



REGULAR MEETING OF CITY COUNCIL

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

June 9th, 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 an area of road disturbed due to a watermain break/repair in May on Cedar/Hall and pothole repair throughout the City, and light replacement at Tighe-Schmitz rink.

Mayor Arsenault closed the public forum.

APPROVAL of AGENDA

Mayor Arsenault requested to add item "0" under "Presentations," for a Washington County Sheriff's Dept. Presentation, and remove City Business Agenda Item 3, Consideration of Conditional Use Permit for 309 Wildwood (post-Planning Commission). CM Sperl requested to add an additional Item (5) to City Business, an Update on website redesign. On a motion by CM Weier seconded by CM Eisele, the Agenda was approved as amended. All in favor. Motion carried.

AGENDA (Amended)

PRESENTATIONS

0. Washington County Sheriff Dept. (Added at CC Meeting per Mayor Arsenault)
Sarah Halverson, Patrol Commander; Deputies Gibney and Roeser
Shared information on e-bike safety, reminder that golf carts are not allowed on city streets.

* Denotes item that supporting documentation will be provided

1. Randy LaFoy and Lisa Rietveld on behalf of the SCC with an update on activities.*
Discussed revenue and staffing decline, as well as communications frequency. Proposed adding a 5% PEG (Public, Educational, and Governmental) fee to broadband contract. Cablecaster Cris Stolzman provided updates on Facebook to YouTube switch and video billboard, shared request for a 4th camera for City Hall, as well as a router panel.
2. Shari Salzman-Hankins and Shelley Dropkin on behalf of the WBLCD with an update on activities. *
Volunteer opportunity for trash pick up during Manitou days. Updates on lake treatments, invasive species, safety accomplishments, formal complaint process. Lake study complete, management plan to be completed.

CITY BUSINESS (UNFINISHED)

1. Planning and Zoning RFP Discussion*
The RFP ranking process was quite competitive and the following scores were tallied:
Ben Wikstrom-11
Scott Saeher-10
Falls Agency-9
As a reminder: The City currently uses Mr. Wikstrom but there is no contract for this service with him (or anyone) and it would be helpful to direct staff to prepare a contract for whomever you select.
On a motion by CM Hankins seconded by CM Weier, it was approved to select Scott Saeher (Saeher Consulting) as the City's Planner and directed staff to bring a contract forward for review and approval. 4 in favor, 1 abstain. Motion carried. ACTION: Determine changeover timeline, potentially establish wind down period for Mr. Wikstrom and provide any notice needed pursuant to any existing agreement in place currently.

CITY BUSINESS (NEW)

1. First reading of Ordinance 2026-01 repealing section 6605.021 regarding canine permitting*
 - a. Public Hearing on proposed language
 - b. Vote to Adopt
On a motion by CM Hankins seconded by CM Sperl, the Ordinance was approved on first reading. All in favor. Motion carried.
ACTION: City Staff to update Ordinance to include language regarding rabies vaccinations for second reading.
2. First reading of Ordinance 2026-02 amending fee schedule*
 - a. Public Hearing on proposed language
 - b. Vote to Adopt
On a motion by CM Hankins seconded by CM Sperl, the Ordinance was approved. All in favor. Motion carried.
On a motion by CM Hankins seconded by CM Eisele, publishing of the Ordinance was approved. All in favor. Motion carried.
ACTION: City Staff to update fee schedule

* Denotes items that have supporting documentation provided

ACTION: City Administrator to publish the Ordinance

3. Consideration of Conditional Use Permit for 309 Wildwood (post-Planning Commission) *
REMOVED DURING CITY COUNCIL MEETING
4. Consideration and Approval of Bid for Street Striping*
On a motion by CM Eisele seconded by CM Sperl, the bid from B+D was APPROVED. All in favor. Motion carried.
5. Update on Website Redesign (added at CC Meeting per CM Sperl)
Redesign in progress by Happy Dog

CONSENT AGENDA

1. Meeting Minutes from May 12, 2026, City Council Meeting*
APPROVED
2. Resolution 2026-09 Authorizing Community Club coordination of 4th of July Parade*
APPROVED
3. Approve Bid for Pothole/Road Repair* Bid from White Bear Lawn and Snow APPROVED
4. Approve Bid for Brush Cutting* Bid from White Bear Lawn and Snow APPROVED
5. Approve Bid for Tree Cutting* (pulled for discussion) discussed identification of City trees versus resident trees. Bid from Woodchuck APPROVED
6. May Treasurer's Financial Summary*
7. May Claims Signature Template*
8. May Claims History*
9. May Financial Statement*
10. May Disbursements*
11. May Receipts*

On a motion made by CM Hankins and seconded by CM Sperl it was approved to accept the Consent Agenda except for item 5. All in favor. Motion carried.

On a motion by CM Weier and seconded by CM Eisele, Consent Agenda item 5 was approved. All in favor. Motion carried.

ANNOUNCEMENTS

Birchwood Connections Committee held its first event on June 7th, its "Ice Cream Social." There is an opening for another member on the committee, those who are interested may email info@cityofbirchwood.com

Submissions still open for 4th of July Parade Grand Marshal, send to communityclubbirchwood@gmail.com More volunteers for the parade needed

Lake links update- bike repair station and new benches coming soon

* Denotes items that have supporting documentation provided

New hockey rink lights are going to be installed ASAP on the supplier's schedule. Scot Howe has volunteered to 'orient' the heads (lights) when needed (thank you Barton Winter for making that arrangement with our resident Mr. Howe).

City Council Special Meeting will be held on June 29th to consider the application for a Conditional Use Permit (See Agenda Item 3) and Notice of the same will be published in the White Bear Press to appear in the June 17th edition.

City Quarterly Newsletter (Thank you Genevieve--you are fabulous!)

Washington County Sheriff's Report*

Intern Update:

To date: our summer-intern/assistant, Winston (the handsome lad with curly blonde hair with the high-viz vest), has added 71 curb stops to the city's GIS inventory at the direction of City Engineer Marcus Johnson. He is currently working down Wildwood Avenue with Birchwood Avenue being the next through street. So far, he has been successful in finding the vast majority of them; however, there are still a few that have not been able to be found. There are a couple reasons why curb stops aren't found, such as:

- a few are perhaps too deep for the metal detector to trace
- curb stop being underneath pavement/paved-over

(Nonetheless if there is a *known* stop, we are putting it in the GIS system and putting a note by it)

He also spent 2 days handing out 200 notices in town and with cleaning and televising happening over the next few weeks and we plan to have him shoot any "found structures" with the GPS while it is exposed.

MS4 Notice (annual)*

Road cleaning and televising information*

2027 Municipal Wastewater Charge (Preliminary)*

Saint Anthony Village has provided a "hotline" email address for utility (water/sewer) billing questions or changes:

utilitychanges@savmn.com

ADJOURN

Motion to adjourn at 8:47 p.m. by Councilmember Weier seconded by councilmember Eisele.
All in favor. Motion carried.

* Denotes items that have supporting documentation provided