



**AGENDA OF THE REGULAR MEETING OF
THE PARKS AND NATURAL RESOURCES COMMITTEE**

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 29, 2026
7:00 P.M.**

Committee Members

Zach Michalk, Chair
Alan Mitchell, Secretary
Amy Hulett, Member
Bridget Sperl, Council Liaison
Kathy Weier, Council Liaison
Margaret Ford, Member
Mary Sue Simmons, Member

CALL TO ORDER

APPROVE AGENDA

OPEN PUBLIC FORUM

APPROVE MINUTES FROM PREVIOUS MEETING

A. August 18, 2026 Meeting Minutes* (pages 2-5)

COMMITTEE BUSINESS - MEETING AGENDA

A. Regular Agenda Items

- A. Discussion on Elm Beach and Polly's Park Grants
- B. Birch Beach Swale Clean Out Updates* (pages 6-14)
- C. Updates on Tighe-Schmitz Park Project
- D. 2027 Action Plan Development and Updates
 - A. Table 1 - Action Plan* (pages 15-16)
 - B. Table 2 - Budget Summary* (pages 17-18)
 - C. Table 3 - Ongoing Projects* (pages 19-20)
- E. Discussion on Special Revenue Fund* (pages 21-24)

B. Confirm next month's meeting and identify agenda topics

ATTACHMENTS

ADJOURN

* denotes an attachment in the agenda packet

PARKS AND NATURAL RESOURCES COMMITTEE
MEETING August 18, 2026
MINUTES

The August 18, 2026, meeting of the Parks and Natural Resources Committee was called to order in city hall at 6:34 p.m. by Chair Zac Michalk

Attendees: Committee Members Zac Michalk, Mary Sue Simmons, Margaret Ford, and Alan Mitchell. Council member Kathy Weier. Also present was Birchwood resident Barton Winter. Council Member Bridget Sperl arrived at 6:53.

Agenda. The draft agenda was approved unanimously.

Minutes. Chair Michalk suggested one change to the draft June 16 Minutes – In the discussion of the Picnic Tables at page 3 of the draft Minutes, the reference to Dellwood Beach should be changed to Kay Beach. With that one change, the draft Minutes were approved unanimously.

Public Forum. Barton Winter advised the Committee that he had seen an email from the MN Department of Natural Resources regarding the availability of grant funds to address the impact of emerald ash borer on community forests. Councilwoman Weier responded that the City was aware of that and was looking into the matter.

Birch Trees. Chair Michalk summarized the discussion from past meetings about the Birch Trees near the hockey rink and the request by Barton Winter that the City consider taking down the trees because he thought the trees interfered with the hockey rink and the skating rink and the warming house. All Committee members present stated that they had inspected the trees and had concluded that while some trimming would be in order, removal of the trees was not necessary. Mitchell **made a motion**, seconded by Ford, that the Parks Committee does not want the birch trees near the hockey rink to come down and recommends that the trees be trimmed vertically and horizontally at the appropriate time and in accordance with good pruning practices. **The motion carried unanimously.**

Winter responded that he was in total disagreement with the motion and continued to maintain that the trees should come down because they are a threat because limbs could fall during a storm and they made snow removal difficult and generally were just in the way.

Chair Michalk added that the City might consider trimming the arbor vitae on one end of the hockey rink. Mitchell added that the north end of the rink where the

bands bring in their instruments and equipment for the summer concerts could use some cleaning up.

Hockey Rink Painting. Winter described the painting he would like to do on the center crown of the hockey rink to test the ability of the paint to maintain a smooth surface and whether such a surface may extend the period of time ice can be maintained. Winter explained that he had updated the cost estimates that he provided for inclusion in the August agenda packet and the correct costs for a five gallon container of paint was \$86.28 for the undercoat and \$117.42 for the top coat. He stated that he had already bought a five gallon container of the undercoat paint. He also mentioned that the color of the paint was light blue.

Mitchell **moved**, seconded by Simmons, that the Park Committee authorize Barton Winter to paint a portion of the center of the hockey rink as a test area using five gallons of undercoat paint that he had purchased and five gallons of top coat paint that the Committee authorizes the city to purchase from the Committee's budget, and to determine in the spring if the paint has worked to provide a better rink surface, and that the painting be done at a time to insure there was no disruption to the Music in the Park concerts on Sunday evenings, and that Winter could ask the City Council to refund the cost of the paint he purchased if he so desired. **The motion carried unanimously.**

Memorial Donation Program. Councilwoman Sperl addressed whether the Parks Committee might propose some written standards and requirements that the City could apply whenever any person was interested in making a donation of material or money, like a memorial bench, to the City. The Committee determined that such written guidance would be helpful, and should address both how to actually donate the money and how any memorial should be constructed and maintained. Ford agreed to work with the city administrator and report back to the Committee.

Elm Beach Clean Water Plan. Simmons reported that the Elm Beach Project, as discussed at the June meeting, had changed, from a small project to control runoff into the lake from the Beach, as shown in the concept plan in the June agenda packet, to a stormwater runoff project addressing a much larger area. Simmons advised that the Washington Conservation District, which had prepared the concept plan for the smaller project, was no longer able to prepare such a plan for the larger project, due to funding issues. Simmons described two options regarding preparation of a concept plan and other design work. The options are:

1. City Does It. This would involve the City paying the city engineer to do the work.
2. Rice Creek Watershed District Does It. This could be part of a grant from the District, which would cover 50% of the cost of the project. Simmons said Rice Creek is interested in talking with the City about the possibility of grant funding.

Simmons stated that the city engineer had done the planning work in conjunction with a an application for a grant for work regarding runoff into Polly's Park. The Polly's Park Project is mostly a runoff control project, and the Committee pondered whether it might be possible to join the two projects – Polly's Park and Elm Beach. The Committee recognized that the road work in the area of Polly's Park would result in even greater runoff into the Park. Councilwoman Weier stated that if there was no grant for Polly's Park, the project would not go ahead.

The Committee decided that member Simmons and the city engineer would continue to explore options, considering both costs and grant possibilities, and report back to the Committee.

Tighe-Schmitz Park Project. Simmons indicated that a question had arisen over the construction of a rain garden as part of the project. The Committee discussed that this issue should be resolved by the engineer and the construction firm when construction begins. The Committee recognized that construction was expected to start in July, but has not yet begun, and thought that construction would begin the first or second week of September. Councilwoman Weier added that a question had arisen over who pays for the signs to be posted on the construction site but the city engineer will handle the matter.

Lake Links Trail. Councilwoman Sperl reported that work was underway on the Lake Links Trail, that concrete pads for the benches and the water faucet and repair station had been poured, and speed signs were going up. She added that there might be some state money left over when all the Birchwood work is completed, and the City has until December 2027 to determine if other Trail work is appropriate.

Miscellaneous Projects. Chair Michalk reported that a new grill for Tighe-Schmitz Park had arrived and would be installed soon. He added that the ugliest tree the Committee selected for removal, had been taken down, along with other dead ash trees.

Action Plan. Simmons began the discussion of the Action Plan by reporting that the Birch Beach Rain Garden was in need of maintenance. She advised that the Washington Conservation District has developed a rain garden maintenance program for rain gardens on public property and might be an agency the City could hire to maintain Birch Beach and any other rain gardens developed by the City. Chair Michalk said he would talk to the city administrator about completing certain tasks in the Action Plan, including maintenance of the Birch Beach Rain Garden. Mitchell added that the Committee should begin to discuss an Action Plan and budget for 2027, and Michalk responded that he would raise that with the administrator as well.

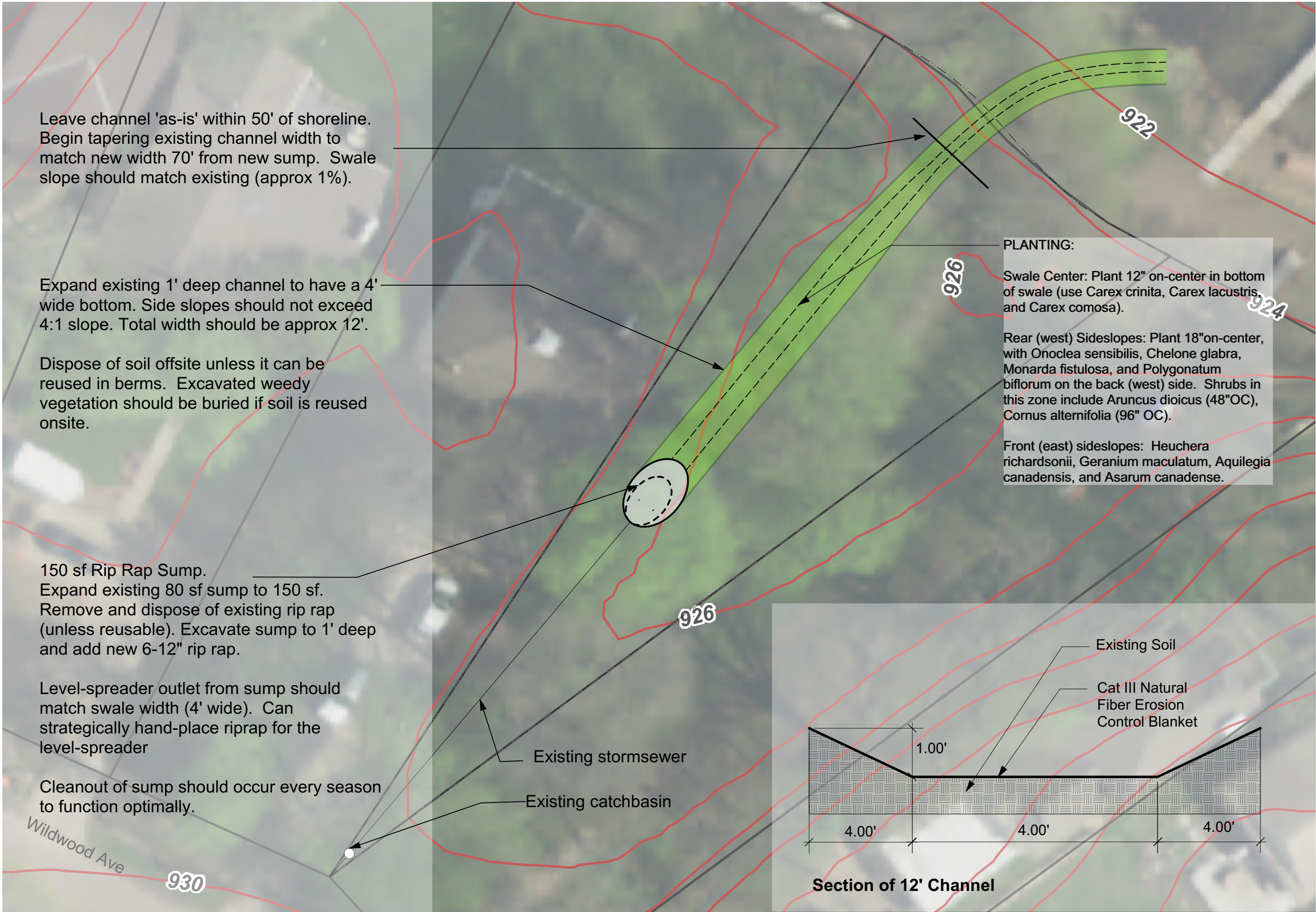
Newsletter. Michalk asked whether members had any items that should be included in the next Newsletter. Items mentioned include advising residents that e-bikes are not permitted on the City trails, that work at Tighe-Schmitz Park would begin in September, that the City's new webpage is up and running, and that Music in the Park will continue until September 13 because one concert had been postponed.

Next Meeting. September 15, 2026.

Adjourn. 8:03

Respectfully submitted,

Alan Mitchell
Secretary



Leave channel 'as-is' within 50' of shoreline. Begin tapering existing channel width to match new width 70' from new sump. Swale slope should match existing (approx 1%).

Expand existing 1' deep channel to have a 4' wide bottom. Side slopes should not exceed 4:1 slope. Total width should be approx 12'.

Dispose of soil offsite unless it can be reused in berms. Excavated weedy vegetation should be buried if soil is reused onsite.

150 sf Rip Rap Sump. Expand existing 80 sf sump to 150 sf. Remove and dispose of existing rip rap (unless reusable). Excavate sump to 1' deep and add new 6-12" rip rap.

Level-spreader outlet from sump should match swale width (4' wide). Can strategically hand-place riprap for the level-spreader

Cleanout of sump should occur every season to function optimally.

Existing stormsewer

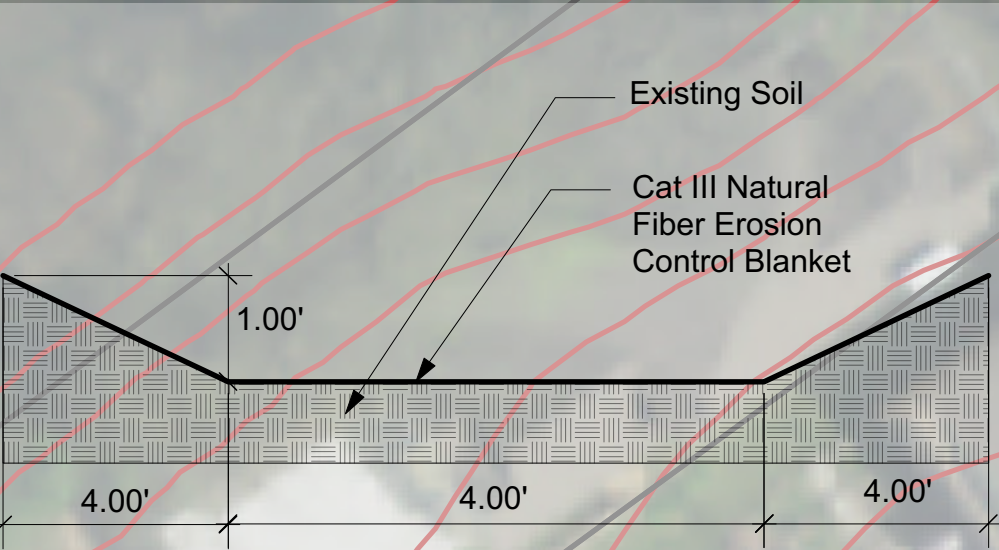
Existing catchbasin

PLANTING:

Swale Center: Plant 12" on-center in bottom of swale (use *Carex crinita*, *Carex lacustris*, and *Carex comosa*).

Rear (west) Sideslopes: Plant 18" on-center, with *Onoclea sensibilis*, *Chelone glabra*, *Monarda fistulosa*, and *Polygonatum biflorum* on the back (west) side. Shrubs in this zone include *Aruncus dioicus* (48" OC), *Cornus alternifolia* (96" OC).

Front (east) sideslopes: *Heuchera richardsonii*, *Geranium maculatum*, *Aquilegia canadensis*, and *Asarum canadense*.



Section of 12' Channel



Birchwood Beach Swale 2026

Personnel	Activity Description	Rate	Hrs	Cost
Vegetative Cleanout for Stormwater Feature				
Senior tech.	Crew oversight and coordination	\$ 81.00	0.5	\$ 40.50
Seasonal 1	Removal of saplings and weedy/invasive species	\$ 50.00	6	\$ 300.00
Seasonal 2	Removal of saplings and weedy/invasive species	\$ 50.00	6	\$ 300.00
Seasonal 3	Removal of saplings and weedy/invasive species	\$ 50.00	6	\$ 300.00
2026 Subtotal				\$ 940.50



Birchwood Beach Swale 2026 2

Personnel	Activity Description	Rate	Hrs	Cost
Vegetative and Pretreatment Cleanout for Stormwater Feature				
Senior tech.	Crew oversight and coordination	\$ 81.00	0.5	\$ 40.50
Seasonal 1	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
Seasonal 2	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
Seasonal 3	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
2026 Subtotal				\$ 1,240.50

2026 Raingarden Maintenance: Birchwood Beach Swale Cleanout



Birchwood Beach Swale 2026

Personnel	Activity Description	Rate	Hrs	Cost
Vegetative and Pretreatment Cleanout for Stormwater Feature				
Senior tech.	Crew oversight and coordination	\$ 81.00	0.5	\$ 40.50
Seasonal 1	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
Seasonal 2	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
Seasonal 3	Removal of saplings and weedy/invasive species, and cleanout of pretreatment areas	\$ 50.00	8	\$ 400.00
2026 Subtotal				\$ 1,240.50

**2026 RAINGARDEN MAINTENANCE AGREEMENT
BETWEEN
WASHINGTON CONSERVATION DISTRICT
AND CITY OF BIRCHWOOD VILLAGE**

A. PARTIES

This Agreement is made and entered into by Washington Conservation District, (WCD), and the City of Birchwood Village.

B. PURPOSE

WHEREAS, the City of Birchwood Village has requested assistance from the WCD to implement the policies specified in MINN. STAT. §§ 103A.206 and 103D.201; and

WHEREAS, the WCD is authorized to enter agreements to provide such assistance pursuant to MINN. STAT. §§ 103C.331, SUBD. 3 and 7 and 103D.335, subd. 21.

NOW, THEREFORE, the parties agree as follows:

C. TERM OF CONTRACT

The term of this agreement shall be from September 1, 2026 to December 31, 2026 unless extended or terminated earlier as provided herein.

D. SCOPE OF SERVICES

The WCD will perform all services and furnish and deliver work products generally described in the attached Exhibits.

E. COST

In full consideration for services under this agreement, the WCD shall charge the City of Birchwood Village for its services at the rate set forth in Section F. Fee Schedule is shown in Exhibit A. Costs for services for activities detailed in the attached Exhibits include:

Exhibit B:

TOTAL AGREEMENT: \$1240

Any additional costs must be set forth in a written amendment to this Agreement.

F. BILLING RATE AND PAYMENTS

1. Services in Exhibit B are billed on an hourly basis at the rates detailed in the WCD Fee Schedule (Exhibit A: Technical Services Rates Schedule), based on personnel and task.
2. Services in Exhibit B are billed on a monthly lump sum basis, and on an actual cost basis for lab and project expenses.
3. Project expenses will be billed as they are accrued.
4. Invoices are payable by the PARTNER within 60 days.
5. Office supplies, normal office reproduction expenses, and transportation are included in the hourly rate. Other expenses are to be reimbursed at actual cost.

G. EQUAL EMPLOYMENT OPPORTUNITY- CIVIL RIGHTS

During the performance of this Agreement, the WCD agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed or national origin, be excluded from full employment rights in, be denied the benefits of, or

be otherwise subjected to discrimination under any program, service, or activity under the provisions of and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

H. STANDARDS

The WCD shall comply with all applicable Federal and State statutes and regulations as well as local ordinances now in effect or hereafter adopted. Failure to meet the requirements of the above may be cause for cancellation of this contract effective the date of receipt of the Notice of Cancellation.

I. DATA PRIVACY

All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the WCD's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq. Or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The WCD agrees to abide by these statutes, rules and regulations and as they may be amended.

J. AUDITS, REPORTS, AND MONITORING PROCEDURES

The WCD will:

1. Maintain records that reflect all revenues, cost incurred and services provided in the performance of the Agreement.
2. Agree that the County, the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to the rights to examine audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the WCD which are relevant to the contract.

K. INDEMNITY

The WCD agrees it will defend, indemnify and hold harmless the PARTNER, its board members and employees against any and all liability, loss, costs, damages and expenses, including attorney's fees, which the PARTNER its council members or employees may hereafter sustain, incur, or be required to pay arising out of the WCD's performance or failure to perform its obligations pursuant to this agreement. Likewise, the PARTNER agrees that it will defend, indemnify and hold harmless the WCD, its council members and employees against any and all liability loss, costs, damages and expenses, including attorneys' fees, which the WCD its board members or employees may hereafter sustain, incur, or be required to pay arising out of the actions of the PARTNER pursuant to this agreement. The parties acknowledge and agree that any exposure to liability of the PARTNER or the WCD, or the acts or omissions of their respective officers, agents, board members and employees will not exceed the limits provided for in its government by Minn. Stat. section 466.

L. INDEPENDENT CONTRACTOR

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the WCD as the agent, representative, or employee of PARTNER for any purpose or in any manner whatsoever. The WCD is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The WCD represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the WCD or other person, while engaged in the performance of any work or services required by the WCD under this Agreement, shall have no contractual relationship with the PARTNER and shall not be considered employees of the PARTNER.

M. MODIFICATIONS

Any material alteration or variation shall be reduced to writing as an amendment and signed by the parties. Any alteration, modification, or variation deemed not to be material by written agreement of the WCD and the PARTNER shall not require written approval.

N. MERGER

It is understood and agreed that the entire agreement of the parties is contained here, except as modified during the term of the Agreement by a writing under Paragraph M above concerning a non-material change, and that this contract supersedes oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this contract are incorporated or attached and deemed to be part of the contract.

O. TERMINATION

Either the WCD or the PARTNER may terminate this Agreement with or without cause by giving the other party thirty (30) days written notice prior to the effective date of such termination. If the PARTNER terminates this Agreement, it may specify work to be performed by the WCD before termination is effective and shall pay the WCD for services performed by the WCD up to the time specified for termination. If the WCD terminates the Agreement, it will not be compensated for part completion of a task except to the extent part completion has value to the PARTNER.

P. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

All property of the PARTNER used, acquired or created in the performance of work under this Agreement, including documents and records of any kind, shall remain the property of the PARTNER. The PARTNER shall have the sole right to use, sell, license, publish, or otherwise disseminate any product developed in whole or in part during the performance of work under this Agreement.

**2026 SERVICE AGREEMENT
BETWEEN
WASHINGTON CONSERVATION DISTRICT
AND CITY OF BIRCHWOOD VILLAGE**

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

APPROVED:

PARTNER

WCD

BY: _____
Board Chair Date

BY: _____
WCD Manager Date

BY: _____
Secretary Date

Approval as to form and execution:

Date

Exhibit A

2026 Technical Services Rate Schedule

The Washington Conservation District shall use the following hourly rate schedule.

AIS Watercraft Inspectors	\$38.00
Seasonal	\$50.00
Technician 1	\$72.00
Technician 1/2	\$76.00
Technician 1/2/Specialist 1	\$81.00
Tech 2/Specialist 1/2	\$86.00
Specialist 1/2/3	\$91.00
Specialist 2/3/4	\$97.00
Specialist 3/4/Engineer	\$102.00
Administrator/Manager	\$114.00

Technical services provided by the WCD will be billed in accordance with this Rate Schedule. Invoices are sent per the conditions of the agreement and will summarize the work performed. Invoices are payable within 60 days.

Office supplies, in-house reproduction expenses, and transportation are included in the rates noted above. Outsource reproduction, special bulk mailings, equipment, supplies, and other non-ordinary costs are not included. Any direct costs are to be reimbursed at actual cost.

Exhibit B

Table 1: 2026 Parks Committee Action Plan

Item	Project	Description	Status (Last Updated April 2026)	Contact Person
Tier 1 – Priority Projects				
1.01	Tighe-Schmitz Water Management Projects	Various water control projects in and around Tighe-Schmitz Park	Construction scheduled to begin summer 2026.	City Staff
1.02	Elm Beach Erosion Control	Improve discharge area into White Bear Lake at Elm Beach	Planning in progress. Stakeholder meeting occurred in March 2026 to begin project and grant planning.	Mary Sue Simmons
1.03	Ash Beach Access and Safety	Improve the access area to Ash Beach	Scope to be developed.	Margaret Ford
1.04	Music in the Park	Summer concert series at hockey rink	Twelve Sunday evenings June – August.	Alan Mitchell
1.05	Birch Beach Rain Garden	Contractor required for proper cleanup of rain garden	Scheduled for this year.	City Staff
Tier 2 – Secondary Projects				
2.01	Improvements to Curt Feistner Memorial Preserve	Considering options at both the lake site and elsewhere in the city	No grant funding identified.	Amy Hulett
2.02	Hockey Rink Painting	Center portion of the rink requires painting	Barton Winter to develop cost proposal for committee to consider.	TBD
2.03	Lake Links Trail Amenities	Benches and exercise equipment along Lake Links bike trail, along with other non-park work on the bike trail	Committee input on specific locations for benches and other equipment may be requested.	Bridget Sperl
2.04	Landscaping at Lift Station	Plantings around the lift station on Wildwood Avenue – perhaps painting of facility	Kathy to see interest from local boy and girl scout troops.	Kathy Weier

Item	Project	Description	Status (Last Updated April 2026)	Contact Person
2.05	Village Hall Landscaping	Planting around Village Hall to improve aesthetics	Ongoing project.	Bridget Sperl
2.06	Swim Buoy at Kay Beach	Additional swim buoy for safety purposes	Spring/summer 2026.	Zach Michalk
2.07	Improvements at Tighe-Schmitz Pavilion	Replace grill and look into other pavilion upgrades	Replace grill in spring/summer 2026.	Zach Michalk
2.08	Upgrade playground equipment at Tighe-Schmitz Park and Bloomquist Park	Annual maintenance (Table 3) and possibility of acquiring new equipment	Ongoing every year. Mayor Arsenault and city staff are reviewing grant options.	City Staff
2.09	Additional rain gardens around playground at Tighe-Schmitz Park	More water control to minimize discharges to lake	Planning in progress.	Mary Sue Simmons
Tier 3 – Projects on Hold				
3.01	Polly's Park Runoff	Runoff from uphill flows into the park during rain storms.	On hold due to issues with grant.	TBD
3.02	Polly's Park – Large Tree Removal	Dead or diseased trees in the park need removal	On hold due to issues with grant.	TBD
3.03	Polly's Park – Small Tree Removal	Invasive and other species need removal	On hold due to issues with grant.	TBD

Table 2: 2026 Parks Committee Budget Summary

Item	Project	Total Estimated Cost	Special Revenue Fund	Grant Funding	City Funding	Contact Person
Tier 1 – Priority Projects						
1.01	Tighe-Schmitz Water Management Projects	\$82,500	\$7,500	\$75,000		City Staff
1.02	Elm Beach Erosion Control	\$8,000	\$800	\$7,200		Mary Sue Simmons
1.03	Ash Beach Access and Safety	\$3,000	\$300	\$2,700		Margaret Ford
1.04	Music in the Park	\$4,320	\$3,600		\$720	Alan Mitchell
1.05	Birch Beach Rain Garden	\$1,000			\$1,000	City Staff
1.06	Removal of Nominated Dead Tree	\$2,500	\$2,500			Zach Michalk
<i>Subtotal</i>		<i>\$101,320</i>	<i>\$14,700</i>	<i>\$84,900</i>	<i>\$1,720</i>	
Tier 2 – Secondary Projects						
2.01	Improvements to Curt Feistner Memorial Preserve	\$1,000		\$1,000		Amy Hulett
2.02	Hockey Rink Painting	\$2,000	\$2,000			TBD
2.03	Lake Links Trail Amenities	\$2,000		\$2,000		Bridget Sperl
2.04	Landscaping at Lift Station	\$250			\$250	Kathy Weier
2.05	Village Hall Landscaping	\$0				Bridget Sperl
2.06	Swim Buoy at Kay Beach	\$250	\$250			Zach Michalk
2.07	Improvements at Tighe-Schmitz Pavilion	\$1,000	\$1,000			Zach Michalk
2.08	Upgrade playground equipment at Tighe-Schmitz Park and Bloomquist Park	\$500		\$500		City Staff

Item	Project	Total Estimated Cost	Special Revenue Fund	Grant Funding	City Funding	Contact Person
2.09	Additional rain gardens around playground at Tighe-Schmitz Park	\$2,000	\$2,000			Mary Sue Simmons
<i>Subtotal</i>		<i>\$9,000</i>	<i>\$5,250</i>	<i>\$3,500</i>	<i>\$250</i>	
Tier 3 – Projects on Hold						
3.01	Polly's Park Runoff	\$0				TBD
3.02	Polly's Park – Large Tree Removal	\$0				TBD
3.03	Polly's Park – Small Tree Removal	\$0				TBD
<i>Subtotal</i>		<i>\$0</i>				
Total		\$110,320	\$19,950	\$88,400	\$1,970	

Table 3: Parks Committee Ongoing Projects

Item	Project	Description	Status (as of April 2026)
Playground at Tighe-Schmitz Park			
1	Replace plastic around the steps of the jungle gym	Plastic showing signs of tearing with sharp edges	Not yet completed
2	Remove balance beam		Not yet completed
3	Replace rotten landscape timbers behind the swing set		Not yet completed
4	New chains and s-hooks for swing set	One swing should be lowered for smaller children	Not yet completed
5	New seat on digger toy		Not yet completed
6	Refill sand next to slide		Not yet completed
7	Sand and paint picnic tables	Evaluate all city picnic tables for sanding and painting	Not yet completed
8	Fill crack in concrete under pavilion		Not yet completed
9	Remove wood pile behind the pavilion		Completed
Other City Parks and Open Spaces			
1	Remove wood pile at Dellwood Beach		Not yet completed
2	Remove wood pile at Elm Beach		Not yet completed
3	Remove buckthorn and treat stumps at Elm Beach		Not yet completed
4	Remove buckthorn and treat stumps at Birch Beach		Not yet completed

Item	Project	Description	Status (as of April 2026)
5	Remove buckthorn pile at Jay Path		Completed

TO: Zach Michalk
Mary Sue Simmons
Margaret Ford
Amy Hulett

FROM: Alan Mitchell

SUBJECT: **PARKS SPECIAL REVENUE FUND**

DATE: September 24, 2026

I have asked that at the Parks Committee meeting on September 29 we discuss issues regarding the Parks Special Revenue Fund. We were advised in an email from the City Administrator dated September 21 (which each of you should have) that there is consideration of moving the Dock Association money in the Parks Special Revenue Fund to a different account and putting grant funds into the existing Parks Special Revenue Fund. I think that would not be a good thing to do, and I wanted to provide this reasoning to you in advance of the meeting.

The reason that this would not be the best approach is because there is a separate provision in the City Code that creates the Parks Special Revenue Fund, chapter 804. This ordinance sets forth certain restrictions and requirements relating to the use of money that that the Dock Association and its members pay to the City each year for the docks and boat slips that Association members use on the city beaches. There is no reference to grant funds in chapter 804. The City can elect to put other funds it has into that account but it is only the Dock Association fees that are required to be placed in this account. Section 804.040. A decision to start placing Dock Association fees into a different account would not be consistent with the intent of chapter 804 and would require the Council to frequently take action to allow doing something with the funds other than what the ordinance says. Far better, I think, to just keep the Parks Special Revenue Fund as established and create a separate Fund for grant money, if a desire for a designated fund for grant money is driving the decision here.

The official name of the Fund, as described in section 804.010, is the Parks Special Revenue Fund. Somewhere along the line, after the ordinance was passed in 2012 and the Fund created, it was usually referred to as the Special Revenue Fund, without any reference to the word Parks. It would be helpful going forward that

whenever a reference is made to this Special Fund, whether in the Treasurer's Report or other documents, or even orally, that the full name be included – Parks Special Revenue Fund.

I am recommending that the Parks Committee pass this suggestion along to the City Council for the council's consideration and action.

Along with this action, I would suggest that the Parks Committee recommend to the Council that it amend the resolution it passed on April 8, 2025, setting forth requirements on the Parks Committee to monitor and report on the use of the Dock Association money, to more clearly specify what the Council would like from the Committee. Resolution 2025-08. My suggestion is that the Council repeal the existing resolution in its entirety and adopt a new one that more clearly specifies what the Council wants in this regard.

I have attached a draft Resolution for the Committee's deliberation and request that we finalize a final version that we would recommend the Council adopt.

Incidentally, the name of the committee in the Bylaws that were adopted in March 2023 is Parks and Natural Resources Committee, which doesn't mean we can't refer to it as the Parks Committee, but explains why you see the full name in the draft Resolution I prepared.

STATE OF MINNESOTA
COUNTY OF WASHINGTON
CITY OF BIRCHWOOD VILLAGE
RESOLUTION 2026-??

**A Resolution Directing the Parks and Natural Resources Committee
to Prepare an Annual Report and Action Plan and
to Monitor the Use of Funds in the Parks Special Revenue Fund.**

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

WHEREAS, the City Council created a Parks Special Revenue Fund in 2012 when it adopted City Code Chapter 804; and

WHEREAS, the City has established certain fees that are required to be paid by the Birchwood Dock Association in exchange for authority to install docks and boats and to store such on city-owned land; and

WHEREAS, Section 804.040 provides that these certain fees paid by the Birchwood Dock Association shall be accumulated in the Parks Special Revenue Fund; and

WHEREAS, the City is desirous of monitoring how all funds in the Parks Special Revenue Fund are accumulated and spent; and

WHEREAS, the City Council created the existing Parks and Natural Resources Committee in February 2013; and

WHEREAS, this Parks and Natural Resources Committee was created to advise the Council regarding priorities with respect to parks and natural resources in the City; and

WHEREAS, the Parks and Natural Resources Committee is an appropriate body to be responsible for monitoring how fees paid by the dock association and other funds in the Parks Special Revenue Fund are accumulated and spent.

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

1. The Parks and Natural Resources Committee shall prepare an annual Action Plan and Budget and submit such Plan and Budget to the City Council by November 1 of each year.

2. Upon approval of the Action Plan and Budget by the City Council, the Committee shall be authorized to undertake the activities in the Plan and spend funds from the Parks Special Revenue Fund to the amount approved by the Council.
3. The Committee may seek Council approval of modifications to the Action Plan and Budget at any time.
4. The Committee shall monitor how funds in the Parks Special Revenue Fund are spent or transferred.
5. Upon request of the City Council, the Committee shall report to the Council on the status of the Parks Special Revenue Fund, including the amount of funds in the Fund that have been spent in the current year or other designated time period.
6. By February 1 of each year, the Committee shall report to the Council on the status of projects in the previous year's Action Plan, including the costs of such projects.
7. The Council shall direct whether any reports it requires from the Committee shall be submitted in writing or orally.
8. Resolution 2025-38 is hereby rescinded and replaced with this Resolution.

Adopted by the City Council on this ____th day of _____, 2026.