



## **REGULAR MEETING OF CITY COUNCIL**

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

**May 12<sup>th</sup>, 2026 at 6:45 pm**

### **MISSION STATEMENT**

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

### **MEMBERS:**

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

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

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

**ROLL CALL** All present

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

Mayor Arsenault opened the public forum.

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

### **APPROVAL of AGENDA**

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

### **AGENDA (Amended)**

#### **CITY BUSINESS**

##### **1. Planning and Zoning RFP interviews**

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

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

\* Denotes item that supporting documentation will be provided

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

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

#### CONSENT AGENDA

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

\* Denotes items that have supporting documentation provided

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

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

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

## **ANNOUNCEMENTS**

**Washington County Sheriff's Report\***

**Tennis Sanitation Q1 Report\***

**Lake Links Equipment/Procurements Update**

Work scheduled to begin within the upcoming weeks.

**Drainage Issues/Concerns at Wildwood/Jay**

To be looked into as an area of concern.

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

**Elections Update (2026)**

Candidate filing starts May 19<sup>th</sup> - June 2<sup>nd</sup>.

Congratulations on City Cleanup Day.

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

\* Denotes items that have supporting documentation provided

Nominations to be opened for 4<sup>th</sup> of July parade Grand Marshal.

**ADJOURN**

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