



AGENDA OF THE SPECIAL WORKSHOP
AND REGULAR MEETING OF THE CITY
COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
December 13, 2016
6:30 AND 7:00 P.M.

SPECIAL CITY COUNCIL WORKSHOP – 6:30PM

CALL TO ORDER

CITY BUSINESS – WORKSHOP AGENDA

- A. Resolution 2016-21: Hiring and Appointing Cynthia Govan to Serve as City Treasurer* (pages 4-10)

ADJOURN

REGULAR CITY COUNCIL MEETING – 7:00PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

RECOGNITION

- A. Bill Hullsiek – Service as a City Council member
- B. Mary Sue Simmons – Service with the Rice Creek Watershed District
- C. Jane Harper – Service with White Bear Lake Conservation District

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting November 1, 2016 Minutes* (pages 11-12)
- B. Approval of Treasurer’s Report* (pages 13-27)

* Denotes items that have supporting documentation provided

- C. Sheriff's Report* (pages 28-29)
- D. Sheriff Contract Renewal* (pages 30-47)
- E. Fire Service Contract Addendum* (page 48)

CITY BUSINESS – REGULAR AGENDA

- A. Truth in Taxation/Adoption of Final Levy and Budget* (pages 49-57)
 - 1. Public Hearing
 - 2. Review of Proposed 2017 Levy and Budget* (pages 51-57)
 - 3. Resolution 2016-22, Final Levy Adoption* (page 49)
 - 4. Resolution 2016-23, Final Budget Adoption* (page 50)
- B. Resolution 2016-20 - Certification of Delinquent Utility Accounts to the County* (page 58)
 - 1. Public Hearing
 - 2. Council Deliberation and Consideration of Approval
- C. Second Reading: Ordinance 302.045 and 302.070 (Fence language)* (pages 59-62)
 - 1. Public Hearing
 - 2. Council Deliberation and Consideration of Approval
- D. Roads Committee Appointment – Request to add Tom Stangl
- E. Planning Commission* (page 63)
 - 1. Impervious Surface – Status Update
 - 2. Public Hearings at Planning Commission Meetings
- F. Summer Water Consumption – Request Water Utility Committee Review* (page 64)
- G. Dock Association – Request to Allow 22 Foot Length Boats* (page 65)
- H. Resolution 2016-21: Hiring and Appointing Cynthia Govan to Serve as City Treasurer* (page 4-10)
- I. 2016 Tree Inspection Report* (pages 66-69)
- J. Mayor Wingfield:
 - 1. Dog Park* (page 70)

* Denotes items that have supporting documentation provided

2. Water Main Residue
3. RCWD Update – Halls Marsh

K. Councilmember LaFoy:

1. Councilmember Compensation* (page 71)

L. City Administrator's Report

1. Lost and Found
2. Fall Leaf Pickup* (page 72)
3. Water Main Break
4. LED Street Lights* (pages 73-76)
5. Kayak Rack Deadline Signs
6. Create City Social Media Presence – Facebook, Twitter, Youtube* (page 77)
7. City Safe Replacement* (page 78)

M. City Attorney's Report

1. Kay Beach Easement – Status Update

ADJOURN

RESOLUTION 2016-21

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

**APPROVING THE HIRING AND APPOINTMENT OF CYNTHIA GOVAN AS
CITY TREASURER, EFFECTIVE DECEMBER 14, 2016.**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, December 13, 2016, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Mark Anderson, Bill Hullsiek, Randy LaFoy, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, The City of Birchwood Village will employ Cynthia Govan as City Treasurer for 20 hours/month; and

WHEREAS, The City of Birchwood Village will compensate Cynthia Govan at a rate of pay of \$20.00/hour

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the hiring and appointment of Cynthia Govan as City Treasurer, effective December 14, 2016, and to begin with a four (4) week probationary period.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 13th day of December, 2016.

Mary Wingfield, Mayor

Attest:

Tobin Lay
City Administrator-Clerk



Cynthia E. Govan

Cell: -
Work: -

SUMMARY:

I am a highly motivated professional with progressive long-term experience supporting management at all levels, an effective planner with positive energy, a passion for excellence and contagious enthusiasm with skills in a variety of Microsoft software tools including Outlook and various databases.

PROFESSIONAL EXPERIENCE:

*City of North Saint Paul – Community Development
2400 Margaret Street
North Saint Paul, MN 55109
Paul, Director, 651-747-0438
Administrative Assistant (April 2014 – Present)*

Answer incoming phone calls and respond to inquiries, or redirect calls as appropriate. Process City-issued permits, license, schedule appointments for building, zoning, plumbing mechanical, trenching inspections and collect fees.

Create monthly reports, coordinate scheduling of water meter repairs, replacement, or new meter installations, distribute mail, oversee bulk pick up program and serves as point of contact and support for Public Works, Fire, Park & Rec, Electric and Community Development Department.

Enter work orders and dispatch calls for service or repairs for public utilities, sewer, streets, parks, forestry and electric. Order and maintains supplies.

Assist City Planner with planning and zoning activities; meeting materials.

Oversees rental schedules for park shelters and collection of rental payments; administers adult softball program and registration; coordinates scheduling of ball fields Coordinate and schedule water service and meter removals between customers and service departments.

Create letters, work orders and memos, uses various databases and Office Suite products to accomplish a variety of tasks.

Coordinates work of part-time staff.

*City of Saint Paul – Engineering
1900 Rice Street
Saint Paul, MN 55113
Mollie Gagnelius, Supervisor, 651-266-6275
Office Assistant (December 2012 – April 2014)*

Assist the engineering department by auditing reports, collecting data, collect payments, checks and credit cards for deposits; maintain simple accounting and financial records, process routine complaints, prepare forms, permits and documents with speed and accuracy.

Answer multi-line telephone; greet the public; take messages or direct calls to the appropriate person and assist walk-in customers. Distribute department mail, collect fees for plumbing permit; create plumbing permits by use multiple programs.

Research and retrieve data from files, computer or internet and type memos, letters and other documents. Use Microsoft Suite to enter data in Excel, track information in Access, letters and documents in Word.

Analyze and determine appropriate process to expedite customer inquiries and requests regarding residential and commercial water services (new and temporary services) that are received via phone, fax, email or mail.

*City of Minneapolis – Minneapolis Civil Rights
350 South 5th, Room 239
Minneapolis, MN 55415
Velma Korbel, Director, 612- 673-3027
Administrative Assistant (August 2010 – July 2012)*

Respond to and resolve all administrative problems and issues in behalf of the Director; manage emails, phone calls and correspondence, including drafting responses and the department's liaison to Human Resources; Information Technology; Mayor's office and City Coordinator's office.

Manage confidential information; employee personnel files, discipline letters, and employee medical reports. Secured client personal data and intake questionnaire.

Assist walk-in customers with various questions, assist with completing paperwork and notarize paperwork.

Train and supervised the department's Step-Up Interns. Meet regularly with the Administrative Support team to address workload and concerns and discuss with the Director.

Perform research projects as assigned; I attended budget meetings and update materials using Excel, Outlook, Word and PowerPoint programs. Manage and order supplies, maintain office machines, and inventory control.

*City of Minneapolis – Housing Inspections
250 South 4th, Room 401
Minneapolis, MN 55415
Kathy Zierke, Supervisor, 612-673-5846
Customer Service Rep I (June 2010 – August 2010)*

Assist the district manager in holding quarterly meetings with contractors to review compliance with contract specifications and respond to contractors and inspectors concerns regarding contractor performance.

Generate, monitor and distribute the Contractor Abatement lists to appropriate city staff, identify problems, review information and develop and apply solutions.

Review authorizations and preauthorizations and approve for payments for specific jobs, i.e., cut or remove grass, rubbish and trees. Research problem authorizations and address discrepancies. Assist supervisor and district manager in creating the license revocation files; create and route appeals packets to district manager and attorney for approval. Notify appellant of send appeals paperwork.

Perform research projects as assigned using considerable knowledge of office practices, administrative procedures, equipment, resources and internet. I resolve administrative, revocation problems and issues for the supervisor and district manager and assist in responding to emails, phone calls and other correspondence, including drafting responses.

Prepare and attend court hearings, meetings with inspectors, managers and a variety of customers. Use Access and Excel to maintain lists.

*City of Minneapolis – Housing Inspections
3209 E. 38th Street
Minneapolis, MN
Paul Meyer, Supervisor, 612-685-8482
Customer Service Rep/Inspection Assistant I (Sept. 2009 – June 2010)*

Support one of four teams of inspectors with all written orders by data entry or research of photographs, written statements, licensing documents and CNAP to review property ownership records.

Respond by phone to a large volume of calls on a daily basis from external customers, Hennepin County, Realtors, City of Mpls 311, and homeowners regarding property information, i.e. citations, assessments, violations and rental license information.

Create letters and documents for mailing in behalf of housing inspectors and supervisors.

Print and mail approved rental license to assigned person and additional duties as assigned.

Communicate directly with participants, property owners, property owners or managers including those of special populations and diverse cultural backgrounds.

*City of Minneapolis – City Coordinator's Office
350 South 5th Street
Minneapolis, MN
Steven Bosacker, City Coordinator, 612-673-3992
Executive Assistant (Apr. 2008 – Sept. 2009) Detail Position*

Respond to and resolve administrative problems and issues for the City Coordinator.

Respond to emails, phone calls, draft responses, managed the City Coordinator's schedule; arrange meetings and assisted in prioritizing demands on the City Coordinator's time.

Create presentations, meeting agenda, typed letters and memos, assisted with budget projects, scheduled internal and external meetings for the City Coordinator and Deputy Director using Outlook.

Prioritize and handle concurrent assignments with frequent interruptions, interact with a diverse clientele on a daily basis.

Schedule and coordinate travel arrangements, assist office manager the operational activities of an assigned program including interpretation and application of policies and procedures.

Give work direction to the department intern.

*City of Minneapolis – Finance Utility Billing
250 South 4th Street, Room 230
Minneapolis, MN 55415
Linda Dewey, Supervisor, 612-673-3309
Customer Service Agent I (Feb. 15, 2008 - Apr. 16, 2008)*

Responded to customers' concerns and questions regarding their utility bills by telephone and in person, set-up new service for renters and property owners, assist realtors with pertinent information regarding water bill prior to purchase/closing of property.

Receive cash, checks and credit card payments and applied to utility account and made financial/payment arrangements on delinquent accounts.

Submitted requests for reconnection / turn on of water, update customer's information in the computer and created new accounts.

*City of Minneapolis - 9.1.1 - 3.1.1
3000 Minnehaha
Minneapolis, MN 55401
Lynn Nelvik, Supervisor, 612-673-3000
Customer Service Agent I (Nov. 2007 - Feb. 2008)*

Respond to the City's 3-1-1 line and provided service to Minneapolis' citizens, provide callers with City employees' telephone number and transfer them to other extensions for assistance when necessary.

Respond to email inquiries, answer questions regarding City services, providing directions to City facilities, hours of operation, etc.

Work with the public over the phone in giving out general information, answering questions and gathering facts and pertinent information regarding various City, County, State, Federal offices and other agencies. Respond to irate callers wanting information to retrieve their impounded vehicle, assist with tip line, information on how to file an accident report, respond to emails regarding permits, animal control questions, contacts for Hennepin County services, etc.

Talked through situations with upset callers, giving them the necessary information to resolve their problems and explain what caused the problem, i.e., impounded vehicles.

Relay calls of a 9-1-1 emergency to the appropriate communication personnel. Entered information obtained from callers onto a computerized intake form and electronically sent requests to appropriate City departments for response and resolution.

Provide information regarding City programs and services, special events and other City sponsored activities and much more.

Star Tribune Newspaper

Senior Credit / Collections Rep. (Jun. 2004 - Nov. 2007)

Executive Assistant - Finance (2002-2004)

Sr. Project Administrator – Sales & Marketing (2001-2002)

Executive Assistant – Public Relations (1998-2001)

Senior Assistant – Sales (1996-1998)

Human Resources Receptionist (1994-1996)

Additional Employment Part-time:

Brooklyn Center Police Department – Service Station Officer – December 2008 (part time)

Print information sheet on suspect for officers when they have an arrest.

Print reports, criminal history, driving record, enter suspect information into CODIS, communicate with other agencies, respond to telephone calls and walk-ins, book individuals for crimes and monitor them during their stay.

Complete booking and release paperwork for the Attorney's office and other government partners as required. Create photo lineup for Officers, stock holding area; prepare food for individuals held over. Collect payments and balanced against receipts.

ABM: Maintains hard surface flooring to ensure clean attractive condition.

Maintain carpeted surfaces to ensure clean attractive condition.

Dispose of refuse.

Mix, use supplies and maintain equipment to aide in cost containment and safety.

Clean offices and public areas to provide clean attractive atmosphere.

Clean-up after emergency spills and breakages to prevent exposure to substances that could be safety hazards.

Restocks paper supplies upon daily cleaning of area to ensure they are adequately filled.

MicroVoice Application: Call Center Agent, enter personal ads for nationwide newspaper. St. Louis Park, MN, (1995-1996)

Abbott Northwestern Hospital: Call Center Agent. Received calls from patients needing RX refills, emergency calls for on call doctors, locate patient room numbers for customers. Mpls, MN, (1997-1998)

Wells Fargo: Mortgage Early Stage Collections: contact homeowners who are late on mortgage payments, offering payment arrangements, collection of late payment by telephone. Mpls, MN, (2001-2002)

Notary Public

Education: Metropolitan State University – Psychology
Rasmussen College / Human Services

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
November 1, 2016**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Councilmembers: Kevin Woolstencroft and Randy LaFoy. Not present were Councilmembers Mark Anderson and Bill Hullsiek.

STAFF PRESENT: Mike Anderson, City Administrator; Tobin Lay, City Treasurer; Alan Kantrud, City Attorney; and John Manship, City Water.

OTHERS PRESENT: Many residents were present as this was a gathering to hear from Patty Wetterling.

Mayor Wingfield called the regular meeting to order at 7:08 p.m. The Pledge of Allegiance was recited.

AGENDA APPROVAL:

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE AGENDA. ALL AYES. MOTION PASSED.

OPEN PUBLIC FORUM:

Nobody stood.

ANNOUNCEMENTS: a pair of eye glasses was found near 5 Oakhill and is now in the City Hall lost and found; the dates for the Fall Leaf pickup have not yet been determined.

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting Minutes from October 11, 2016.
- B. Approval of Regular Meeting Minutes from September 13, 2016.
- C. Approval of Special Meeting Minutes September 7, 2016.
- C. Approval of Treasurer's Report

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE CONSENT AGENDA. ALL AYES. MOTION PASSED.

CITY BUSINESS - REGULAR AGENDA

- A. Resolution 2016-12, Accepting the Resignation of Current City Administrator Mike Anderson and Naming Current City Treasurer Tobin Lay as City Administrator.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE RESOLUTION 2016-12. ALL AYES. MOTION PASSED.

B. Patty Wetterling Presentation

Mayor Wingfield: She introduced Patty Wetterling and Pastor Mike

Patty Wetterling, Pastor Mike Carlson, Council, and Residents: Shared a conversation about the recent sex offender ordinance and issues faced by the community this past year.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 8:33 P.M.

Mary Wingfield
Mayor

ATTEST:

Mike Anderson
City Administrator-Clerk

For the Period : 11/1/2016 To 12/9/2016

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$549,094.89	\$1,908.41	\$68,405.25	\$482,598.05
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$4,115.02	\$800.00	\$0.00	\$4,915.02
Library	\$0.00	\$0.00	\$0.00	\$0.00
Spec Rev - Warm House	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab 2008 Debt	\$8,424.62	\$0.00	\$0.00	\$8,424.62
Capital Improvement Projects	\$40,108.91	\$0.00	\$0.00	\$40,108.91
Municipal State Aid Streets - Construction	\$0.00	\$0.00	\$0.00	\$0.00
Open Spaces Acquisition (Optional)	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$32,499.63	\$780.85	\$19,385.52	\$13,894.96
Sewer	\$81,604.25	\$1,186.68	\$2,823.00	\$79,967.93
Transit System	\$3,845.00	\$0.00	\$0.00	\$3,845.00
Total	\$719,692.32	\$4,675.94	\$90,613.77	\$633,754.49

TREASURER'S REPORT
PAGES 13-27

City of Birchwood Village

Receipts Register

12/9/2016

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
11/03/2016	Residents - via St Anthony Village	1880	U/B 11/03/16	(11/03/2016) -	N Miscellaneous	100-36140-	\$ 50.00
					Water Fee	601-34110-	\$ 217.74
					Penalty - Late Water/Sewer	601-34160-	\$ 24.01
					State and Misc fees	601-34170-	\$ 6.51
					Penalty - Late Water/Sewer	605-34160-	\$ 53.76
					Sewer Fee	605-34190-	\$ 352.07
							\$ 704.09
11/07/2016	JTR Roofing, Inc.	1854	Permit	(11/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 113.50
11/07/2016	Andrew Sorenson Constr.	1855	Permit	(11/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 113.50
11/07/2016	Danny Werra	1856	Permit	(11/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 668.75
11/07/2016	WS&D Permit Service, Inc.	1857	Permit	(11/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 157.16
11/07/2016	Elder-Jones Bldg Permit Svc, Inc.	1858	Permit	(11/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 214.86
11/07/2016	Philip Sutherland	1859	2016 Boat Slip Fee	(11/07/2016) -	N Dock/Lift Permit Fee	210-32260-	\$ 300.00
11/07/2016	Jeffrey Kosel	1860	Hall Rental	(11/07/2016) -	N City/Town Hall Rent	100-34101-	\$ 25.00
11/07/2016	Tami Heart - Cash	1861	Boat Slip Wait List	(11/07/2016) -	N Dock/Lift Permit Fee	210-32260-	\$ 200.00

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/09/2016	Residents - via St Anthony Village	1879	U/B 11/09/16	(11/09/2016) -	N Miscellaneous	100-36140-	\$ 46.83
					Water Fee	601-34110-	\$ 121.32
					Penalty - Late Water/Sewer	601-34160-	\$ 2.01
					State and Misc fees	601-34170-	\$ 13.09
					Penalty - Late Water/Sewer	605-34160-	\$ 39.69
					Sewer Fee	605-34190-	\$ 327.75
							\$ 550.69
11/15/2016	MN STATE	1873	Court Fine	(11/15/2016) -	N State and Misc fees	100-34170-	\$ 163.31
							\$ 163.31
11/16/2016	Residents - via St Anthony Village	1878	U/B 11/16/16	(11/16/2016) -	N Water Fee	601-34110-	\$ 181.99
					Penalty - Late Water/Sewer	601-34160-	\$ 4.30
					State and Misc fees	601-34170-	\$ 3.61
					Penalty - Late Water/Sewer	605-34160-	\$ 9.81
					Sewer Fee	605-34190-	\$ 196.06
							\$ 395.77
11/22/2016	Residents - via St Anthony Village	1877	U/B 11/22/16	(11/22/2016) -	N Water Fee	601-34110-	\$ 193.53
					Penalty - Late Water/Sewer	601-34160-	\$ 9.56
					State and Misc fees	601-34170-	\$ 3.18
					Penalty - Late Water/Sewer	605-34160-	\$ 13.86
					Sewer Fee	605-34190-	\$ 193.68
							\$ 413.81
11/23/2016	Cash	1871	Dog License	(11/23/2016) -	N Animal Licenses	100-32240-	\$ 10.00
							\$ 10.00
11/23/2016	Mark Cahill	1872	Hall Rental	(11/23/2016) -	N City/Town Hall Rent	100-34101-	\$ 25.00
							\$ 25.00
11/23/2016	Cash	1874	Dog License	(11/23/2016) -	N Animal Licenses	100-32240-	\$ 10.00
							\$ 10.00
11/23/2016	Randy Felt	1875	2016 Boat Slip & Storage Fee	(11/23/2016) -	N Dock/Lift Permit Fee	210-32260-	\$ 200.00

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/23/2016	Andrew Kruse	1876	Hall Rental	(11/23/2016) -	Dock/Lift Permit Fee	210-32260-	\$ 100.00
							\$ 300.00
12/05/2016	Champion OPCO LLC	1881	Permit	(12/05/2016) -	N City/Town Hall Rent	100-34101-	\$ 25.00
							\$ 25.00
12/07/2016	Arko Exteriors, Inc.	1882	Permit	(12/07/2016) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 70.25
							\$ 70.25
							\$ 215.25
							\$ 215.25
							\$ 4,675.94

Total for Selected Receipts

Fund Name:	All Funds									
Date	Vendor	Date	Description	Void	Account Name	F-A-O-P	Total			
11/03/2016	Payroll Period Ending 10/31/2016	29344		N	Clerk - Treasurer	100-41401-100-	\$ 321.12			
	Total For Check	29344					\$ 321.12			
11/04/2016	Andrew Hartsock	29345	Council Meeting Services 11/01/16	N	Cable Eqmpt and Service	100-41950-305-	\$ 56.25			
	Total For Check	29345					\$ 56.25			
11/04/2016	Xcel Energy	EFT2110116	Gas for Generator	N	Street Lighting	100-43160-380-	\$ 100.11			
	Total For Check	EFT2110116					\$ 100.11			
11/07/2016	Metropolitan Council Env. Service	29346	Wastewater Service	N	Sewer Utility	601-43190-217-	\$ 4,080.09			
	Total For Check	29346					\$ 4,080.09			
11/07/2016	White Bear Township	29347	Lift Station Check / Repairs (10/17/16 - 10/30/16)	N	Sewer Utility	605-43190-305-	\$ 356.35			
	Total For Check	29347					\$ 356.35			
11/07/2016	Gopher State One Call	29348	Locates (22 Tickets)	N	Utility Locates	100-42805-305-	\$ 33.75			
	Total For Check	29348					\$ 33.75			
11/07/2016	Tennis Sanitation, LLC	29349	Recycling Contract Sept-Oct 2016	N	Recycle	100-43300-305-	\$ 1,656.00			
	Total For Check	29349					\$ 1,656.00			
11/07/2016	Quality Flow Systems, Inc.	29350	Lift Station Inspection/Repair	N	Sewer Utility	605-43190-380-	\$ 530.00			
	Total For Check	29350					\$ 530.00			
11/07/2016	Integra	29351	Analog Phone Line	N	Phone/IT	100-41955-320-	\$ 75.43			
	Total For Check	29351					\$ 75.43			
11/07/2016	TSE, INC	29352	City Hall Janitorial Services X2	N	General Government Buildings and Plant	100-41940-305-	\$ 25.00			
	Total For Check	29352					\$ 25.00			
11/07/2016	IRS - US Treasury	EFTIRS1016	Q4 2016 Payment - October	N	Clerk - Treasurer	100-41401-100-	\$ 1,183.50			
	Total For Check	EFTIRS1016					\$ 1,183.50			
11/08/2016	Payroll Period Ending 11/08/2016	29355		N	Clerk - Treasurer	100-41401-100-	\$ 1,410.08			
	Total For Check	29355					\$ 1,410.08			

<u>Date</u>	<u>Vendor</u>	<u>Date</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
11/08/2016	Payroll Period Ending 11/08/2016	29356		N	Clerk - Treasurer	100-41401-100-	\$ 407.89
	Total For Check	29356					\$ 407.89
11/08/2016	Sadie Korich	29357	Jeff Lutz Memorial Plaque	N	Supervision	100-45201-430-	\$ 102.49
	Total For Check	29357					\$ 102.49
11/08/2016	Dale Boettcher	29358	Elections Reimbursement	N	Elections	100-41410-810-	\$ 26.95
	Total For Check	29358					\$ 26.95
11/08/2016	Michael Anderson	29359	Elections Reimbursement	N	Elections	100-41410-810-	\$ 54.20
	Total For Check	29359					\$ 54.20
11/08/2016	Tobin Lay	29360	Elections Reimbursement	N	Elections	100-41410-810-	\$ 43.71
	Total For Check	29360					\$ 43.71
11/08/2016	PERA	EFT110816	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
	Total For Check	EFT110816					\$ 274.40
11/09/2016	Ronald Sternal	29361	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 502.50
	Total For Check	29361					\$ 502.50
11/09/2016	Dale Boettcher	29362	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 500.00
	Total For Check	29362					\$ 500.00
11/09/2016	Charlene Engebretson	29363	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 275.00
	Total For Check	29363					\$ 275.00
11/09/2016	Dennis Murray	29364	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 140.00
	Total For Check	29364					\$ 140.00
11/09/2016	Mary Sue Simmons	29365	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 60.00
	Total For Check	29365					\$ 60.00
11/09/2016	Alice Anderson	29366	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 95.00
	Total For Check	29366					\$ 95.00
11/09/2016	Linda Moore	29367	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 150.00
	Total For Check	29367					\$ 150.00
11/09/2016	Sharilyn Mitchell	29368	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 170.00
	Total For Check	29368					\$ 170.00

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/09/2016	Gary Oakins	29369	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 180.00
		29369					\$ 180.00
Total For Check							
11/09/2016	Mary Hauser	29370	Election Judge Wages - 2016	N	Elections	100-41410-100-	\$ 80.00
		29370					\$ 80.00
Total For Check							
11/14/2016	Payroll Period Ending 11/11/2016	29371		N	Clerk - Treasurer	100-41401-100-	\$ 1,126.36
		29371					\$ 1,126.36
Total For Check							
11/14/2016	Payroll Period Ending 11/11/2016	29372		N	Clerk - Treasurer	100-41401-100-	\$ 421.76
		29372					\$ 421.76
Total For Check							
11/15/2016	PERA	EFT92716	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
		EFT92716					\$ 274.40
Total For Check							
11/16/2016	Xcel Energy	EFTa111616	Electric for Lift Station/Warminghouse	N	General Government Buildings and Plant	100-41940-380-	\$ 141.25
		EFTa111616			Supervision	100-45201-380-	\$ 12.56
		EFTa111616			Sewer Utility	605-43190-380-	\$ 568.77
		EFTa111616					\$ 722.58
Total For Check							
11/17/2016	Payroll Period Ending 11/17/2016	29373		N	Clerk - Treasurer	100-41401-100-	\$ 1,410.08
		29373					\$ 1,410.08
Total For Check							
11/17/2016	PERA	EFT111716	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
		EFT111716					\$ 274.40
Total For Check							
11/17/2016	PERA	EFTb111716	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 192.08
		EFTb111716					\$ 192.08
Total For Check							
11/23/2016	Staples	29374	Newsletter Color Copy Flyers	N	Newsletter	100-41960-350-	\$ 128.00
		29374					\$ 128.00
Total For Check							
11/28/2016	Payroll Period Ending 11/25/2016	29375		N	Clerk - Treasurer	100-41401-100-	\$ 1,574.21
		29375					\$ 1,574.21
Total For Check							
11/28/2016	PERA	EFT112816	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
		EFT112816					\$ 274.40
Total For Check							
11/28/2016	U S Bank	EFT112816B	Debt Service Payment 12/1/16	N	Bond Payment	100-47101-601-	\$ 21,819.61
		EFT112816B				100-47101-610-	\$ 1,687.21
		EFT112816B					\$ 23,506.82
Total For Check							

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/05/2016	Payroll Period Ending 12/05/2016	29376		N	Mayor	100-41310-100-	\$ 554.10
	Total For Check	29376					\$ 554.10
12/05/2016	Payroll Period Ending 12/05/2016	29377		N	Mayor	100-41310-100-	\$ 554.10
	Total For Check	29377					\$ 554.10
12/05/2016	Payroll Period Ending 12/05/2016	29378		N	Mayor	100-41310-100-	\$ 524.10
	Total For Check	29378					\$ 524.10
12/05/2016	Payroll Period Ending 12/05/2016	29379		N	Mayor	100-41310-100-	\$ 1,010.25
	Total For Check	29379					\$ 1,010.25
12/05/2016	Payroll Period Ending 12/05/2016	29380		N	Mayor	100-41310-100-	\$ 554.10
	Total For Check	29380					\$ 554.10
12/05/2016	Wingfield, Mary	29381	Reimbursement for Stamps	N	Postage/Postal Permits	100-41430-810-	\$ 295.16
	Total For Check	29381					\$ 295.16
12/05/2016	Beckman, Greg	29382	Reimbursement for Carpet Cleaning Equipment	N	General Government Buildings and Plant	100-41940-810-	\$ 87.18
	Total For Check	29382					\$ 87.18
12/05/2016	Payroll Period Ending 12/05/2016	29383		N	Supervision	100-45201-100-	\$ 242.41
	Total For Check	29383					\$ 242.41
12/06/2016	Wingfield, Mary	29384	Reimbursement for Office Supplies	N	General Government Buildings and Plant	100-41940-810-	\$ 16.99
	Total For Check	29384					\$ 16.99
12/06/2016	Jack's Lock & Safe	29385	Safe Work	N	General Government Buildings and Plant	100-41940-301-	\$ 135.00
	Total For Check	29385					\$ 135.00
12/06/2016	City of Roseville	29386*	July 2016 IT/Phone Services	N	Phone/IT	100-41955-320-	\$ 60.47
	Total For Check	29386					\$ 60.47
12/06/2016	Kantrud, Alan	29387	Attorney Fee's 2016	N	Legal Services	100-41601-305-	\$ 7,500.00
	Total For Check	29387					\$ 7,500.00
12/06/2016	St. Anthony Village	29388	Q4 2016 UB Admin	N	Financial Administration	601-41501-305-	\$ 1,837.42
	Total For Check	29388					\$ 1,837.42

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/06/2016	Lay, Tobin	29389	Reimbursement - Election & Cleaning Supplies	N	Elections	100-41410-810-	\$ 27.49
		29389			General Government Buildings and Plant	100-41940-810-	\$ 6.99
		29389					\$ 34.48
12/06/2016	Manship Plumbing & Heating Inc	29390	Monthly Standby/locates/services; Emergency water main break; Hydrant Flush	N	Water Utility	601-43180-305-	\$ 790.00
		29390				601-43180-305-	\$ 920.00
		29390				601-43180-305-	\$ 2,040.00
		29390					\$ 3,750.00
12/06/2016	CAPRA'S UTILITIES, INC	29391	Repair Broken Water Main at E Co Line/Birchwood Ave 11/20/16	N	Wtr/Swr Emergency	601-43185-305-	\$ 4,570.24
		29391					\$ 4,570.24
12/06/2016	Northeast Youth & Family Services	29392	Partnership - 2017 Entire Year	N	Grants	100-41905-435-	\$ 1,429.00
		29392					\$ 1,429.00
12/06/2016	City of Roseville	29393	November 2016 IT/Phone Services	N	Phone/IT	100-41955-320-	\$ 274.75
		29393				100-41955-320-	\$ 60.47
		29393					\$ 335.22
12/06/2016	FP Mailing Solutions	29394	Postage Machine - 11/22/16 - 02/21/17 rental	N	Postage/Postal Permits	605-41430-200-	\$ 125.34
		29394					\$ 125.34
12/06/2016	Birch	29395	Snow Plow Services	N	Ice and Snow Removal	100-43125-305-	\$ 585.00
		29395				100-43125-305-	\$ 360.00
		29395					\$ 945.00
12/06/2016	Press Publications	29396	Legal Notice Publications x 3	N	Ordinances and Proceedings	100-41130-351-	\$ 48.04
		29396					\$ 48.04
12/06/2016	KEJ Enterprises	29397	Mowing	N	Culture-Recreation Administration	100-45010-305-	\$ 1,665.00
		29397					\$ 1,665.00
12/06/2016	Menards - Oakdale	29398	Election Supplies	N	Elections	100-41410-430-	\$ 8.77

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					8.77
12/06/2016	Companion Animal Control LLC	29399	Animal Control - Qtr3, 2016	N	Militia and Armories	100-42810-305-	240.00
		Total For Check					240.00
12/06/2016	Advanced First Aid Inc	29400	Defibrillator Equipment for City Hall	N	General Government Buildings and Plant	100-41940-200-	641.60
		Total For Check					641.60
12/06/2016	SL - serco	29401	Meter Read/Maintenance	N	Water Utility	601-43180-305-	310.00
		Total For Check					310.00
12/06/2016	White Bear Township	29402	Lift Station Check / Repairs (10/17/16 - 10/30/16)	N	Sewer Utility	605-43190-305-	277.00
		Total For Check					277.00
12/06/2016	Gopher State One Call	29403	Locates (14 Tickets)	N	Utility Locates	100-42805-305-	18.90
		Total For Check					18.90
12/06/2016	Steve Dean Tree Trimming	29404	Tree Inspections and Removals	N	Tree Removal	100-43135-305-	420.00
		29404				100-43135-305-	740.00
		Total For Check					1,160.00
12/06/2016	Heating & Cooling Exxperts, LLC	29405	Boiler Repair	N	General Government Buildings and Plant	100-41940-300-	129.00
		Total For Check					129.00
12/06/2016	Integra	29406	Analog Phone Line	N	Phone/IT	100-41955-320-	37.47
		Total For Check					37.47
12/06/2016	Mow Joe Inc	29407	Fall Leaf Pickup	N	Culture-Recreation Administration	100-45010-305-	7,285.26
		Total For Check					7,285.26
12/06/2016	Toshiba Business Solutions, USA Inc	29408	Quarterly Maintenance 4th Qtr 2016	N	Recording and Reporting	100-41420-305-	29.93
		Total For Check					29.93
12/06/2016	TSE, INC	29409	City Hall Janitorial Services X2	N	General Government Buildings and Plant	100-41940-305-	25.00
		Total For Check					25.00
12/06/2016	MN Dept of Health Drinking Water	29410	Water Supply Connection Svc Fee 4rd Qtr 2016	N	Water Utility	601-43180-430-	562.00

2

Fund Name: All Funds

Date Range: 11/01/2016 To 12/09/2016

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					562.00
12/06/2016	Connelly Industrial Electronics	29411	Lift Station No. 2 Repairs - 10/17 & 10/21	N	Sewer Utility	605-43190-305-	428.59
		Total For Check					428.59
12/06/2016	TKDA Engineering Arch Planning	29412	Planning Services 9/25 - 10/29	N	Planning and Zoning	100-41910-305-	665.04
		Total For Check					665.04
12/06/2016	Xcel Energy	29413	Gas for Generator	N	Street Lighting	100-43160-380-	28.46
		Total For Check					28.46
12/06/2016	Xcel Energy	EFTa120616	Electric for Lift Station/Warminghouse	N	General Government Buildings and Plant	100-41940-380-	165.83
		EFTa120616			Supervision	100-45201-380-	12.56
		EFTa120616			Sewer Utility	605-43190-380-	536.95
		Total For Check					715.34
12/06/2016	Xcel Energy	EFTb120616	Electric for Street Lights	N	Street Lighting	100-43160-380-	1,258.88
		Total For Check					1,258.88
12/07/2016	City of White Bear Lake	29415	Fire Services - November 2016	N	Fire	100-42201-305-	1,568.75
		Total For Check					1,568.75
12/07/2016	IRS - US Treasury	EFTIRS1116	Q4 2016 Payment - November	N	Clerk - Treasurer	100-41401-100-	1,774.50
		Total For Check					1,774.50
12/09/2016	Metropolitan Council Env. Service	29416	Wastewater Service	N	Sewer Utility	601-43190-217-	4,275.77
		Total For Check					4,275.77
12/09/2016	PERA	EFT120916	Council Retirement - Wingfield & LaFoy	N	Mayor	100-41310-121-	105.00
		Total For Selected Checks					105.00
							90,613.77

As on 12/9/2016

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	6,000.00	6,000.00
Total Acct 322	0.00	6,000.00	6,000.00
Total Revenues	0.00	6,000.00	6,000.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous: Dues and Subscriptions	0.00	200.00	(200.00)
Community Events	0.00	900.00	(900.00)
Total Acct 451	0.00	1,100.00	(1,100.00)
Supervision			
Professional Services: Medical and Dental Fees	0.00	260.00	(260.00)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	2,325.00	(2,325.00)
Total Acct 452	0.00	2,585.00	(2,585.00)
Unallocated Expenditures			
Refunds and Reimbursements	0.00	200.00	(200.00)
Total Acct 492	0.00	200.00	(200.00)
Total Disbursements	0.00	3,885.00	(3,885.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		2,800.02	
Total Receipts and Other Financing Sources		6,000.00	
Total Disbursements and Other Financing Uses		3,885.00	
Cash Balance as of 12/09/2016		4,915.02	

As on 12/9/2016

Capital Improvement Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Transfer From General Fund	0.00	30,000.00	30,000.00
Total Acct 392	0.00	30,000.00	30,000.00
Total Other Financing Sources	0.00	30,000.00	30,000.00
Disbursements:			
Sewer Utility			
Professional Services: Medical and Dental Fees	0.00	38,650.00	(38,650.00)
Total Acct 431	0.00	38,650.00	(38,650.00)
Total Disbursements	0.00	38,650.00	(38,650.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		48,758.91	
Total Receipts and Other Financing Sources		30,000.00	
Total Disbursements and Other Financing Uses		38,650.00	
Cash Balance as of 12/09/2016		40,108.91	

As on 12/9/2016

Water	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	71,684.55	71,684.55
Penalty - Late Water/Sewer	0.00	365.79	365.79
State and Misc fees	0.00	1,976.69	1,976.69
Total Acct 341	0.00	74,027.03	74,027.03
Total Revenues	0.00	74,027.03	74,027.03
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
OFFICE SUPPLIES (201 through 209)	0.00	125.34	(125.34)
Total Acct 414	0.00	125.34	(125.34)
Financial Administration			
Professional Services: Medical and Dental Fees	0.00	7,531.47	(7,531.47)
Total Acct 415	0.00	7,531.47	(7,531.47)
Water Utility			
Professional Services: Medical and Dental Fees	0.00	48,866.66	(48,866.66)
Miscellaneous (431 through 499)	0.00	2,220.00	(2,220.00)
Wtr/Swr Emergency			
Professional Services: Medical and Dental Fees	0.00	4,570.24	(4,570.24)
Sewer Utility			
Sewer - Wastewater Charge	0.00	12,435.95	(12,435.95)
Total Acct 431	0.00	68,092.85	(68,092.85)
Total Disbursements	0.00	75,749.66	(75,749.66)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		15,617.59	
Total Receipts and Other Financing Sources		74,027.03	
Total Disbursements and Other Financing Uses		75,749.66	
Cash Balance as of 12/09/2016		13,894.96	

As on 12/9/2016

Sewer	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	0.00	832.17	832.17
Sewer Fee	0.00	100,802.67	100,802.67
Total Acct 341	0.00	101,634.84	101,634.84
Total Revenues	0.00	101,634.84	101,634.84
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
OFFICE SUPPLIES (201 through 209)	0.00	376.02	(376.02)
Total Acct 414	0.00	376.02	(376.02)
Sewer Utility			
Sewer - Wastewater Charge	0.00	36,720.81	(36,720.81)
Professional Services: Medical and Dental Fees	0.00	42,584.35	(42,584.35)
Utility Services (381 through 389)	0.00	13,422.32	(13,422.32)
Misc	0.00	1,000.00	(1,000.00)
Total Acct 431	0.00	93,727.48	(93,727.48)
Total Disbursements	0.00	94,103.50	(94,103.50)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		72,436.59	
Total Receipts and Other Financing Sources		101,634.84	
Total Disbursements and Other Financing Uses		94,103.50	
Cash Balance as of 12/09/2016		79,967.93	



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Sheriff's Report

Dear Mayor and Councilmembers,

Attached is a report from the Washington County Sheriff that shows the citations written within Birchwood during the month of November 2016.

Thanks,
Tobin Lay

**Citations for: Birchwood
11/1/2016 To 11/30/2016**

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	11/18/2016	820031632301	1202	J. Stringer	Written Warning	500	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	11/18/2016	820031632302	1202	J. Stringer	Written Warning	500	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	11/21/2016	820004633901	165	A. Loehr	Citation	0	WILDWOOD AVE				Birchwood	BW - Failure to Control Construction Site Runoff	302.055.2.C.4
WCSO	11/24/2016	820006632902	1202	J. Stringer	Written Warning	500	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	11/24/2016	820006632903	1202	J. Stringer	Written Warning	500	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Sheriff Contract Renewal

Dear Mayor and Councilmembers,

In 2014, Birchwood Village entered into agreement with Washington County Sheriff's Department to provide law enforcement through January 1, 2017. As this agreement will soon expire, the Sheriff's Department has submitted the attached renewal contract to continue these vital services for the City.

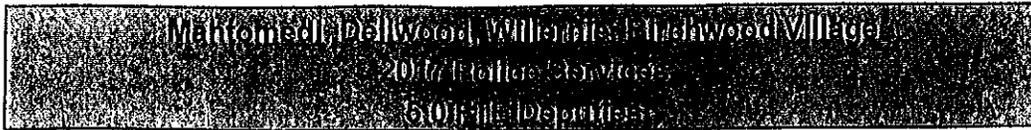
The proposed contract requires a minimum two (2) year commitment with an option to renew each consecutive year for a maximum contract length of five (5) years.

The proposed rate for this service will be \$50,895.31, which is \$1,918.83 more than the City's 2014 rate. The proposed rate will represents an 8.60% proportionment of the entire estimated cost to the Sheriff's Department in 2017. That 8.60% proportionment has not changed since the City first entered into contract with the Sheriff's Department in 2014.

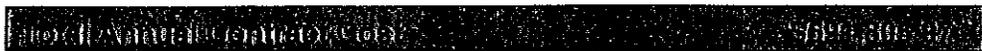
I ask Council's approval of this proposed renewal contract and approval for Mayor Wingfield and myself to sign the contract accordingly.

Thanks,
Tobin Lay

EXHIBIT A



<u>WAGES</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
Regular Pay	10,400	\$32.40	\$336,960.00
Holiday	440	\$32.40	\$14,256.00
Vacation	600	\$32.40	\$19,440.00
Sick Leave	200	\$32.40	\$6,480.00
Shift Differential	7,280	\$0.85	\$6,188.00
Overtime	450	\$48.60	\$21,870.00
Total Annual Wages			\$405,194.00
<u>BENEFITS</u>			
PERA	16.20%		\$65,641.43
Medicare FICA	1.45%		\$5,875.31
Employer Liability	8.00%		\$26,956.80
Medical Insurance			\$34,560.00
Life Insurance			\$95.00
Long Term Disability			\$555.00
Flex Credits			\$4,200.00
Uniform Allowance			\$3,900.00
Total Annual Benefits			\$141,783.54
<u>OTHER EXPENSES</u>			
Cost of Clerical Support			\$19,469.67
Cost of Supervision			\$42,087.68
Mileage	87,500	\$0.56	\$48,912.50
Total Annual Other Expenses			\$110,469.85
<u>CREDITS</u>			
State Aid Credit			(\$65,641.43)
Total Annual Credits			(\$65,641.43)



Mahtomedi	75.9%	\$449,180.73
Dellwood	10.5%	\$62,139.63
Willernie	5.0%	\$29,590.30
Birchwood Village	8.6%	\$50,895.31

**AGREEMENT FOR
LAW ENFORCEMENT SERVICES**

This agreement ("Agreement") is made and entered into this ____ day of _____, _____ by and between the County of Washington ("County") and the Cities of Mahtomedi, Dellwood, Willernie, and Birchwood Village ("Cities") for the provision of law enforcement services to the Cities by the County.

Whereas, the Cities are desirous of contracting for the performance by the County of the hereinafter described law enforcement functions for and within the political boundaries of the Cities through the Washington County Sheriff's Office; and

Whereas, the County is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

Whereas, this Agreement is authorized and provided for by the provisions of Minnesota Statutes, Sections 412.221, Subdivision 2, 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforementioned statutes and in consideration of the mutual promises contained herein, it is mutually agreed between the County and Cities as follows:

I. Scope of Services

1. The County, through the Washington County Sheriff's Office ("Sheriff's Office"), agrees to provide law enforcement services within the corporate limits of the Cities, including but not limited to the following:
 - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property;
 - b. Enforcement of Minnesota State Statutes and the ordinances of the Cities;
 - c. Traffic enforcement, including the regular use of radar or laser as a speed deterrent;
 - d. Criminal investigative and crime lab services;
 - e. Responding to police, medical, fire, and other emergencies;
 - f. Dispatching and other necessary communication services;
 - g. Driver's license inspections, background checks, and license enforcement services as required under applicable state law and city ordinances;

employees against any claim for damages arising out of the Cities' performance of this Agreement, up to the municipal tort limits found in Minnesota Statutes, Section 466.04.

5. The County agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance or self-insurance in amounts deemed appropriate by the County.
6. All deputy sheriffs, clerks, dispatchers, and all other County personnel performing duties pursuant to this Agreement shall at all times and for all purposes be considered employees of the County.

III. Payment

1. The Cities agree to pay to the County the direct costs and expenses of providing the Cities with the law enforcement services provided for by this Agreement, including the full-time services of five (5) full-time equivalent (FTE) deputy sheriffs.
2. Direct costs and expenses shall mean the salaries, payroll taxes, and fringe benefits of the dedicated employees of the County who perform the law enforcement services to the Cities under this Agreement, as well as other related and customary costs incurred by the County as a direct result of providing the law enforcement services to the Cities under this Agreement. Direct costs and expenses shall be those described in Exhibit A. Direct costs and expenses shall not include items of cost and expense attributable to services and facilities provided or available to the Cities which by state law the County must provide. Computation of costs hereunder shall be made by the Sheriff's Office, Budgeting and Accounting Division.
3. The County shall bill the Cities on a semi-annual basis for the provision of services under this Agreement in accordance with the cost allocations found in Exhibit A, and the Cities shall pay the amounts required of the Cities on a semi-annual basis by directing to the County a check or voucher payable to the County Treasurer.
4. The Cities' cost for law enforcement services under this Agreement for the upcoming year shall be furnished by the County to the Cities no later than August 1st of each year.

IV. Cooperation of Parties

1. To facilitate the County's performance pursuant to this Agreement, the Cities and County shall work together to achieve the objectives of this Agreement for the benefit of the residents of the Cities. Each party to this Agreement shall designate a liaison for the purposes stated above. Meetings of the liaisons can be called by any of the parties as requested.
2. The manner and standards of performance, discipline and control of personnel, methods of providing law enforcement services, and other matters incident to the performance of

law enforcement services under this Agreement, including personnel to be employed, shall be determined by the Sheriff's Office.

3. In the event the Cities, through their governing bodies or authorized agents, notify the County that they are dissatisfied with the assignment of personnel for the performance of services under the Agreement and request a change in assigned personnel, the County shall make a reasonable effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the County to provide services to other areas of Washington County in a timely and efficient manner.

V. Additional Terms

1. It is understood that this Agreement contains the entire agreement between the parties, and that no statement, promises, or inducements made by any party hereto, or any officer, agent, or employee of any party hereto which is not contained in this written Agreement shall be valid and binding. This Agreement may not be modified except in writing, signed by all parties.
2. The effective date of this Agreement is January 1, 2017.
3. This Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law. This Agreement shall automatically renew for periods of one (1) year following the expiration of the initial two (2) year term and/or any renewal term. The total duration of this Agreement including all renewal terms shall not exceed five (5) years.
4. This Agreement may not be terminated by any party during the first two (2) years from the effective date of the Agreement. This Agreement may be terminated at any time and without any financial penalty by any party during any renewal term of the Agreement by giving the other party written notice one hundred and eighty (180) days prior to the termination date.
5. The parties agree that any amendment to this Agreement which decreases the number of officers provided to the Cities shall not be effective until one hundred and eighty (180) days after the amendment has been executed by the parties.
6. Notices shall be sent:

a. To the County:

Washington County
Attention: County Administrator
14949 62nd Street North
P.O. Box 6
Stillwater, Minnesota 55082

Washington County Sheriff's Office
Attention: Sheriff
15015 62nd St N
P.O. Box 3801
Stillwater, MN 55082-3801

b. To the Cities:

City of Mahtomedi
Attention: City Administrator
600 Stillwater Road
Mahtomedi, MN 55115

City of Dellwood
Attention: City Administrator
111 Wildwood Road
P.O. Box 775
Willernie, MN 55090

City of Willernie
Attention: City Administrator
P.O. Box 487
Willernie, MN 55090

City of Birchwood Village
Attention: City Administrator
207 Birchwood Avenue
Birchwood, MN 55110

7. This Agreement may not be assigned without the written consent of all parties.
8. This Agreement shall be construed under the laws of the State of Minnesota.
9. If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF MAHTOMEDI, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF DELLWOOD, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF WILLERNIE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

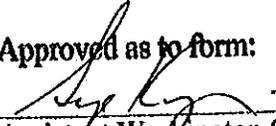
CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Approved as to form:



Assistant Washington County Attorney

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

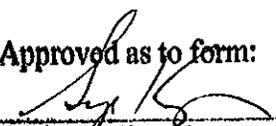
CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Approved as to form:



Assistant Washington County Attorney

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

CITY OF BIRCHWOOD VILLAGE, MINNESOTA

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

IN WITNESS WHEREOF, the Cities have caused this Agreement to be signed by their Mayors and attested to by their City Administrators and the County has caused this Agreement to be signed by the Chairperson of its Board of County Commissioners and attested to by its County Administrator and the seal of the County and Cities affixed thereto.

Dated: _____

COUNTY OF WASHINGTON, MINNESOTA

By: _____
Its Chairperson of the Board

ATTEST:

By: _____
Its County Administrator

**TERMINATION OF
PRECEDING AGREEMENTS FOR LAW ENFORCEMENT SERVICES
BETWEEN
COUNTY OF WASHINGTON, MN
AND
CITY OF BIRCHWOOD VILLAGE, MN**

The new agreement for the provision of law enforcement services effective January 1, 2017 between the County of Washington and the City of Birchwood Village shall supersede any and all preceding agreements. Any and all preceding agreements shall terminate on the effective date of the new agreement.

COUNTY OF WASHINGTON, MN

CITY OF BIRCHWOOD VILLAGE, MN

By: _____ / _____
Date

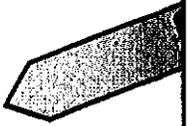
By: _____ / _____
Date



**TERMINATION OF
PRECEDING AGREEMENTS FOR LAW ENFORCEMENT SERVICES
BETWEEN
COUNTY OF WASHINGTON, MN
AND
CITY OF BIRCHWOOD VILLAGE, MN**

The new agreement for the provision of law enforcement services effective January 1, 2017 between the County of Washington and the City of Birchwood Village shall supersede any and all preceding agreements. Any and all preceding agreements shall terminate on the effective date of the new agreement.

COUNTY OF WASHINGTON, MN

CITY OF BIRCHWOOD VILLAGE, MN 

By: _____ / _____
Date

By: _____ / _____
Date



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Fire Service Contract Addendum

Dear Mayor and Councilmembers,

Birchwood Village currently contracts with the City of White Bear Lake (WBL) for its Fire Service. WBL's fire related expenses are expected to increase in 2017 due to cost containment and a shifting of tax capacity valuation.

Accordingly, the City has been asked to pay a \$373 increase over the City's 2016 rates. This amount is only \$17 more than our 2007 rate with WBL.

I ask Council's approval of this increase to the City's Fire Service rate and approval for Mayor Wingfield and myself to sign the related addendum.

Thanks,
Tobin Lay

RESOLUTION 2016-22

**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 2017**

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 Truth In Taxation meeting on December 13, 2016 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 2016 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 2017, be set at \$326,299.00

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 13th day of December 2016.

Mary Wingfield, Mayor

Attest:

Tobin Lay
City Administrator-Clerk

RESOLUTION 2016-23

**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 2017

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 2017, 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 13th day of December 2016.

Mary Wingfield, Mayor

Attest:

Tobin Lay
City Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE
2017 SUMMARY BUDGET STATEMENT**

The purpose of this report is to provide summary 2017 budget information concerning the City of Birchwood Village to interested citizens. The budget is published in accordance with Minnesota Statute Section 471.6965. This budget is not complete; the complete budget may be examined at Birchwood City Hall, 207 Birchwood Ave., Birchwood Village, MN 55110.

Governmental Funds 2016 Adopted Budgeted

	2016 Budget	2017 Budget
Revenues:		
Property Taxes	326,299	326,299
Licenses and Permits	0	0
Intergovernmental Revenues		
County and Other Local Governments	0	0
Charges for Services	0	0
Fines and Forfeits	0	0
Interest on Investments	0	0
Miscellaneous Revenues	0	0
Total Revenues	326,299	326,299
Expenditures:		
Current:		
General Government	127,883	127,820
Public Safety	77,800	73,250
Streets and Highways	43,000	46,000
Sanitation	28,000	25,000
Culture and Recreation	17,700	17,085
Miscellaneous	1,916	7,144
Transfer to other funds	30,000	30,000
Total Expenditures	326,299	326,299
Excess (deficiency) of Revenues over (under) Expenditures	0	0
Property Tax Levy Requirement to Fund This Budget	326,299	326,299

City of Birchwood Village Revenue and Expenditure Trends											
A	B	E	F	G	H	I	J	M			
		2011	2012	2013	2014 Final		2015	2016			
3		Actual	Budget	Actual	Levy	Other Revenue					
4											
5	General Property Taxes (levy)	315,354	325,000	320,067	336,013		\$	326,299.00	\$	326,299.00	
6	LICENSES AND PERMITS										
7	Business Licenses and Permits		100	0							
8	Building Permits	10,659	8,500	7,792		8,500					
9	Plan Check Fee		0	0							
10	Variances	206	0	412							
11	Dog Licenses	25	1,000	617		200					
12	INTERGOVERNMENTAL REVENUES										
13	Federal Grants and Aids	0	0	0							
14	State Grants and Aid	0	0	0							
15	State of MN Pera	238	238	238	238						
16	Local Grants and Aids	13,404	0	0							
17	Recycle Grant	1,678	1,650	1,678		1,000					
18	Cable Commission Grant	7,595	7,000	6,496		7,000					
19	CHARGES FOR SERVICES	0	0	0							
20	GENERAL GOVERNMENT										
21	City Hall Rent	350	500	375		500					
22	Certified Bills		0	0							
23	Delinquent Utilities - Garb/CEC		0	248							
24	PUBLIC SAFETY										
25	HIGHWAYS AND STREETS										
26	CULTURE AND RECREATION										
27	Park Fees	0	0	0							
28	OTHER CHARGES										
29	State & Misc Fees		0	0							
30	Sales Tax		0	0							
31	FINES AND FORFEITS	735	1,000	453		650					
32	Fines										
33	Forfeits										
34	MISCELLANEOUS REVENUES										
35	Surcharge		0	0							
36	Interest Earnings	33	1,000	41		50					
37	Contrib. & Donations-Private	725	400	765		500					
38	Refunds and Reimbursements	250	0	2,428							
39	Sale of Investments		0	0							
40	Recycling Charge (Mahr/Willemie)		0	0							
41	Cable/Excess Franchise Fee		0	0							
42	Miscellaneous	2,741	500	62		100					
43	NON-LEVY REVENUE	21,888	21,888	21,605	0	18,738					
44	ALL REVENUE - including levy	353,993	346,888	341,672	336,013	18,738					
45	TOTAL REVENUES	353,993	368,776	363,277	336,013	37,476					
46			incl. cap prj								

A	B	E	F	G	H	I	J	M
DISBURSEMENTS		2011	2012	2012	2013			
47								
48	GENERAL GOVERNMENT							
49	Publishing							
50	100-41130-350	91	175	100	100		80	80.00
51	Printing and Binding	1,683	2,000	4,213	2,000		2,000	2,000.00
52	Legal Notice Publication	1,774	2,175	4,313	2,100	0	2,080	2,080.00
53	Subtotal Publication							
54	City Council							
55	100-41130-100	4,415	2,700	2,442	4,200	0	4,200	3,900.00
56	Wages and Salaries							
57	Clerk							
58	100-41400-100	57,501	56,000	56,260	58,240		70,000	65,000.00
59	Wages and Salaries	0						
60	Federal Tax - Employee	0						
61	State Tax - Employee	0						
62	Employer Cont.-Retirement	0						
63	Retirement - Employee	0						
64	Medicare - Employer	0						
65	Social Security Employer	0						
66	Medicare - Employee	0						
67	Soc Security - Employee	0						
68	Other Pay	0						
69	Mileage	42						
70	Recording and Reporting	0						
71	Accounting (Treasurer)	0						
72	Professional Services	0						
73	100-41530-100	57,543	56,000	56,260	58,240	0	2,000	5,000.00
74	Admin. Staff Subtotal						72,000	70,000.00
75	Elections							
76	100-41400-100	0	3,500	3,715	0		3,500	1,750.00
77	Wages and Salaries	0	100	358	0		250	125.00
78	Operating Supplies	470	500	470	500		500	500.00
79	Repair & Maint. Supplies	0	50	114	0			
80	Mileage	0	250	407	0		400	200.00
81	Legal Notice Publication	470	4,400	5,064	500	0	4,650	2,575.00
82	Elections Subtotal							
83	Office Supplies	2,236	2,500	2,340	2,000		2,000	2,000.00
84	Operating Supplies	78	100	0	100			
85	Repair & Maint. Supplies	0	0	0	0			
86	Office Equipment	1,953	1,000	680	800		800	800.00
87	Small Tools & Minor Equip	0	300	0	250			
88	Contracted Services	1,425	375	295	375		375	375.00
89	Postage/Postal Permits	0						
90	Office Supplies	642	800	1,026	650		650	650.00
91	Refunds & Reimbursements	0		0	0			
92	Office Operations Subtotal	6,334	5,075	4,341	4,175	0	3,825	3,825.00
93	Financial Administration	15,143					0	
94	Auditing Services	393	400	375	400		400	400.00
95	Fees (Banking)	15,536	400	375	400	0	400	400.00
96	Insurance - City							

	A	B	E	F	G	H	I	J	M
95	Insurance								
96	General Liability Ins.	100-41945-361	6,980	4,355	3,754	3,800		3,800	\$ 4,000.00
97	Property Insurance	100-41945-362	2,619	2,500	2,183	2,200		2,200	\$ 2,400.00
98	Worker's Comp (for employees & contractors per audit)	100-41945-150	2,447	1,800	3,234	1,100		1,100	\$ 1,100.00
99	Vehicle Insurance	100-41945-363	69	72	69	70		70	
100	Excess Liability	100-41495-364	900	927	900	900		900	\$ 1,000.00
101	Crime Coverage	100-41495-365	118	125	118	120		120	\$ 150.00
102	Municipal			745	0	0		0	
103	Insurance Subtotal		13,133	10,524	10,258	8,190	0	8,190	\$ 8,650.00
104	Assessing								
105	Contracted Services	100-41550-305	5,324	5,325	5,436	5,450		5,450	\$ 5,450.00
106	Legal Services								
107	Professional Services	100-41600-300	7,004	8,000	6,679	7,200		7,000	\$ 7,000.00
108	Engineer Service								
109	Professional Services	100-41650-300	5,491	6,000	6,223	10,000		7,000	\$ 7,000.00
110	Per Diem (Planning Commission)	100-41800	475	1,560	985	1,560		600	\$ 500.00
114	Planning & Zoning	100-41910-300	46	0	206	0		200	\$ -
115	Services Subtotal		18,340	20,885	19,529	24,210	0	20,250	\$ 19,950.00
116	City Training & Development								
117	Training	100-41920-350	1,609	700	210	1,200			
118	Transportation	100-41920-350	247	100	0	100		100	
119	Dues & Subscriptions	100-41920-433	992	1,000	1,038	1,035		1,063	\$ 1,040.00
120	Grants (pandemic 2008)		200	0	0	0		0	
121	Grants Counsel Center 2012/2012 WC Heritage Soc.	100-41905-435	2,022	3,200	2,941	1,825		2,000	\$ 2,000.00
122	T & D Subtotal		5,070	5,000	4,189	4,160	0	3,163	\$ 3,040.00
123	City Hall-Gov't Buildings								
124	Repair, Operating & Maint. Supplies	100-41940-220	3,843	3,300	2,532	2,350		500	\$ 500.00
125	Professional Services	100-41940-300	6,904	0	0	0		0	
126	Contracted Services	100-41940-305	924	700	624	700		500	\$ 500.00
127	Telephone	100-41940-321	1,298	1,300	1,439	1,450			
128	Utility Services	100-41940-380	3,298	4,000	2,219	2,500		3,500	\$ 4,500.00
129	Buildings & Structures	100-41940-520	0	0	0	0		0	
130	Computer/Internet	100-41940-320	0	0	0	0		4,500	\$ 5,200.00
131	Gov't Bldgs Subtotal		16,267	9,300	6,814	7,000	0	9,000	\$ 10,700.00
132	Cable Eqpmnt and Service								
133	Contracted Services	100-41950-305	1,064	1,200	839		800		
134	Communication	100-41950-320	0	0	0	0		0	
135	Newsletter								
136	Operating Supplies	100-41960-210	0	0	0	25		25	
137	Contracted Services	100-41960-350	446	0	0	0		0	
138	Printing and Binding	100-41960-350	0	400	228	100		100	
139	Communication Subtotal		1,510	1,600	1,067	125	800	125	\$ -
140	TOTAL Gen Government		140,392	118,059	114,652	113,300	800	127,883	\$ 125,120.00
141	PUBLIC SAFETY								
142	Police								
143	Contracted Services	100-42100-305	88,505	90,935	89,776	91,348		48,000	\$ 51,000.00
144	Fire								

	A	B	E	F	G	H	I	J	M
145	Contracted Services	100-42200-305	20,078	20,500	21,317	20,593		21,000	\$ 20,000.00
146	Building Inspection (non levy)								
147	Small Tools and Minor Equipment		175						
148	Contracted Services	100-42401-305	8,237	8,700	9,623		8,200	8,000	Non Levy
149	Fees (variance, cond. use permits)	100-42401-430	170	700	104		200	100	\$ 100.00
150	Other Protection								
151	Contracted Services (Code Red)	100-42800-305	0	68	241	100		100	\$ 100.00
152	Dept. of Labor Fees		0		0				
153	County Environmental Charge		0		0				
154	Animal Control	100-42810-305	857	925	882	697	200	600	\$ 900.00
155	Operating Supplies		0		0				
156	Refuse Collection		0		0				
157	Refunds & Reimbursements		0		0				
158	PUBLIC SAFETY TOTAL		118,022	121,828	121,943	112,738	8,600	77,800	\$ 72,100.00
159	PUBLIC WORKS								
160	Improv Other than Bldg		0	0	0				
161	Survey Public Spaces		0	6,800	4,124	0		0	\$ -
162	Highways, Streets & Roadways								
163	Repair & Maint. Supplies	100-43100-220		1,000	244	750		1,000	\$ 1,000.00
164	Contracted Services (Pot Holes)	100-43100-305	10,292	6,000	2,805	4,500		5,000	\$ 5,000.00
165	Street Sweeping	100-43123-305		4,000	3,785	4,000		4,000	\$ 4,000.00
166	Seal Coat		0	0	0	12,500	12,500		
167	Crack Sealing		0		0	5,000	5,000		
168	Street Signs (Council action to place in Own Fund)		266	3,000	0	1,500			
169	Street Maintenance Subtotal		10,558	14,000	6,834	28,250	17,500	10,000	\$ 10,000.00
170	Street Lights								
171	Utility Services	100-43160-380	14,679	15,000	14,002	15,600	0	15,000	\$ 18,000.00
172	Drainage - Structure Care								
173	Stormwater Pond								
174	Contracted Services (pd Jan 2013 \$2,358 - '12 Exp)	100-43150-305	2,042	2,800	0	800		1,600	\$ 1,600.00
175	Fees (mpca)	100-43150-430	117	600	0	400		400	\$ 400.00
176	Subtotal		2,159	3,400	0	1,200	0	2,000	\$ 2,000.00
177	Ice and Snow Removal								
178	Operating Supplies (salt, sand)	100-43125-210	0	5,000	2,791	5,000		5,000	\$ 5,000.00
179	Contracted Services	100-43125-305	10,319	12,000	5,800	11,000		11,000	\$ 11,000.00
180	Snow & Ice Subtotal		40,140	17,000	8,591	16,000	0	16,000	\$ 16,000.00
181	Water Utility								
182	Refunds & Reimbursements	100-43180-810	474	0	0	0		0	
183	Sewer Utility								
184	Refunds & Reimbursements	100-43190-810	270	0	0	0		0	
185	Weed Control \$135 moved to line 232		0	0	0	0		0	
186	TOTAL - Public Works		744	56,200	33,551	61,050	17,500	43,000	\$ 46,000.00
187	CULTURE & RECREATION								
188	Recreation								
189	Operating Supplies		96	100	0	0		0	
190	Dues & Subscriptions	100-45100-433	0	200	200	200		200	\$ 200.00
191	Community Events (Volunteer Recognition)	100-45100-440	1,325	1,700	1,500	1,700		1,500	\$ 2,000.00

	A	B	E	F	G	H	I	J	M
192	TOTAL Recreation			2,000	1,700	1,900		1,700	400.00
193	Parks								
194	Wages and Salaries (Spysr-volunteer 2012 unpaid)								
195	Federal Tax - Employee	100-45200-100	5,490	5,900	2,883	7,500		10,000	10,000.00
196	State Tax - Employee								
197	Unemployment Compensation								
198	Medicare - Employer								
199	Social Security - Employer								
200	Social Security - Employee								
201	Medicare - Employee								
202	Office Supplies								
203	Operating Supplies	100-45200-210	979	350	97	450		200	
204	Repair & Maint. Supply/Contractual	100-45200-400	223	1,530	1,030	1,600		2,000	500.00
205	Professional Services		374	0	590				
206	Contracted Services	100-45200-305	3,438	360	4,526	1,600		1,000	1,000.00
207	Utility Services	100-45200-380	901	900	973	1,150		1,000	1,000.00
208	Fees	100-45200-530	0	0	0			800	
209	Buildings & Structures		1,336	1,660	1,390	1,700			
210	Furniture and Fixtures		0	0	0				
211	Garbage Pickup		0	600	0	0		0	
212	Tree Removal		0	0	0	0		1,000	
213	Per Diem / Projects		0	0	0	0	9,900		
214	Parks GF Subtotal		12,741	11,300	11,489	14,000	9,900	16,000	12,500.00
215	TOTAL Parks & Recreation		14,162	13,300	13,189	15,900	9,900	17,700	12,900.00
216	SANITATION								
217	Free Care - Inspection & Removal								
218	Contracted Services	100-43130-305	450	800	711	0		0	
219	Tree Removal								
220	Operating Supplies	100-43135-210	0	250	0	0		0	
221	Diseased Trees		0	0	0	0		0	
222	Contracted Services	100-43135-305	3,991	2,300	2,393	5,000		5,000	5,000.00
223	Sanitation - Recycling								
224	Contracted Services	100-43300-305	11,047	11,050	11,389	12,000		10,000	10,000.00
225	Recycling grant projects			1,650	0	0		0	
226	Lawn Care/Maintenance								
227	Contracted Services	100-45010-305	5,065	6,000	4,900	6,000		13,000	10,000.00
228	Weed Control - MILFOIL		135	1,700	927	1,200			
229	TOTAL - Sanitation		20,688	23,750	20,320	24,200	0	28,000	25,000.00
230	CONSERVATION - NATURAL RESOURCE								
231	Fees, Dues & Subscriptions	100-46100-430	1,609	1,700	1,697	2,082		1,916	1,885.00
232	USGS Lake Study		0	4,000	4,500	0		0	-
233	TOTAL - Conservation		1,609	5,700	6,197	2,082	0	1,916	1,885.00
234	UNALLOCATED EXPENDITURES								
235	Other Pay		2,122						
236	Operating Supplies		0						
237	Refunds & Reimbursements								
238	Sales Tax		0						
239	Miscellaneous		6,061	3,051	0	7,240			13,294.00

	A	B	E	F	G	H	I	J	M
240	Surcharge		0						
241	Gopher State and Locates		0						
242	Purchase of Investment		0					30,000	\$ 30,000.00
243	Transfer to Capital Projects Fund	100-49360-720	0						
244	Transfer to Sewer Fund		0						
245	Transfer to Water Fund		0						
246	TOTAL - Other Unallocated		8,183	3,051	0	7,240	0	30,000	\$ 43,294.00
	TOTAL OPERATING								
	EXPENDITURES (DISBURSEMENTS)		371,336	341,888	309,852	336,510	36,800	326,299	\$ 326,299.00
247									
248						373,310	Final Budget Approved		
249									
250									
251						2,012	2,013		
252	Levy					\$ 325,000	\$ 336,013		
253	Proposed \$\$ Change						\$ 11,013		\$0
254	Proposed % Change						3.38		0%

**CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA**

RESOLUTION 2016-20

RESOLUTION CERTIFYING UNPAID UTILITY CHARGES FOR COLLECTION

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 to those residents that the City Council would conduct a public hearing on December 13, 2016, at which 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 following accounts a charge against the resident 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 resident may pay the amount due at any time. If payment is made before December 23, 2016, the delinquency will not be certified to the county.
3. After December 23, 2016, the City Administrator shall transmit a certified copy of this list to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid in the same manner as property taxes.

Adopted by the City Council this 13th day of December, 2016

Mayor: _____

Date: _____

ATTEST

City Administrator-Clerk: _____

Date: _____



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Ordinance 302.045 & 302.070 Fence Language – Second Reading

Dear Mayor and Councilmembers,

During the October 11, 2016 City Council meeting, the City Council voted to approve the first reading of Ordinance 302.045 and 302.070, as amended. Attached is the current language of these two (2) Ordinances with striking and adding additional language to better help interpretation of this code.

These amendments were the result of the joint September Council/Planning Commission meeting, where it was recommended that the limit on fence height would be 78 inches with posts not to exceed 12 inches above the adjacent fence.

The discussion included striking "fence" from 302.045: Structure Height Limitations and "Method B: Feces" considering City Code 302.070 lists the height requirements for the fence. Please see attachment with the striking and addition of the proposed language.

It is proposed that Council consider a second reading of these Ordinances.

Thanks,
Tobin Lay

b. Dock and Pier Setbacks: Setback requirements from the ordinary high water levels shall not apply to piers and docks. Locations of piers and docks shall be controlled by applicable state and local regulations.

b. Retaining Wall Setbacks: Front, back, side street and other lot line setback requirements shall not apply to retaining walls except that the ordinary high water level setback requirements shall apply to retaining walls.

5. STRUCTURES IN WETLANDS. No structures are allowed within any wetlands.

“AMENDED BY ORDINANCE 1997-2; August 12, 1997.”

“AMENDED BY ORDINANCE 2003-1; February 12, 2003.”

302.030. HIGH WATER ELEVATIONS. All buildings shall be located such that the lowest floor surface is at a level at least three (3) feet in elevation above the highest known water level of any lake, pond, or wetland adjoining the lot. For three water bodies the high known water levels are:

HIGHEST KNOWN WATER LEVELS (Feet Above Mean Sea Level)

DNR ID #82-167	White Bear Lake	926.7 (NGVD, 1929)
DNR ID #82-134	Lost Lake	927.0 (NGVD, 1929)
DNR ID #82-480W	Hall's Marsh	926.7 (NGVD, 1929)

302.040. STRUCTURE REQUIREMENTS.

1. Each dwelling unit must have a floor area of at least 900 square feet.
2. The maximum square footage of a storage shed is 144 square feet. No person shall place automobiles, vans, or trucks in a storage shed.

302.045 STRUCTURAL HEIGHT RESTRICTIONS

1. STRUCTURAL HEIGHT LIMITATION: The maximum height of a structure as calculated by Method A or Method B (see below) is as follows:

<u>Structure type</u>	<u>Structure Height Limitation</u>
Principal Structure/attached garage	30 feet
Detached garage	18 feet
Detached storage shed	12 feet
Fences	6 feet

METHOD A: (Most applicable to 3-dimensional structures, e.g. houses and garages.) The maximum height of a structure is the difference between the elevation of the highest point of the structure and the average elevation of the grade plane. The grade plane shall be calculated based on the method shown in Exhibit A below. Elevation points at the ground level shall be evenly distributed along each façade.

METHOD B: (Most applicable to structures which are mainly 1- or 2-dimensional, e.g. towers, fences, and walls.) The maximum height of a structure is the difference in elevation between any point on the structure and the ground directly below that point.

2. Grading/Fill Limitation

The existing grade of the property shall not be raised around a new building or foundation in order to comply with the height requirements of this code.

3. Tallest Point Limitation

Regardless of the structure height limitations for principal structures specified in section 302.045 subsection 1 above, the lowest point on the façade to the tallest point of a structure shall not exceed 35 feet. Also, the tallest point of an attached garage shall not exceed the height of the tallest point of the principal structure.

4. Exceptions.

The structure height and tallest point limitations established herein shall not apply to chimneys and flues provided the footprint or horizontal area of the chimney or flue does not exceed 16 square feet and the top of the chimney or flues and does not extend more than three feet above the tallest point of the structure.

Exhibit A:

control on any property within the City, is a nonconformity. When a development permit is sought for property with non conforming vegetative or erosion conditions, a recovery plan must be submitted by the permit applicant and approved prior to permit issuance. The recovery plan must provide for reasonable screening of shoreland development, protection of soil from erosion, surface water shading and a schedule for implementation.

302.070 CITY FENCE ORDINANCE.

1. Zoning Permit. A Zoning Permit (see Sections 301.080.1.b and 307) shall be obtained from the City before installing or constructing any fence for any purpose. A site drawing showing the location of the fence shall be submitted with the permit application.

2. Notice to Neighbors. Any applicant for a Zoning Permit to construct a fence shall notify all abutting property owners at least five (5) days prior to submitting the application for a Zoning Permit.

3. Location. All fences shall be located entirely upon the property of the fence owner.

4. Height. ~~No fence may exceed six (6) feet in height.~~
No fence shall exceed six feet six inches (78") in height above grade at any point. Posts shall not exceed 12 inches above the adjacent fence.

5. Retaining Walls. Solid walls in excess of four (4) feet high shall be prohibited unless they are part of a building.

6. Materials. Fences in excess of four (4) feet in height shall be at least thirty percent (30%) open through the entire surface area of the fence. All fences shall be constructed and maintained in a substantial manner and of material reasonably suited for the purpose for which the fence is proposed to be used. That side of the fence considered to be the face (or most attractive side of the fence) shall face toward abutting properties.

"AMENDED BY ORDINANCE 1997-2; August 12, 1997."

302.080. STAIRS AND LIFTS TO LAKE OR WATER BODY - STANDARDS. A stairway or lift to enable access from land properties to White Bear Lake or pond or recreational body of water shall be constructed and maintained in compliance with the standards and requirements of Section 302.080 parts 2 and 3.

1. The applicant shall obtain a Zoning Permit before any construction takes place.

2. Standards and requirements for stairways are as follows:

a. Stairways may not exceed 44 inches in width.

b. Landings may be permitted at a minimum vertical interval of 20 feet.



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Planning Commission Update and Requests

Dear Mayor and Councilmembers,

On December 1, 2016, the Planning Commission met with City Planner Sherri Buss to discuss amendments to sections 300.020 and 302.050 of the City Code; relating to performance standards and procedures for a variance from the impervious surface coverage standard.

Although suggested amendments to these sections were put forward and discussed at that Commission meeting, a recommendation was not determined.

The Planning Commission has scheduled a follow-up Commission meeting for Tuesday December 27, 2016 at 7:00pm to continue the discussion and invites City Council to attend.

The Commission also requests a public hearing be held at the December 27 Commission meeting to allow for input from Birchwood residents before a recommendation is reached.

Members of the Planning Commission have agreed to be present at tonight's City Council meeting to discuss these requests further.

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Summer Water Consumption Information

Dear Mayor and Councilmembers,

Mayor Wingfield has requested that I include the following to the Council packet:

"The City of White Bear Lake provides water to our city. The City of White Bear has incurred substantial legal fees in defending its consumption of water by underground wells. Those additional costs have been passed along to all our residents in the user rates.

2016 has been the wettest year on record. Despite this, there was a significant spike in summer usage. A recent look at the summer quarter shows significant use by a few users. Two users used over 20,000 cubic feet of water, and three more used over 10,000 units. (i.e. Converted to gallons, that total for five homes is over 600,000 gal.) In addition, 21 homes used over 5000 cubic feet each. By comparison, the rest of the city residents averaged 1600 cubic feet for the same period. The net effect is 7% of the households used over a quarter of the city water consumption during one of the wettest seasons on record.

Review of our residential water consumption suggests the City should review its cost structure in light of the legal rates we pay are related to consumption. In reviewing other communities, cities have applied more significant fees to excessive users. The water committee should review this information to ensure the resources of the aquifer are being used reasonably as well as attempting to reduce the need for future water by more expensive means."

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Dock Association Request to Allow 22 Foot Length Boats

Dear Mayor and Councilmembers,

I have received the following request from Mr. Mike Evangelist from the Birchwood Dock Association for your consideration:

“More Efficient Use of Birchwood Docks

In attempting to accommodate all those who want to use boat slips at the four Birchwood docks, the Dock Association continues to be challenged by the restriction on boat length. The current dock ordinance limits boats to 19 feet, except on Birch Dock, which allows 22 feet. But the majority of those seeking slips have boats longer than 19 feet. This means their only option is to hope for one of the few open spots at Birch to become available. It also means we might actually have unused spots at the other docks, because not enough people have smaller boats.

In order to give more residents an opportunity to use a boat slip, and increase access to this wonderful resource, the Association is suggesting that the rules be standardized to allow 22-foot boats at all four docks.

This would assure more usage and more equitable assignment of available spaces.”

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: 2016 Tree Inspection Report

Dear Mayor and Councilmembers,

The City has received the attached tree inspection report from Mr. Steve Dean, which identifies diseased trees that need to be removed and provides an analysis of tree diseases threatening our community.

For the trees located on private property, Mr. Dean has already contacted the owners to inform them of their need to remove the trees to reduce the spread of disease to other trees in the City.

Two (2) of the diseased trees are located on City property, in Birch Easement. Staff has received two (2) quotes for removing these trees; one from Mr. Steve Dean, and the other from Mr. John Lund.

Mr. Dean's quote totaled \$700, while Mr. Lund's totaled \$400. Accordingly, staff plans to accept Mr. Lund's quote.

Thanks,
Tobin Lay

2016 Tree Inspections

11-28-2016

Trees marked on residential properties:

- Oak Wilt 13 Oaks (on 6 properties)
- Dutch Elm 1 Elm

Trees marked on city property:

- Oak Wilt None
- Dutch Elm 2 Elms (Birch Easement)

Ash Bore:

Two homeowners let me cut down Ash trees on their properties and examine them for Ash Bore. I climbed a 3rd Ash tree on another property, examining it for Ash Bore. I found no signs of Ash Bore. I don't believe Ash Bore is here yet. Based on how far away Ash Bore is currently, and how far it travels in a year, it may be here in 3 to 5 years.

Bur Oak Blight:

I found a few new cases of Bur Oak Blight. The Oak trees that have had Bur Oak Blight for years are declining in health.

Sincerely,

Steve Dean

Proposal

John Lund
612. Wildwood Ave
Birchwood, MN 55110

PROPOSAL NO.	1
SHEET NO.	1
DATE	11-30-16

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME <i>City of Birchwood</i>	ADDRESS <i>Birchwood</i>
ADDRESS <i>207 Birchwood Ave</i>	DATE OF PLANS —
PHONE NO. <i>Birchwood, MN 55110</i>	ARCHITECT —

We hereby propose to furnish the materials and perform the labor necessary for the completion of _____

Remove 2 trees

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of *Four Hundred &*

00/100 Dollars (\$ *400.00*) with payments to be made as follows. *total Due when completed*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Per



Note — this proposal may be withdrawn by us if not accepted within _____ days.

X

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature X

Date X

Signature _____



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Dog Park Committee Request

Dear Mayor and Councilmembers,

Mayor Wingfield has requested that I include the following to the Council packet:

“A resident and I (Mary Wingfield) have been in contact with relatives of a former resident (Dave Reynolds) who has since passed on. The family would like to honor the memory of Dave and are willing to make a substantial contribution to see a Dog Park come to fruition. A large number of residents own dogs and many have expressed an interest in seeing this accomplished as well.

My thought is to review what opportunities are available with an eye toward considering Bloomquist Park as an option. Bloomquist park is just over 1 ½ acres and is probably the most under-utilized open space in Birchwood. Fencing would be a significant cost, but some of the tennis court fencing could be incorporated into the dog park perimeter. There is a large infestation of buckthorn in the woods that needs to be eradicated. A few companies are available to remove the invasive plant. If costs are not fully covered by the family, funding could be pursued through donations and volunteer help like used for the hockey hut construction.

The committee would be charged with obtaining community input and considering the best solution, obtaining funding, determining suitable fence design (while still keeping use of the thru walking path), and rules and signage. The hope is completion within the year.

If approved by the council, residents can apply for consideration in helping with this project by submitting their names and a letter of interest to the city administrator.”

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: City Council Compensation

Dear Mayor and Councilmembers,

I have been assisting Councilmember LaFoy to evaluate Councilmember compensation. From our search, it appears that the last time Councilmember compensation rates were increased was in 2010 and were only increased \$100; from \$500 to \$600. The Mayoral compensation rate was not increased at that time. The current Mayoral rate is \$1,500 and the Councilmember rate is \$600 (annually).

In comparison, the following data shows the current compensation rate for Mayors and Councilmembers from neighboring communities:

	<u>MAYOR*</u>	<u>COUNCIL*</u>
Grant	\$2,900	\$2,415
Dellwood	1,500	1,000
Willernie	1,200	720
WBL	9,600	7,500
Township		1,277/month
NSP	6,400	5,200
VH	7,500	6,000
Pine Springs	0	0
N Oaks	3,000	2,300

*except for White Bear Township, these figures represent annual compensation rates.

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Fall Leaf Pickup

Dear Mayor and Councilmembers,

As you are all aware, the City had to switch companies to handle the Fall leaf pickup service at the last minute. The City had originally agreed to have H&B Services, who had handled this service for the City previously, but switched to Mow Joe Outdoor Solutions in late November. H&B was unable to provide the service due to equipment failure but Mow Joe was able to perform the service with short notice; though at a higher rate. Mow Joe charged \$40 for small piles and \$75 for large piles, compared to H&B's \$25 and \$50, respectively.

Staff used every tool available to disseminate the information about the change in service providers and cost breakdown; including: posting notice on the bulletin boards inside and outside City Hall, on the City website, disseminating flyers at City Hall during the election, and emailing those on the City's list-serv.

Because the first pickup took place so late in the season, there were excessive piles of leaves; which took Mow Joe three (3) days to pick up the first week. The second week was a single day pickup.

89 Birchwood Residents/homes participated in the leaf pickup and staff has received no negative feedback regarding Mow Joe's service. Only one complaint has been received and it was related to the last minute change in providers and the increase in cost.

As instructed by Council, staff will pay the full amount of \$7,285.26 up front (pending Council's approval of the December 13 Treasurer's Report) and bill the participating residents through their individual utility bills, along with an additional \$2 service charge.

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Xcel Energy LED Light Update

Dear Mayor and Councilmembers,

Xcel Energy has informed the City that they plan to switch the City's street lights to LED bulbs sometime in January 2017; date to be determined. Birchwood will be one of the first Xcel clients to receive the LED bulbs in the Northeast Metro area. Costs for this upgrade will be paid by Xcel directly.

Attached are materials on LED lights and the estimated energy savings, as provided by Xcel Energy. I will update Council once a date has been determined for the upgrade.

Thanks,
Tobin Lay

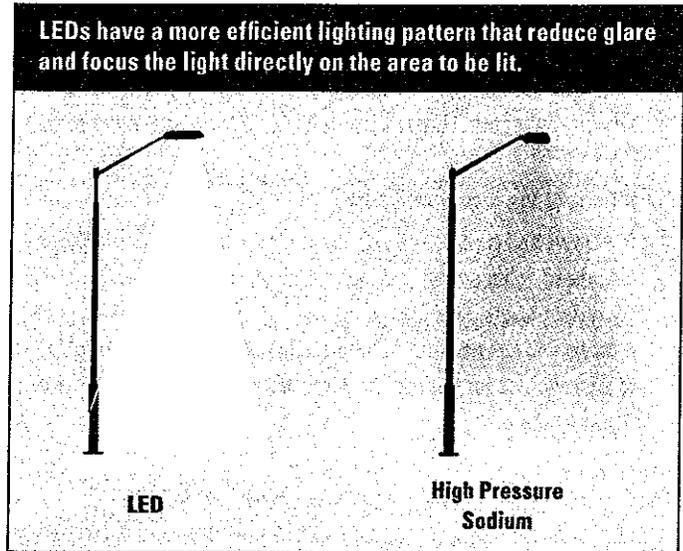


LED Street Lighting

LED streetlights are durable, long-lasting and cost effective and can lead to enhanced public safety while delivering environmental advantages because they use less energy while delivering enhanced visible light. After completing pilot programs and a technical analysis of current products that meet our engineering requirements, we found mainstream LED streetlights to be of utility-grade quality and on par with the reliability standards we must maintain.

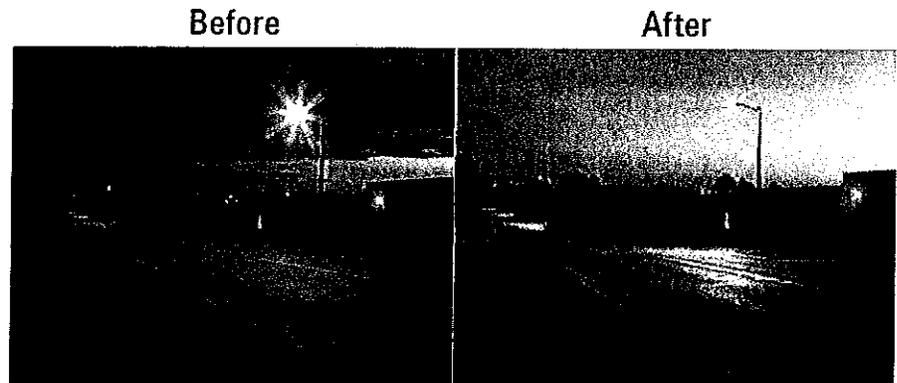
Q. Will residents notice a difference compared to the existing lights?

- A. Yes. Old residential streetlight technology such as high pressure sodium has less efficient light pattern that causes glare and light trespass. New residential LED street lighting technology has a more efficient lighting pattern that reduces glare and focuses the light directly on the area to be lit (typically corners and mid-block locations).



LEDs have better, broad spectrum lighting than traditional high pressure sodium cobra head-style streetlights which spill excessive yellowish-orange light away from the street and into neighboring yards and windows. Because existing poles are not being moved, any unlit areas between poles (corners and mid-block locations) are unchanged. However, due to the uniformity of the light from LEDs, the difference between lit and unlit areas is accentuated.

All of our LED lighting is also "Dark Sky" compliant for backlight, uplight and glare. Dark sky is a designation given to outdoor lighting fixtures that meet the International Dark Sky Association's requirements for reducing the waste of ambient light.



Q. What is the purpose of residential street lighting?

- A. Residential street lighting is different than downtown or highway street lighting in that it's meant to provide sufficient guidance for pedestrians and vehicle traffic along residential streets by illuminating corners and mid-block locations. In a downtown area, lighting uniformity plays an important role due to the high volume of pedestrian and vehicle traffic and to enhance the visibility of buildings and storefronts. In highway lighting, particularly near interchanges, exits or roundabouts, lighting uniformity is also important.

Q. Are the new lights as bright as the old lights?

- A. Yes. The light output (lumens) of the new LEDs is equivalent to that of the old HPS lights.

Q. How will the program work?

- A. Our crews and contractors will install LED replacements for Xcel Energy-owned HPS cobrahead lights on the existing streetlight rate at the 100W, 150W, 250W and 400W equivalent levels. Xcel Energy will pay all costs associated with the retrofits, including removal and salvage of old lights and installation of the new LED fixtures. There are no costs to communities for this replacement. We will also offer LEDs for new construction projects in the same sizes.

Q. How will the new LED rate compare to current rates?

- A. Municipal customers could save four to seven percent on their average monthly streetlight bill.

Q. What services does the LED Street Lighting rate include?

- A. Our LED Street Lighting rate is a simple modification of the current streetlight rate structure with which customers are familiar.

Q. Will there be an up-front charge?

- A. No. We will be able to implement this program with no up-front charge to customers.

Q. When will the work take place?

- A. The installation of LED streetlights began in Minnesota September 2016 and will continue for 2 1/2 years.

For further information we also encourage you to visit xcelenergy.com/LEDStreetLighting.

Outdoor Lighting - Birchwood MN
Street Lighting System Service (Average Monthly Bill Impact Per Fixture)

OVERHEAD SERVICE (Average Monthly Bill)						
High Pressure Sodium	LED Equivalent	Monthly Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	39 Watt (4,000 Lumens)	\$9.89	27.1	28.5634	27.1	28.5634
150 Watt (6,000 Lumens)	65 Watt (6,000 Lumens)	\$10.70	36.8	38.7872	36.8	38.7872
250 Watt (14,000 Lumens)	155 Watt (14,000 Lumens)	\$14.54	52.7	55.5458	52.7	55.5458
400 Watt (25,000 Lumens)	246 Watt (25,000 Lumens)	\$18.50	81.8	86.2172	81.8	86.2172
UNDERGROUND SERVICE (Average Monthly Bill)						
High Pressure Sodium	LED Equivalent	Monthly Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	39 Watt (4,000 Lumens)	\$18.61	27.1	28.5634	27.1	28.5634
150 Watt (6,000 Lumens)	65 Watt (6,000 Lumens)	\$19.42	36.8	38.7872	36.8	38.7872
250 Watt (14,000 Lumens)	155 Watt (14,000 Lumens)	\$23.05	52.7	55.5458	52.7	55.5458
400 Watt (25,000 Lumens)	246 Watt (25,000 Lumens)	\$26.72	81.8	86.2172	81.8	86.2172
AVG. MONTHLY SAVINGS (\$, ENERGY, CARBON)						
# OVERHEAD	# UNDERGROUND	Monthly Savings	Monthly Energy kWh Savings	Monthly CO2 lbs/kWh avoided	Monthly Energy kWh Savings	Monthly CO2 lbs/kWh avoided
65	1	\$30.70	1788.6	1885.1844	1788.6	1885.1844
2		1.03	73.6	77.5744	73.6	77.5744
		0.00	0	0	0	0
		0.00	0	0	0	0
Total	1	\$31.73	1862.2	1962.7588	1862.2	1962.7588

Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Upper Midwest generation sources (1.054 lbs/kWh)



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Request to Create City Presence on Social Media

Dear Mayor and Councilmembers,

In an effort to improve communication between the City and Birchwood residents, staff requests permission to create a City presence on Social Media.

According to City's "Internet Access and Email Policy":

No [City] employee shall create a social media profile on behalf of the City or as a representative of the City or with the name or logo without approval from the City Council.

Currently, the only official Internet presence the City has is the City's website. All City communications have been limited to this website, postings to the bulletin board at City Hall, and traditional publications (newspapers and newsletter).

Many residents have asked the City to expand its communication tools to include an official Facebook and Twitter account, which will push updates out to those residents that "follow" the account, rather than requiring residents to check the City website regularly for updates.

Staff agrees with these resident requests. Facebook and Twitter have been proven effective communication tools for city governments.

Accordingly, staff requests City Council's approval to create and manage an official Facebook and Twitter account and Youtube channel for the City of Birchwood Village.

Thanks,
Tobin Lay



MEMORANDUM

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
DATE: December 13, 2016
SUBJECT: Replacement of City Safe

Dear Mayor and Councilmembers,

Staff recently had a lock smith come to change the combination on the existing City office safe. The lock smith discovered that the mechanism in the lock is extremely worn and in danger of not operating. He warned that if the pins stop functioning, staff will be unable to unlock the safe. The cost of drilling the safe will be exorbitant because it is made of thick steel – made in the early 1900's.

The lock smith offered two (2) solutions:

- 1) Convert the mechanism to a modern digital keypad; or
- 2) Purchase a smaller safe that can be mounted inside the existing safe.

The cost of converting the safe would be approximately \$750, where as a replacement safe will cost about \$300-\$400, plus labor.

As it is important for staff to store valuable financial materials and important documents on-site, staff requests Council's approval to replace the safe and asks for Council's preference to the above options.

Thanks,
Tobin Lay