15,000	0.0%
Street Lighting	\$ 2,774	\$ 16,775	\$ 17,000	98.7%
Recycle	\$ 3,312	\$ 16,560	\$ 20,400	81.2%
Parks	\$ 1,985	\$ 39,628	\$ 40,250	98.5%
Lawn Care - Maintenance	\$	\$	\$ 8,000	0.0%
Water Resources	\$	\$ 1,148	\$ 1,150	99.9%
Miscellaneous	\$ 312	\$ 1,574	\$	0.0%
Unallocated Expenditures	\$	\$	\$ 500	0.0%
Escrow Refunds	\$ 3,000	\$ 33,142	\$ 30,000	110.5%
Transfer to Enterprise Fund	\$	\$	\$ 12,614	0.0%
Utility Reimbursement	\$	\$	\$ 600,000	0.0%
Newsletter	\$	\$ 883	\$	0.0%
TOTAL GENERAL FUND DISBURSEMENTS	\$ 32,026	\$ 543,747	\$ 1,411,026	38.5%

City of Birchwood Village
Statement of Receipts Disbursements
As of November 30, 2025

	November 2025	YTD 2025	Budget 2025	Percent of Budget
210: SPECIAL REVENUE PROJECTS REVENUE				
Dock/Lift Permit Fee	\$	\$ 14,000	\$	0.0%
210: TOTAL SPECIAL REVENUE FUND RECEIPTS	\$	\$ 14,000	\$	0.0%
210: SPECIAL REVENUE PROJECTS DISBURSEMENTS				
Recreation	\$	\$ 3,200	\$	0.0%
210: TOTAL SPECIAL REVENUE FUND DISBURSEMENTS	\$	\$ 3,200	\$	0.0%
406: CAPITAL PROJECT RECEIPTS				
State Grants & Aid	\$	\$ 333,471	\$	0.0%
Lift Station Replacement	\$	\$ 50,000	\$	0.0%
406: TOTAL CAPITAL PROJECT FUND RECEIPTS	\$	\$ 383,471	\$	0.0%
406: CAPITAL PROJECT FUND DISBURSEMENTS				
Capital Project Engineering Expense	\$ 156,580	\$ 591,878	\$	0.0%
406: TOTAL CAPITAL PROJECT FUND DISBURSEMENTS	\$ 156,580	\$ 591,878	\$	0.0%
601: WATER FUND RECEIPTS				
Water Consumption	\$	\$ 79,780	\$	0.0%
Water Utility User Fee	\$	\$ 60,043	\$	0.0%
Water Main-Break Surcharge	\$	\$ 34	\$	0.0%
Special Water Charges	\$	\$ 1,598	\$	0.0%
State Surcharge	\$	\$ 3,033	\$	0.0%
Administrative Fee Move/Out	\$	\$ 58	\$	0.0%
Lift Station Replacement	\$	\$ 21,677	\$	0.0%
Penalties & Forfeited Discounts	\$	\$ 1,005	\$	0.0%
Sewer Consumption	\$	\$ (63)	\$	0.0%
Sewer Minimum Charge	\$	\$ (46)	\$	0.0%
601: TOTAL WATER FUND RECEIPTS	\$	\$ 167,117	\$	0.0%
601: WATER FUND DISBURSEMENTS				
Financial Administration	\$ 4,293	\$ 17,236	\$	0.0%
Utility Reimbursement	\$	\$ 95	\$	0.0%
Water Utility	\$ 4,342	\$ 89,508	\$	0.0%
Water/Sewer Emergency	\$	\$ 17,383	\$	0.0%
Newsletter	\$	\$ 555	\$	0.0%
601: TOTAL WATER FUND DISBURSEMENTS	\$ 8,635	\$ 124,778	\$	0.0%
605: SEWER FUND RECEIPTS				
Sewer Consumption	\$	\$ 56,982	\$	0.0%
Sewer Minimum Charge	\$	\$ 49,662	\$	0.0%
Penalties & Forfeited Discounts	\$	\$ 744	\$	0.0%
605: TOTAL SEWER FUND RECEIPTS	\$	\$ 107,388	\$	0.0%
605: SEWER FUND DISBURSEMENTS				
Office Operations Supplies	\$	\$ 141	\$	0.0%
Storm Drainage	\$	\$ 400	\$	0.0%
Water Utility	\$ 1,137	\$ 2,321	\$	0.0%
Utility Locates	\$ 15	\$ 343	\$	0.0%
Sewer Utility	\$ 10,569	\$ 90,118	\$	0.0%
Sewer Engineering Expense	\$ 5,027	\$ 61,958	\$	0.0%
605: TOTAL SEWER FUND DISBURSEMENTS	\$ 16,748	\$ 155,280	\$	0.0%

City of Birchwood Village

Receipts Register

12/4/2025

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt#</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u> Account Name	<u>F-A-P</u>	<u>Irul</u>
11/05/2025	Hullsiek, Bill	171736478	Zoning Permit Pay-290 Jay/700B-Birchwood	(11/05/2025) - ach	N Zoning Permits	100-32214-	\$ 134.50
							\$134.50
11/06/2025	Arcola Post Fram & Const	171736479	BP Payment for 25-0080	(11/06/2025) - ach	N Building Permits	100-32211-	\$ 208.81
							\$ 208.81
11/13/2025	Vanostrand, Laurie	171736486	Rightaway Permit, 25-0097, 131Wildwood Ave	(11/13/2025) - ach	N LICENSES AND PERMITS	100-32001-	\$ 274.50
							\$ 274.50
11/18/2025	MN Management & Budget	171736488	Court Fines	(11/18/2025) *	N Court Fines	100-35101-	\$ 166.65
							\$166.65
11/21/2025	Krinkies Heating	171736485	Mechanical Permit 25-0098, 110Birchwood Ave	(11/21/2025) - ach	N LICENSES ANDPERMITS	UJ0-32001-	\$ 151.00
							\$151.00
11/25/2025	Heisdorffer, Kevin	171736484	Mech and Plumbing Permits 25-0125 & 2S-0124, 423 Wildwood Ave	(11/25/2025) - ach	N LICENSES AND PERMITS	100-32001-	\$ 302.00
							\$ 302.00
11/30/2025	4 M Fund	171736487	November 25 interest	(11/30/2025) *	N Interest Earning Interest Earning	100-36210- 100-36210-	\$3,106.06 \$ 203.93
							\$3,309.99
Total for Selected Receipts							\$4,547.45

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check#</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-0-P</u>	<u>Total</u>
11/04/2025	TennisSanitation, LLC	33709•	Recycling for Serv: Sept thru Oct 2025	N	Recycle	100-43300-314-	\$3,312.00
	Total For dieck	33709					<u>\$3,312.00</u>
11/04/2025	COMPANION ANIMAL CONTROL LLC	33710•	Animal Control Services• Oct	N	Animal Control	100-41916-314-	\$ 145.00
	Total For Check	33710					<u>\$145.00</u>
11/04/2025	H20 Analytics	33711•	Annual Support feed for Hosted Software for Water meters	N	Water Utility	601-49415-314-	\$2,000.00
	Total For Check	33711					<u>\$2,000.00</u>
11/04/2025	METROPOLITAN COUNCIL- ENV. SERVICE	33712"	Nov Waste Water Services	N	Sewer Utility	605-49465-217-	\$5,131.86
	Total For Check	33712					<u>\$5,131.86</u>
11/04/2025	LRSPORTABLES of Minnesota	33713•	Oct Portable Potty	N	Parks	100-45207-314-	\$ 348.00
	Total For Check	33713					<u>\$ 348.00</u>
11/04/2025	Menard's- MAPLEWOOD	33714•	Park Supplies	N	Parks	100-45207-400-	\$14.9B
	Total For Check	33714					<u>\$14.98</u>
11/04/2025	Menard's- MAPLEWOOD	33715"	Misc supplies for Hall	N	General Government Buildingsand Plant	100-41940-400-	\$19.98
	Total For Check	33715					<u>\$19.98</u>
11/04/2025	Menard's- MAPLEWOOD	33716°	Kitchen lights	N	General Government Buildingsand Plant	100-41940-400-	\$194.97
	Total For Check	33716					<u>\$194.97</u>
11/04/2025	MENARD'S- OAKDALE	33717"	Tighe net install supplies	N	Parks	100-45207-400-	\$ 20.12
	Total For Check	33717					<u>\$ 20.12</u>
11/04/2025	MENARD'S- OAKDALE	33718"	Tighe Net Install supplies	N	Parks	100-45207-220-	\$45.09
	Total For Check	33718					<u>\$ 45.09</u>
11/07/2025	Techie Dudes	efill012025-a"	Monthly Service Charges-Cloud Storage, Backup, MS Email	N	Phone/IT	100-41955-314-	\$ 438.62
	Total For Check	eft11012025-a					<u>\$ 438.62</u>

Fund Name: All Funds
Date Range: 11/01/2025 To 11/30/2025

Date	Vendor	?	Description	Void	Account Name	F-A-Q-P	Total
11/10/2025	Payroll Period Ending 11/08/2025	33732	Office Payroll 10/19-11/01	N	Clerk - Treasurer	100-41401-100-	\$1,658.18
	Total For Check	33732					\$1,658.18
11/10/2025	Payroll Period Ending 11/08/2025	33733	Office Payroll 10/19-11/01	N	Clerk - Treasurer	100-41401-100-	\$991.18
	Total For Check	33733					\$ 991.18
11/10/2025	Payroll Period Ending 11/08/2025	33734	Office Payroll 10/19-11/01	N	Parks	100-45207-100-	\$ 574.11
	Total For Check	33734					\$ 574.11
11/10/2025	Payroll Period Ending 11/08/2025	33735	Office Payroll 10/19-11/01	N	Parks	100-45207-100-	\$ 623.37
	Total For Check	33735					\$ 623.37
11/10/2025	IRS - USTREASURY	EFT11102SA	Federal Taxes - Q4 2025 -October Payment	N	Clerk - Treasurer	100-41401-100-	\$ 507.89
		EFT11102SA				100-41401-100-	\$ 266.78
		EFT11102SA				100-41401-100-	\$1,140.68
	Total For Check	EFT11102SA					\$1,915.35
11/10/2025	MN DEPARTMENT OF REVENUE	EFT1110258	MN State Tax e filing - 2025 Q4- Oct 2025 pymt	N	Clerk - Treasurer	100-41401-115-	\$ 271.18
		EFT1110258				100-41401-115-	\$118.92
	Total For Check	EFT1110258					\$ 390.10
11/18/2025	SM HENTGES	33740	4th and Final Payment on Lift Station Contract	N	Sewer Utility	406-49465-314-	\$156,497.46
	Total For Check	33740					\$156,497.46
11/21/2025	Payroll Period Ending 11/21/2025	33741	Office Payroll 11/2-11/15/2025	N	Clerk - Treasurer	100-41401-100-	\$1,553.73
	Total For Check	33741					\$1,553.73
11/21/2025	Payroll Period Ending 11/21/2025	33742	Office Payroll 11/2-11/15/2025	N	Clerk - Treasurer	100-41401-100-	\$ 385.30
	Total For Check	33742					\$ 385.30
11/21/2025	Payroll Period Ending 11/21/2025	33743	Office Payroll 11/2-11/15/2025	N	Parks	100-45207-100-	\$ 339.99
	Total For Check	33743					\$ 339.99
11/30/2025	Xcel 9369-0	33736	407 Lake Lift Station 9/18-10/17	N	Sewer Utility	605-49465-380-	\$ 54.94
	Total For Check	33736					\$ 54.94
11/30/2025	Xcel 4094-1	33737	Gas Service 9/18-10/17 200 Wildwood Lift Station	N	Water Utility	605-49415-380-	\$ 52.49
	Total For Check	33737					\$ 52.49

Fund Name: All funds
DateRange: 11/01/2025 To 11/30/2025

Date	Vendor	Check#	Description	Vold	Account Name	f-A-O-P	Total
11/30/2025	Xcel 2335-4	33738'	Electricity 9/18-10/16	N	Water Utility	601-49415-380-	\$ 25.88
	Total For Check	33738					\$ 25.88
11/30/2025	Xcel 2307-8	33739'	Street lighting Charges	N	Street Lighting	100-43160-380-	\$2,774.19
	Total For Check	33739					\$2,774.19
11/30/2015	Arsenault, Jennifer	33744'	Product to weld signs, Color copier for office	N	Office OperationsSupplies	100-41911-200-	\$15.88
	Total For Check	33744				100-41911-100-	\$ 466.00
							\$ 481.88
11/30/2025	Arsenault, Jennifer	33745'	Reimburse for Mailing Stamps/Misc Office Supply and Internet Service	N	Office Operations Supplies	100-41911-100-	\$ 125.76
		33745'			Phone/IT	100-41955-321-	\$ 50.00
		33745'			Postage/Postal Permits	100-49495-200-	\$ 311.00
	Total For Check	33745					\$ 487.76
11/30/1015	8EILUNGER, THERESE	33746'	Reimburse for Swifter Supplies for Hall	N	Office Operations Supplies	100-41911-100-	\$11.76
	Total For O,eck	33746					\$11.76
11/30/2025	COMPANION ANIMAL CONTROL LLC	33747'	Animal Control Services - Final 2025 Due	N	Animal Control	100-41916-314-	\$ 155.70
	Total For O,eck	33747					\$ 155.70
11/30/2025	H.A. KANTRUD, P.A.	33748'	Attorney Fees for Nov	N	Legal Services	100-41601-300-	\$1,500.00
	Total For O,eck	33748					\$2,500.00
11/30/2025	City of St.Anthony Village	33749'	4th Q 2024 Utility Billing	N	Financial Administration	601-41501-314-	\$4,293.12
	Total For O,eck	33749					\$4,293.12
11/30/2015	John Wikstrom	33750'	Nov City Planner Fees-	N	General Fund Engineering Expense	100-41925-300-	\$1,600.00
	Total For O,eck	33750					\$1,600.00
11/30/2025	KODIAK POWER SOLUTIONS	33751'	Maintenance on Wildwood Ave Lift Station	N	Water Utility	605-49415-314-	\$1,085.00
	Total For Check	33751					\$1,085.00
11/30/2025	MANSHIP PLUMBING & HEATING INC	33752'	Nov Retain, Water Testing, 7 locates, Emergency call for toilet backup at hall	N	Water Utility	601-49415-314-	\$ 800.00

Fund Name: All funds
Date Range: 11/01/2025 To 11/30/2025

Q!!!	Vendor	Check#	Description	Void	Account Name	F.A.O.P	Total
		33752°				601-49415-314-	\$ 120.00
		33752°				601-49415-314-	\$ 240.00
		33752°				601-49415-314-	\$ 210.00
		Total For Check	33752				\$1,370.00
11/30/2025	Minnesota Department of Health	33753•	Community Water Supply Service Connection Fee for 10/1-12/31	N	Water Utility	601-49415-437-	\$ 857.00
		Total For Check	33753				\$ 857.00
11/30/2025	TSE, INC. WORKACCOUNT	33754•	HallCleaning- 11/6/25 & 11/20/25	N	General Government Buildings and Plant	100-41940-314-	\$ 50.08
		Total For Check	33754				\$ 50.08
11/30/2025	TOSHIBA AMERICA BUSINESS SOLUTIONS	33755•	NovMonthly Usage Allowance	N	Office Operations Supplies	100-41911-314-	\$ 10.62
		Total For Check	33755				\$ 10.62
11/30/2025	WHITEBEAR TOWNSHIP	33756°	Maintenance, 10/12	N	Sewer Utility	605-49465-314-	\$ 212.64
		Total For Check	33756				\$ 212.64
11/30/2025	STOLTZMAN, CRIS	33757•	Videography - Council Mtg--11/14--4 hours and Website Updates 22 hrs-Sept and Oct	N	cable Eqpmt and Service	100-41950-314-	\$ 110.24
		33757•			Phone/IT	100-41955-314-	\$ 606.32
		Total For O,eck	33757				\$ 716.56
11/30/2025	BOLTON & MENK,INC.	33758°	Tighe Schmitz Park Stormwater Expenses	N	(apital Project Engineering Expense	406-41935-300-	\$ 82.50
		Total For O,eck	33758				\$ 82.50
11/30/2025	BOLTON & MENK, INC.	33759•	Permit review for 700 Birchwood	N	General Fund Engineering Ekpense	100-41925-300-	\$ 82.50
		Total For Check	33759				\$ 82.50
11/30/2025	BOLTON & MENK, INC.	33760°	Permit review for righlaway-25-0061	N	General Fund Engineering Expense	100-41925-300-	\$ 82.50
		Total For Oleck	33760				\$ 82.50
11/30/2025	BOLTON & MENK, INC.	33761•	Permit review for rightaway-25-0089	N	General Fund Engineeringhpense	100-41925-300-	\$ 82.50

Fund Name: All Funds
Date Range: 11/01/2025 To 11/30/2025

Date	Vendor	Check#	Description	Void	Account Name	!A:Q:f	Total
	Total For Check	33761					\$ 82.50
11/30/2025	BOLTON & MENK, INC.	33762"	Lift Station Reconstruction Consult	N	Sewer Engineering Expense	605-49485-300	\$ 507.00
	Total For Check	33762					\$ 507.00
11/30/2025	BOLTON & MENK, INC.	33763"	Lift Station Reconstruction Consult	N	Sewer Engineering Expense	605-49485-300	\$4,520.00
	Total For Check	33763					\$4,520.00
11/30/2025	BOLTON & MENK, INC.	33764°	City Business and Staff Consultation	N	General Fund Engineering Expense	100-41925-300	\$1,207.50
	Total For Check	33764					\$1,207.50
11/30/2025	Gopher State One Call	33765"	Nov 11 Tickets	N	Utility Locates	605-49455-314	\$14.85
	Total For Check	33765					\$14.85
11/30/2025	METROPOLITAN COUNCIL- ENV. SERVICE	33766"	Dec Waste Water Services	N	Sewer Utility	605-49465-217	\$5,169.16
	Total For Check	33766					\$5,169.16
11/30/2025	Mike McPhillips Inc	33767"	Street Sweeping Fall	N	Streets and Road Mntnc	100-43101-314	\$5,500.00
	Total For Check	33767					\$5,500.00
11/30/2025	Steve Dean	33768"	Birchwood Ave Tree Removal	N	Tree Care	100-43104-314	\$120.00
	Total For Check	33768					\$120.00
11/30/2025	BELLINGER, THERESE	33769"	Reimburse for Adobe	N	Office Operations Supplies	100-41911-200	\$31.15
	Total For Check	33769					\$31.15
11/30/2025	TELECOM CONSTRUCTION	33770•	Escrow Refund for Right Away Permit 25-0061, 536 Hall Ave	N	Escrow Refunds	100-49250-810	\$3,000.00
	Total For Check	33770					\$3,000.00
11/30/2025	Menard's- MAPLEWOOD	33771•	Misc Hall repair items and furnace filters	N	General Government Buildings and Plant	100-41940-400	\$ 84.83
	Total For Check	33771				100-41940-400	\$ 25.92
							\$110.75
11/30/2025	MENARD'S- OAKDALE	33772•	Hardware for Tighe Schmitz Net Install	N	Parks	100-45207-220	\$19.22
	Total For Check	33772					\$19.22

Fund Name:		All Funds					
Date Range:		11/01/2025 To11/30/2025					
Date	Vendor	Check#	Description	Void	Account Name	F/A/O/P	Total
11/30/2025	BELLINGER, THERESE	33773"	Reimburse for Adobe	N	Office OperationsSupplies	100-41911-200	\$31.15
Total For Check		33773					\$ 31.15
11/30/2025	AT & T Mobility	eft1122202S	Wireless for water tower-11/2-12/1	N	Water Utility	601-49415-382	\$ 88.75
Total For Check		eft1122202S					\$ 88.75
Total For Selected Checks							\$213,988.54

Date Range: 11/1/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim#</u>	<u>Q#</u>	<u>Approved</u>	<u>Total</u>	<u>Detail</u>
11/01/2025	Techle Dudes	Monthly Service Charges•CloLid Storage, Backup, MS Email	7746"	efill012025•a	Yes	5438.62	100-41955-314 \$438.62
11/10/2025	IRS - USTREASURY	Fodetal Taxes• Q4 2025 • October Payment	7764	EFT111025A	Yes	\$1,915.35	100-41401-100 \$507.89 100-41401-100 \$266.78 100-41401-100 \$1,140.68
11/10/2025	MN DEPARTMENT OF REVENUE	MN State Tax efilling 2025 Q4- Oct 2025 pymt	7765	EFT111025B	Yes	\$390.10	100-41401-115 \$271.18 100-41401-115 \$118.92
11/14/2025	Xcel2307-8	Street Lighting Charges	7771"	33739	Yes	\$2,774.19	100-43160-380 \$2,774.19
11/14/2025	Xcel 2335-4	Electricity 9/18-10/16	7770	33738	Yes	\$25.88	601-49415-380 \$25.88
11/14/2025	Xcel 4094-1	GasService 9/18-10/17 200Wildwood LiftStation	7769"	33737	Yes	\$52.49	605-49415-380 \$52.49
11/14/2025	Xcel9369-0	407 take Lift Station 9/18-10/17	7768	33736	Yes	\$54.94	605-49465-380 \$54.94
11/18/2025	SM HENTGES	4th and Final Payment on Lift StationContract	7766	33740	Yes	\$156,497.46	406-49465-314 \$156,497.46
11/22/2025	A T & T Mobd1ty	Wireless for water tower- 11/2-12/1	7757	efit1222025	Yes	\$88.75	601-49415-382 \$88.75
11/30/2025	Arsenault, Jennifer	Product to weld signs. Color copier for office	7772	33744	Yes	\$481.88	100-41911-200 \$15.88 100-41911-200 \$466.00
11/30/2025	Arsenault, Jennirer	Reimburse for Mailing Stamps/Misc OrcticeSupply and Internet Service	7773	33745	Yes	\$487.76	100-49495-200 \$312.00 100-41911-200 \$125.76 100-41955-321 \$50.00
11/30/2025	BELLINGER, THERESE	Reimburse for Swiffer Supplies for Hall	7774	33746	Yes	\$11.76	100-41911-200 \$11.76
11/30/2025	BELLINGER, THERESE	Reimburse for Adobe	7797	33769	Yes	\$31.15	100-41911-200 \$31.15
11/30/2025	BEILLINGER, THERESE	Reimburse for Adobe	7801"	33773	Yes	\$31.15	100-41911-200 \$31.15
11/30/2025	BOLTON & MENK, INC.	Tighe Schmiu Park Stormwater E>pcnscs	7786	33758	Yes	\$82.50	406-41935-300 \$82.50
11/30/2025	BOLTON & MENK, INC.	Permit review for 700 Birchwood	7787"	33759	Yes	\$82.50	100-41925-300 \$82.50
11/30/2025	BOLTON & MENK, INC.	Permit review for right.1way-25-0061	7788"	33760	Yes	\$82.50	100-41925-300 \$82.50

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim#</u>	<u>Check #</u>	<u>Approved</u>	<u>Amount</u>	<u>Account #</u>	<u>Balance</u>
11/30/2025	BOLTON & MENK, INC.	Permit review for rightaway--25-0089	7789°	33761	Yes	\$82.50	100-41925-300	\$82.50
11/30/2025	BOLTON & MENK, INC.	Uth Station Reconstruction Consult	7790°	33762	Yes	\$507.00	605-49485-300	\$507.00
11/30/2025	BOLTON & MENK, INC.	Uth Station Reconstruction Consult	7791•	33763	Yes	\$4,520.00	605-49485-300	\$4,520.00
11/30/2025	BOLTON & MENK, INC.	City Business and Staff Consultation	7792"	33764	Yes	\$1,207.50	100-41925-300	\$1,207.50
11/30/2025	City of St. Anthony Village	4th Q 2024 Utility Billing	7777•	33749	Yes	\$4,293.12	601-41501-314	\$4,293.12
11/30/2025	COMPANION ANIMAL CONTROL LIC	Animal Control Services* Final 2025 Ouc	7775•	33747	Yes	\$155.70	100-41916-314	\$155.70
11/30/2025	Gopher State One Call	Nov 11 Tickets	7793•	33765	Yes	\$14.85	605-49455-314	\$14.85
11/30/2025	H.A. KANTRUO, P.A.	Attorney Fees for Nov	7776•	33748	Yes	\$2,500.00	100-110601-300	\$2,500.00
11/30/2025	John Wilmmom	Nov City Planner Fees	7778•	33750	Yes	\$1,600.00	100-41925-300	\$1,600.00
11/30/2025	KODIAK POWER SOLUTIONS	Maintenance on Wildwood Ave Uth Station	7779•	33751	Yes	\$1,085.00	605-49415-314	\$1,085.00
11/30/2025	MANSHIP PLUMBING & HEATING INC	Nov Retain, Water Testing, 7 Locates, Emergency call for toilet backup at ha11	7780•	33752	Yes	\$1,370.00	601-49415-314	\$800.00
							601-49415-314	\$120.00
							601-49415-314	\$240.00
							601-49415-314	\$210.00
11/30/2025	Menard's• MAPLEWOOD	Misc Hall repair items and furnace filters	7799•	33771	Yes	\$110.75	100-41940-400	\$84.83
							100-41940-400	\$25.92
11/30/2025	MENARD'S• OAKDALE	Hardware for Tighe Schmitz Net Install	7800°	33772	Yes	\$19.22	100-45207-220	\$19.22
11/30/2025	METROPOLITAN COUNCIL• ENV. SERVICE	Dec Waste Water Scnlces	7794•	33766	Yes	\$5,169.16	605-49465-217	\$5,169.16
11/30/2025	Mike McPhillips Inc	Street Sweeping Fall	7795•	33767	Yes	\$5,500.00	100-43101-314	\$5,500.00
11/30/2025	Minnesota Department of Health	Community Water Supply Scnlce Connection Fee for 10/1-12/31	7781"	33753	Yes	\$857.00	601-49415-437	\$857.00
11/30/2025	Steve Dean	Birchwood Ave Tree Removal	7796°	33768	Yes	\$120.00	100-43104-314	\$120.00

City of Birchwood Village

Claims History

12/4/2025

Q.!!!	◆	<u>Desc:ption</u>	<u>Claim#</u>	<u>Check#</u>	<u>Approved</u>	IQ!!!	<u>Account#</u>	Q!!!!
11/30/2025	STOLTZMAN, CRIS	Videography - Council Mtg-11/14--4 hour and Website Updates 22 hrs-Sept and Oct	7735•	33757	Vos	\$716.56	100-41950-314	\$110.24
							100-41955-314	\$606.32
11/30/2025	TELECOM	Escrow Refund for Right Away	7798'	33770	Vos	\$3,000.00	100-49250-810	53,000.00
	CONSTRUCTKJN	Permit 25-0061, 536 Hall Ave						
11/30/2025	TOSHIBA AMERICA	Nov Monthly Usage	7783"	33755	Vos	\$10.62	100-41911-314	\$10.62
	BUSINESS SOLUTIONS	Allowance						
11/30/2025	TSE, INC. WORK	Hall Cleaning• 11/6/25 &	7782"	33754	Vos	\$50.08	100-41940-314	\$50.08
	ACCOUNT	11/20/25						
11/30/2025	WHITE BEAR	Maintenance, 10/12	77g4•	33756	Vos	\$212.64	605-49465-314	\$212.64
	TOWNSHIP							
Total For Sell:cted Claims								\$196,630.68

City of Birchwood Village
December 9th, 2025 City Council Meeting

CLAIMS LIST APPROVAL SHEET

9/9/2025

Claims Total \$ 1,330.00

Number of Checks	<u>39</u>
Check Voids	<u>0</u>

Signature Approvals

<u>Jennifer Arsenault, Mayor</u>	<u>Date</u>
<u>Ryan Eisele, City Council</u>	<u>Date</u>
<u>Ryan Hankins, City Council</u>	<u>Date</u>
<u>Bridget Sperl, City Council</u>	<u>Date</u>
<u>Katherine Weier, City Council</u>	<u>Date</u>



CITY OF BIRCHWOOD VILLAGE

207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 (tel)
Info@cityofbirchwood.com
www.cityofbirchwood.com

2025 Donations to Birchwood Village

Art Group	\$60
Barton Winter	Pending year end completion
Lee Homes	\$500 for Tighe Schmitz
Ryan Eisele	
Therese Bellinger	 CITY SCHEDULE FOR THE YEAR Meetings a Two
Yoga Group	Computer Monitors Kitchen Microwave Pending year end completion



**2026 SCHEDULE OF
REGULAR CITY COUNCIL
MEETINGS**

(Start time 6:45 p.m. at City Hall)

January 13
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

City Staff Office Hours
Tuesdays and Thursdays
10:30 am - 1:30 pm
Or By Appointment
Phone: 651-426-3403

**2026 SCHEDULE OF OFFICIAL
CITY HOLIDAYS**

New Year's Day- Thurs, Jan 1
MLK Jr. Day- Mon, Jan 19
Presidents Day- Mon, Feb 16
Memorial Day - Mon, May 25
Juneteenth -Fri, June 19
Independence Day- Sat, July 4
Labor Day- Mon, Sep 7
Veterans Day- Wed, Nov 11
Thanksgiving- Thu-Fri, Nov 26-27
Christmas Day- Thurs, Dec 25

**COMMITTEE/COMMISSION
MEETING SCHEDULE:**

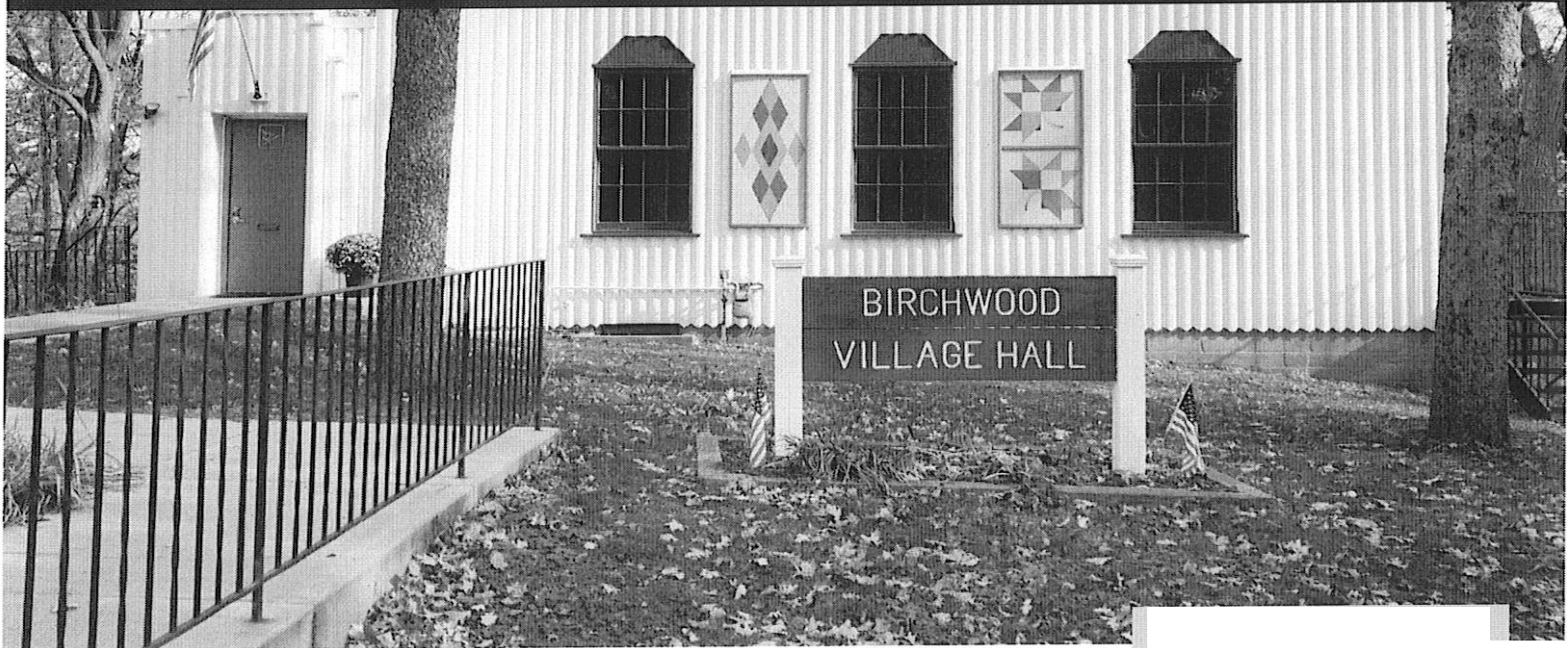
Planning Commission meets on the 4th
Thursday of every month.

Parks and Natural Resources Committee
meets on the 3rd Tuesday of every
month.



BIRCHWOOD

MONTHLY NEWSLETTER | NOVEMBER-DECEMBER 2025



ANOTHER TOP-LEVEL TEAM AT K9 TRIALS

Recently, the Washington County Sheriff's Office K9 Unit attended the United States Police Canine Association national patrol dog trials in Bradenton, Fla. They joined 69 other K9 teams from around the country in this annual competition. As they have in past years, WCSO's K9 Unit performed at an excellent level, bringing home several awards. These include:

2nd place team - Pictured from left are Deputy Nate Thienes with K9 Goose, Deputy Brandon Yetter with K9 Huck, Deputy Dave Peters with K9 Red, and Deputy Josh Liebenow with K9 Viking.

Deputy Brandon Yetter - 2nd place overall and 3rd place in suspect search and evidence recovery.

Deputy Nate Thienes - 5th place overall and 1st place in criminal apprehension.

Deputy Dave Peters - 19th place overall.

Congratulations to the WCSO K9 team and their trainers for another successful nationals trial! We're fortunate to have these skilled teams helping to keep our communities safe.



NUMBER OF
INCIDENTS

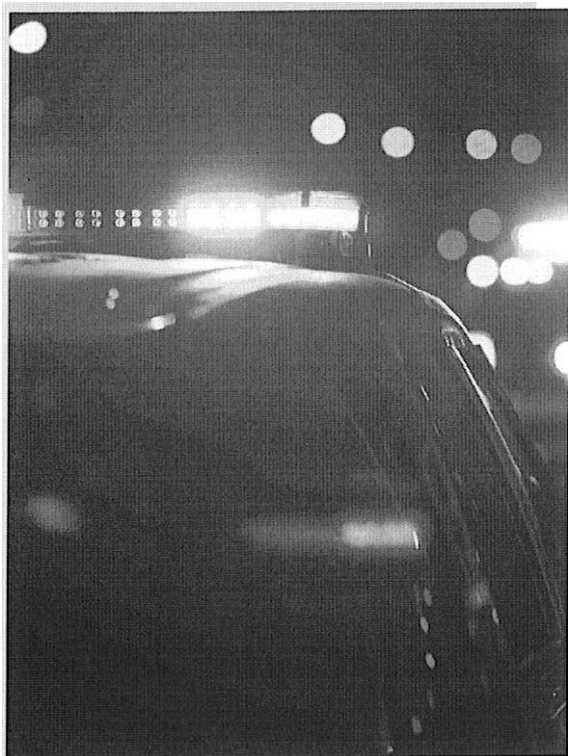
6

TRAFFIC
STOPS

jL

LOCAL AREA
CHECKS

2



WC25060846

TRAFFIC COMPLAINT

IXX WILDWOOD AVENUE

At 3:18pm on Nov. 13, a deputy spoke with two callers, each upset at the other's conduct on the road. One was a bicyclist who wanted to report a vehicle driving aggressively as it passed her. The other was the driver of the vehicle, who said the cyclist had been riding in the middle of the road. The deputy noted that the shoulder of the roadway in that area is very narrow, and it was impossible to determine who was in the wrong. The deputy advised both to use care on the road, watching out for each other.

MESSAGE FROM THE SHERIFF

This month I'm proud to tell you about the North Starrys, a hockey team made up of first responders including Sheriff's Office staff as well as police officers, firefighters and EMS from departments throughout Washington County. We're gearing up to join other teams from around the state at the 8th annual Big Bear Hockey Classic in April.

This event began as a way to honor Brooklyn Park Officer Andy "Big Bear" Suerth, who died suddenly in 2017. The first Big Bear Hockey Classic was held in 2019, and to date the event has raised \$92,000 for first-responders and their families in need of financial support as they face medical battles or deal with family loss.

Our own Deputy Chris Majeski has been chosen as the beneficiary of the 2026 Big Bear Hockey Classic. Deputy Majeski continues to battle metastatic oropharynx, or throat cancer. This condition is considered incurable but can be treated with various options to manage symptoms and improve quality of life. Deputy Majeski, who has been with Washington County Sheriff's Office since 2003 in various roles — including stints as the Scandia contract deputy, a K9 handler and a dive team member — continues to work on patrol as a field training officer despite his health challenges. We greatly admire his determination and dedication, as well as the example he sets for his fellow deputies.

Besides the Big Bear tournament, the North Starrys also play non-competitive pick-up games throughout Washington County, typically bi-weekly. If you're a first responder or know one who might be interested in joining the North Starrys to help support Deputy Majeski, please **email Deputy Jake Anderson**. And to learn more about the Big Bear organization and how to donate or volunteer, **visit their website**. We appreciate your support for Deputy Majeski and his family.



In service,

Sheriff Dan Starry

Total for City BIRCHWOOD VILLAGE: 6

Incident Date	Case#	Address	Event Description
11/4/2025 10:03:18 PM	WC25059147	XXX Birchwood Ave, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
11/12/2025 7:53:48 AM	WC25060591	XXX Lake Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAUETC
11/12/2025 8:39:39 AM	WC25060608	XXX Lake Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAUETC
11/13/2025 3:18:26 PM	WC25060846	XXX Wildwood Ave, BIRCHWOOD VILLAGE	DISTURBANCE
11/14/2025 7:14:59 PM	WC25061120	XX Oakview Ct, BIRCHWOOD VILLAGE	911 ABANDONED/HANGUP/OPEN LINE
11/15/2025 1:39:42 PM	WC25061273	Hall Ave/ White Pine Ln, BIRCHWOOD VILLAGE	CIVIL MATTER/DISPUTE