



**AGENDA**  
**CITY OF BIRCHWOOD VILLAGE**  
**CANVASSING BOARD and**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**CITY OF BIRCHWOOD VILLAGE**  
**207 BIRCHWOOD AVENUE**  
**WASHINGTON COUNTY, MINNESOTA**  
**NOVEMBER 13, 2012**  
***CANVASSING BOARD - 7:00 P.M.; REGULAR MEETING TO***  
***FOLLOW***

**CANVASSING BOARD**

1. Call To Order
2. RESOLUTION 2012-CB-01 Certifying the Results of the Municipal Election Held on November 6, 2012 (Powers – see exhibit)
3. Adjourn

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW COUNCIL MEMBER**

**APPROVE AGENDA**

**COMMUNITY EVENTS AND ANNOUNCEMENTS**

**OPEN PUBLIC FORUM**

**CITY BUSINESS – CONSENT CALENDAR**

1. Approval of the Minutes of the October 9, 2012 Regular Meeting (see exhibit)
2. Acceptance of Financial Report and Approval of Disbursements (see exhibit)
3. Approval of RESOLUTION 2012-28 Adopting the Washington County All-Hazard Mitigation Plan (see exhibit)
4. Approval of RESOLUTION 2012-29 Authorizing the Council Liaison to Parks To Sign Time Cards for Seasonal Rink Attendants (see exhibit)
5. Approval of hiring Maya Comfort, Nick Hovland, Caitlin Howe and Johnny Dow as Ice Rink/Warming House Attendants (Howe and Dow conditioned on passing a background check) at a wage of \$8.00 per hour (see exhibit)

**CITY BUSINESS – REGULAR ORDER**

6. 7:30 RESOLUTION 2012-30: Certification of Delinquent Utility Accounts to the County (Powers - see exhibit)
  - a. Public Hearing
  - b. Council Deliberation and Consideration of ApprovalTime Budget: 15 minutes

7. **7:45 Revised Cost Estimate – Riviera Drive Stormwater Pond Cleanout: Review and Consideration of Approval (Elfering – see exhibit)**  
**Time Budget: 15 minutes**
  
8. **8:00 Parks and Natural Resource Committee Items**
  - a. **Draft Revisions to the Committee’s By-Laws to Include a Per Diem Policy (Harper – see exhibit)**
  - b. **Review of 2013 Work Plan and Budget (Lund – see exhibit)****Time Budget: 30 minutes**
  
9. **8:30 Review and Consideration of Adjusting the Hourly Wage of the Cablecaster (Powers – see exhibit)**  
**Time Budget: 15 minutes**
  
10. **8:45 Council Reports**  
**Time Budget: 15 minutes**
  
11. **9:00 Next Meeting – December 11, 2012 – Topics**  
**Time Budget: 15 minutes**
  
12. **9:15 ADJOURN**



**CITY OF BIRCHWOOD VILLAGE**  
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### **SUMMARY OF ACTION TO BE TAKEN – NOVEMBER 13, 2012 CANVASSING BOARD MEETING**

**RESOLUTION 2012-CB-01 CERTIFYING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 6, 2012:** Minnesota Statutes § 205.185, Subd. 3(a) calls for the City Council to meet as the Canvassing Board to certify the results of the municipal election. This board does not certify the City vote totals for races that extend beyond the corporate limits of the jurisdiction.

The winners of the general election (Mayor-Elect Mary Wingfield and Council Members-Elect Bill Hullsiek and Randy Lafoy) will start their 4-year terms in January.

The winner of the special election to fill the vacancy caused by the resignation of Mark Peterson (Kevin Woolstencroft) will be sworn in during tonight's regular Council meeting. Council Member Woolstencroft will take the place of Council Member Hullsiek. Hullsiek will be sworn in and reseated at the January 8, 2013 Council meeting.

### **SUMMARY OF AGENDA ITEMS – OCTOBER 9, 2012 CITY COUNCIL MEETING**

**CONSENT CALENDAR:** There are five items on the consent calendar, as follows:

1. Approval of the Minutes of the October 9, 2012 Regular Meeting.
2. Acceptance of the Financial Report & Approval of Disbursements.
3. Approval of RESOLUTION 2012-28 Adopting the Washington County All-Hazard Mitigation Plan: On July 11, 2006, the County adopted an All-Hazard Mitigation Plan (hereinafter referred to as "the Plan") which identified the hazards faced in the County, certain vulnerabilities to these hazards, and mitigation strategies for the future. The City Council, on December 12, 2006, approved Resolution 2006-05 that adopted the plan. The revised document is an update to the 2006 Plan. The plan fulfills the requirements for the Federal Disaster Mitigation Act as administered by the Minnesota Division of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA). In an October 4, 2012 cover letter accompanying the revised Plan, the County advised the City that adoption of this plan by all Washington County jurisdictions will be necessary to qualify for Hazard Mitigation Grants.
4. Approval of RESOLUTION 2012-29 Authorizing the Council Liaison to Parks to Sign Time Cards for Seasonal Rink Attendants: The Council approved Resolution 2011-05 in February 2011 authorizing Council Member Carson to sign time cards for the seasonal ice rink warming house attendants, in keeping with the City's financial internal controls. Council Member Carson has been doing so as part of her duties as Council liaison to the Parks & Natural Resources Committee. Council Member Harper believes it would be good to reaffirm the responsibility of the Council liaison to Parks to sign the aforementioned time cards.
5. Approval of hiring Maya Comfort, Nick Hovland, Caitlin Howe, and Johnny Dow as Ice Rink/Warming House Attendants at a wage of \$8.00 per hour. Since Hovland, Howe, and Dow are over 18 years of age, background checks are required to be passed per Council direction. Hovland passed his background check, and Howe and Dow have yet to submit authorization forms to perform the background check. Staff

recommends approving the hire of Comfort and Hovland, and conditionally approving the hire of Howe and Dow; the condition is passing the background check.

**CITY BUSINESS – REGULAR ORDER:**

6. RESOLUTION 2012-30 CERTIFICATION OF DELINQUENT UTILITY ACCOUNTS TO THE COUNTY> PUBLIC HEARING AND CONSIDERATION OF APPROVAL: Minnesota Statutes Chapter 429.101, subchapter 10 authorizes cities to certify delinquent utility bills to the county to be placed on the property taxes of the subject properties as a special assessment. Last year, the Council certified 10 accounts as delinquent; this year, the list has 7 accounts. Typically, the Council has approved the delinquent utility list, but will remove an account from the list if payment is made in full two weeks prior to the deadline for certification of the Final Levy to the County. Since the deadline for certification of the Final Levy to the County is December 28, payment would need to be made no later than December 14.

**QUESTION: Should the Council certify the delinquent accounts to Washington County for payment with property taxes payable in 2013.**

7. REVISED COST ESTIMATE – RIVIERA DRIVE STORMWATER POND CLEANOUT: REVIEW AND CONSIDERATION OF APPROVAL: City Engineer Kristie Elfering prepared a memo and exhibit detailing the revision in the cost distribution between the City of White Bear Lake, the City of Birchwood, and Ramsey County. The Council previously authorized a 2/9<sup>th</sup>'s cost participation on the project, with a "stop loss", or cap, at \$2,000.00. The documentation from Terry Noonan, Ramsey County Environmental Services Supervisor/Project Manager – Water Resources, indicates that the City of Birchwood's percentage of the project is 24%, not 22.2% (2/9<sup>th</sup>'s) as originally calculated by the City Council. The result of this change is that Birchwood's cost comes to \$2,040.00 instead of \$1,888.88 – an increase of \$151.12. The memo and exhibit is included in the agenda packet.

**QUESTION: Should the City Council accept the revised cost calculations and cost increase for the stormwater pond cleanout?**

8a. PARKS AND NATURAL RESOURCE COMMITTEE ITEMS> DRAFT REVISIONS TO THE COMMITTEE'S BY-LAWS TO INCLUDE A PER DIEM POLICY: The City currently pays per diems only to the Planning Commission. Council Member Harper believes that the Parks and Natural Resource Committee should be treated similarly, and prepared for Council review a draft amendment to the Committee's by-laws to incorporate a per diem policy. A cover memo prepared by Harper is included in the agenda packet as an exhibit.

**QUESTION: Should the City Council adopt the draft amendment to the Parks Committee By-Laws to incorporate a per diem policy?**

8b. PARKS AND NATURAL RESOURCE COMMITTEE ITEMS>REVIEW OF THE 2013 WORK PLAN AND BUDGET: John Lund, Parks Committee Chair, will be at this meeting to review the proposed 2013 work plan and budget for the Committee. Per the Committee's by-laws, once the work plan and the budget for Parks is approved, it has the authority to incur expenditures consistent with the work plan and budget without first going to the Council for approval. A copy of the proposed work plan and budget is included in the agenda packet as an exhibit. The Council will be approving the work plan at this meeting; the budget numbers do not need to be approved until the December meeting where the entire municipal budget is approved – although it may approve the budget at tonight's meeting if it so desires.

**QUESTION: Should the Council approve the draft 2013 Work Plan for the Parks and Natural Resource Committee? Should the Council approve the proposed budget for the Committee? Should the Council wait until December to approve the Committee's budget along with the rest of the municipal budget?**

9. REVIEW AND CONSIDERATION OF ADJUSTING THE HOURLY WAGE OF THE CABLECASTER: Kenny Ronnan, who is the City's cablecaster, has requested a pay increase from his current \$14.00 per hour. Kenny's proposal is for a pay increase to \$19.00 per hour, along with a minimum two-hour setup and shutdown fee of \$45.00.

Staff contacted the areas cities covered under the Ramsey Washington Suburban Cable Commission to see what each of them pays their cablecaster. The results of the survey are depicted below:

<b>Cablecaster Hourly Rates</b>			
Mahtomedi	\$22.50	Vadnais Heights	\$15.83
Oakdale	\$20.00	Maplewood	\$15.00
Grant	\$19.00	Birchwood	\$14.00
White Bear Township	\$18.00	White Bear Lake	\$14.00

The survey indicates that Birchwood is at the low end of the scale. This impacts the City when occasions arise where our meetings coincide with Grant's meetings; Kenny (quite naturally) will tell us he needs to work the Grant meeting and finds us a substitute for our meetings. On the occasions when that have happened, I believe the production quality is not the same.

It is also important to share with the Council that this expense is reimbursed by RWSCC from the franchise fees charged to Birchwood residents. According to Donna Coons of the Cable Commission, each jurisdiction is reimbursed up to \$2,000.00 for the cost of employing a cablecaster. Donna informs me that Birchwood hasn't come close to using up its reimbursable amount.

**Staff recommends a pay adjustment to match Mahtomedi - \$22.50 per hour.** For a 4 hour meeting each month, the City would pay Kenny \$1,080 each year – 100% reimbursed by the Cable Commission. This will still give the City flexibility to schedule and televise 10 additional meetings each year and have Kenny's wage reimbursed. This pay adjustment eliminates the need for a "setup/shutdown" fee.

**QUESTION: Should the City adjust the hourly pay of the cablecaster to \$22.50 per hour?**

**RESOLUTION 2012-CB-01**

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

**A RESOLUTION CERTIFYING THE RESULTS OF THE MUNICIPAL  
ELECTION HELD ON NOVEMBER 6, 2012**

**BE IT RESOLVED** by the Canvassing Board for the City of Birchwood Village to accept the election returns as certified (see Exhibit) by the Election Judges for the election held in the City of Birchwood Village on November 6, 2012 and to declare Mary Wingfield elected Mayor for the two-year term ending December 31, 2014, Randy Lafoy and Bill Hullsiek elected Council members for four-year terms ending December 31, 2016, and Kevin Woolstencroft elected Council member to complete the balance of an unexpired term ending December 31, 2014..

I certify that the Board of Canvass of the City of Birchwood Village adopted the above Resolution on this 13<sup>th</sup> day of November, 2012.

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Alan Mitchell, Chair, Canvassing Board

Attest:

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Dale Powers  
City Clerk

**OFFICIAL ELECTION RESULTS – 2012 MUNICIPAL ELECTIONS  
CITY OF BIRCHWOOD VILLAGE**

**MAYOR**

Mary Wingfield	319
Jane Harper	286
Randy Lafoy	2
Nancy Mueller	1
Joseph Stalin	1

**CITY COUNCIL – 4 YEAR TERM**

Randy LaFoy	422
Bill Hullsiek	222
Jim Greeley	1
Peter Odion Atakpu	1
Laura Jackson	1
The Dude	1
H. Uoud	1
Mick O’Hara	1
Julie O’Hara	1

**CITY COUNCIL – 2 YEAR TERM**

Kevin Woolstencroft	308
Barbara Carson	234
Nancy Mueller	2
Dick Galena	1
Joe Allaben	1
Julie O’Hara	1
Jay Brunner	1

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**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
October 9, 2012**

**MINUTES**

**MEMBERS PRESENT:** Mayor Alan Mitchell; Council Members Barb Carson (@ 7:03pm), Jane Harper, Bill Hullsiek, and Tony Sampair

**STAFF PRESENT:** City Engineer Kristie Elfering, City Clerk Dale Powers, City Treasurer Cindie Reiter, and City Attorney Kevin Sandstrom

**OTHERS PRESENT:** Doug Anschutz, Barb Brenny, Dick Galena, Jim Greeley, Lynn Hanson, Sharon Kuehn, John Lund, Lawrence Mahoney, Susan Mahoney, and Brent Peterson.

Mitchell called the regular meeting to order @ 7:00pm, and the Pledge of Allegiance was recited.

**AGENDA APPROVAL:** *Harper/Sampair 4-0 (Carson absent) to approve the agenda for the September 11, 2012 Regular Meeting.*

**COMMUNITY EVENTS AND ANNOUNCEMENTS:** Mitchell mentioned that the general election is coming up on November 6, and that the Washington County Fire Chiefs have issued a total burning ban in the County – including camping and recreational fires – due to the drought. Hullsiek said that the old Kay Beach Dock Association purchased a new Adirondack table and chairs that will be placed at Kay Beach. Harper wanted to remind those residents with outstanding special assessments that they have until November 14 to pay off the assessments in full.

Carson arrived at the meeting at 7:03pm.

**OPEN PUBLIC FORUM:** No one wished to address the Council at this time.

**CONSENT CALENDAR:** *Sampair/Hullsiek unanimous to approve the following consent calendar items:*

1. *Approval of the Minutes of the September 11, 2012 Regular Meeting*
2. *Acceptance of the Financial Report and Disbursements Register as prepared by the City Treasurer and presented to the City Council on October 9, 2012 in the amount of \$34,383.84, including Check #'s 27424-27441, Check #'s 27444-27461, and Electronic Funds Transfers LIFT092012, PERA091512, PERA2012, FED092012, MN092012, and PERA093012.*

3. **CODE RED OVERVIEW:** Mitchell noted that he brought this matter to the Council's attention, stating that the CodeRED system has been used for notifying residents when the City's quarterly newsletter has been posted on the City's web site, yet he hasn't received any of the calls. Mitchell also stated that a couple of City residents expressed a concern that using CodeRED in that manner was inappropriate. Mitchell asked that a representative from the County attend this meeting to inform the Council and residents about CodeRED. Anschutz, a Commander with the Washington County Sheriff's Department, addressed the Council on CodeRED and stated that the system is designed for both emergency and general notifications, such as community announcements. Anschutz said that for

48 emergency notifications the County purchases a list of all land line telephone numbers, including those  
49 nonpublished and nonlisted. For general notifications, **Anschutz** said that the County only uses listed  
50 land lines; if a resident has an unlisted or nonpublished number or has a cell phone, the resident would  
51 need to go to the Washington County Sheriff's website for the CodeRED system and add that number to  
52 the database.

53

54 **Harper** asked Powers whether he uses the words "Code Red" and "emergency" when notifying residents  
55 about the newsletter; **Powers** responded that he is fairly positive he doesn't use "emergency", but  
56 couldn't recall if he used the words "Code Red". **Harper** suggested in the future to not use the phrase  
57 "Code Red" so residents are assured that the message is not urgent.

58

59 **4. FUNDING REQUEST BY WASHINGTON COUNTY HISTORICAL SOCIETY:** **Peterson**, Executive  
60 Director of the Washington County Historical Society, addressed the Council on a request for \$1,000.00  
61 for the purpose of purchasing and renovating a building in Stillwater into the Washington County  
62 Heritage Center. **Peterson** noted that the Heritage Center will include exhibits, a research facility, and  
63 will be climate-controlled for preservation of historic artifacts. **Mitchell** asked whether the Society needs  
64 the funding yet this year, or can it wait until next year; **Peterson** responded that either would be fine  
65 with the Society. The consensus of the Council was to consider this request for inclusion in the 2013  
66 budget, but if there are unspent funds in this year's budget to consider making the contribution in 2012.

67

68 **5. CAIN GARAGE RENTAL > CONSIDERATION OF AWARDING OF ANNUAL LEASE:** **Powers**  
69 informed the Council that the lease on the City's garage (known as the Cain garage) across the street  
70 from City Hall expires at the end of October, and said that an announcement was inserted in the City  
71 newsletter about accepting bids to lease the garage. **Powers** informed the Council that the City received  
72 one bid to lease the garage, from the current lessee John Velin at the current rate of \$21.00/month.

73

74 ***Sampair/Hullsiek 4-0 (Harper abstained) to award the annual lease, running from November 1, 2012***  
75 ***to October 31, 2013, to John Velin at the rate of \$21.00 per month.***

76

77 **6. REVIEW OF COMPLAINT AT 483 LAKE AVENUE:** **Mitchell** shared with the Council the results of  
78 his investigation into the complaint about the placement of an ice fishing house at 483 Lake Avenue  
79 within the setback area from the ordinary high water level of White Bear Lake. **Mitchell** went over a  
80 memo in the Council packet that detailed the history of the complaint, applicable ordinances, his  
81 investigation, and recommendation. **Mitchell** determined that the placement of the ice fishing house is  
82 inside the aforementioned setback area, and is also less than 10 feet from the Kay Beach easement  
83 boundary, and recommends that a letter be written to the property owners directing them to move the  
84 structure to conform to the City's setback requirements. **S. Mahoney** addressed the Council on this  
85 matter, stating that she is tired of looking at the fish house. **Harper** recommends that the property  
86 owners work with the White Bear Lake Planning Department on where the ice fishing house can be  
87 located on the property that would be conforming with the ordinance and, if the property owners either  
88 can't locate the structure legally or desires to leave the structure where it is, the property owners can  
89 consider applying for a variance.

90

91 ***Harper/Sampair unanimous to direct White Bear Lake planning staff to get in touch with the Harrods***  
92 ***to discuss the legal placement of their fish house and, if they don't want to move it to advise them of***  
93 ***their options relating to requesting a variance.***

94

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96 **7. RESOLUTION 2012-28/ORDINANCE 2012-11 ADOPTING CITY CODE CHAPTER 618 CITY**  
97 **ADMINISTRATIVE PROCESS**

98 **7a. Review of Ordinance:** Mitchell noted that there are two drafts versions of Chapter 618; one  
99 prepared by Councilmembers Harper and Sampair and one prepared by himself. Mitchell reviewed a  
100 document he prepared comparing the two versions as they relate to the following areas: complaint,  
101 investigation, staff authority, City Council involvement, public hearing, logbook, and administrative  
102 penalties. Mitchell said that one big difference between the two versions is that the Harper/Sampair  
103 version calls for administrative fines, while his version does not. Other than that, Mitchell said that  
104 there are only minor differences between the two drafts.  
105

106 **Sampair** commented that he agreed with Mitchell that language authorizing assistance from law  
107 enforcement and planning was intended to be in their draft and is meant by the word "staff" in their  
108 draft. As for City Council involvement, **Sampair** noted that on a recent complaint investigation, there  
109 was a "washing of the hands" on the issue, and feels that the staff should impose the conditions with  
110 Council review and have the opportunity to request a hearing before the Council to be heard on the  
111 issue. **Sampair** agrees that a log book is a good idea, and also said that the dollar amount of the  
112 administrative penalty was inserted for discussion purposes and can be modified to gain Council  
113 approval. **Sampair** concluded by saying that Mitchell's version has accomplished the goal of getting  
114 Council members out of the investigation of complaints, which should be the responsibility of  
115 professional staff; that there are areas of agreement that can be combined into one document, and  
116 areas on which there are continued disagreement.  
117

118 **Harper** stated that she agreed with Sampair, and thinks that staff should handle more of the complaints.  
119 Historically, **Harper** said that the clerk would bring complaints to the Council, which would discuss  
120 among themselves who would investigate the complaint. **Harper** added that the Council member could  
121 investigate the complaint but could not take action without bringing it before the Council. **Harper** said  
122 the log book is a good idea in that in the most recent complaint, the Council would have been aware of  
123 the complaint from last year, and also that patterns of violations can be discovered.  
124

125 **Mitchell** noted that there are mainly areas of agreement; the only areas of disagreement is that he  
126 believes the Council should set the conditions if a violation is found; if staff determines a violation is  
127 present and the property owner doesn't informally comply that the matter should come before the  
128 Council for resolution. **Sampair** responded that in other cities there are specific timelines for compliance  
129 that puts teeth in the enforcement process, and also the right to appeal the penalties to the City  
130 Council.  
131

132 **7b. Public Hearing:** Mitchell opened the public hearing. **Greeley** stated his belief that the Council  
133 should not be investigating complaints, and noted that he was dissatisfied with the resolution of his  
134 complaint with the neighbor across the street. **Greeley** noted that staff should be investigating  
135 complaints and should have the authority to issue penalties.  
136

137 **Galena** said that he reviewed the synopsis of the two drafts, and recommends that the appeal process  
138 utilize the services of a neutral, third-party hearing officer paid for by the City.  
139

140 **7c. Council Deliberation and Consideration of Approval:** The consensus of the Council was to table  
141 this matter until the next meeting so that the two versions can be reconciled into one draft that can be  
142 the subject of a public hearing. **Harper** requests that the combined draft be reviewed by the City  
143 Attorney.

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**8. RESOLUTION 2012-29/ORDINANCE 2012-12 ADOPTING CITY CODE CHAPTER 619 PENALTIES AND ENFORCEMENT:** The consensus of the Council was that, since this ordinance is linked to 618, that this matter be tabled until 618 is returned to the Council for review and consideration of approval.

**9. REVIEW OF BIRCHWOOD DOCK ASSOCIATION ANNUAL DOCK PERMIT APPLICATION:** Hanson, treasurer of the Dock Association, reviewed the dock permit application and noted that there is very little change from last year. Sampair asked about the low water situation on the lake and asked what would the Dock Association do if a dock is allowed to have 6 boats and only 3 are used, and noted that he doesn't want to see 3 empty boat slips. Hanson said that is an issue for the Dock Association, but there wouldn't be empty boat slips at the dock. Sampair also stated that the length of the docks that is approved by the City Council is the length that is applied for at the White Bear Lake Conservation District, not the additional 6-8 feet. Hanson responded that the length of the docks is what they are, and that the important measurement is the distance from the water's edge. Sampair responded that what's happening is that the distance requested by the Dock Association is changing from when it's approved by the Council to when it's submitted to the Conservation District; Sampair wants the numbers to be consistent. Hanson said that he didn't think there was any confusion, and what happened is that the Dock Association applied for one length of dock, the Council reduced the length of dock, but both schematics (showing before and after lengths) were submitted by the City to the Conservation District, which created the level of confusion with the Conservation District. Hanson recommends noting the length of the dock and the length beyond the water's edge and keeping that consistent in the Conservation District application materials.

Mitchell reviewed the dock length for each dock and noted the following lengths of docks from the water's edge: Ash 100 feet, Birch 116 feet, Elm 57 feet, Dellwood 130 feet, and Kay 76 feet; Hanson verified those distances are correct.

Greeley commented that there was a level of confusion at the Conservation District, and noted that the Conservation District's application form under "Dock Information" calls for two measurements – total dock length into the lake and length from water's edge. Greeley noticed that the phrase "into the lake" was omitted from the Dock Association's application materials. Hanson acknowledged he removed that phrase, stating that he thought it made the application more confusing. Hanson added that the two figures are helpful in determining the length of the dock that needs to be out of the water. Greeley noted that he has no issue with the amount of dock that is out of the water.

Harper commented that with the water levels down that it would be a good opportunity to undertake erosion control measures at Elm Beach created by the City's stormwater runoff, and noted that she had talked to a DNR hydrologist that is willing to give the City some advice on stabilizing the shore. The Council directed the City Engineer to contact the DNR to arrange for a field visit.

***Mitchell/Sampair unanimous to approve the dock permit application by the Birchwood Dock Association for the placement of docks for the 2013 boating season, directing staff to submit a cover letter to the White Bear Lake Conservation District stating the length of the docks from the water's edge at each easement that was approved by the City Council as follows: Ash Beach 100 feet, Birch Beach 116 feet, Elm Beach 57 feet, Dellwood Beach 130 feet, and Kay Beach 76 feet; that Council Member Hullsiek as the Council's dock liaison will be presenting the application to the Conservation District at its meeting when the application is up for consideration; and also that the Dock Association***

191 *is directed to submit a revised application without removing the phrase "into the lake" under "Dock*  
192 *Information" and to make the dock lengths under "Dock Information" the same number.*

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194 **10. RESULTS OF LAND SURVEY OF TIGHE-SCHMITZ PARK AND DELLWOOD & KAY BEACH**

195 **EASEMENTS:** Elfering reviewed with the Council her memo regarding the land survey of Tighe-Schmitz  
196 and Dellwood & Kay Beach, and noted that discrepancies in the Lakewood Park Third Addition plat have  
197 created a need for additional research and field time for completing the work. Elfering stated that the  
198 project is still anticipated to be completed within budget.

199  
200 **11. DRAFT JURY DUTY POLICY:** Harper brought this matter to the Council's attention, and noted  
201 that with the City Clerk being called to jury duty that the City should have a policy for future incidents.  
202 Harper submitted a draft Court Duty policy for review by the Council. Discussion centered on the  
203 different pay structures and time commitments for jury duty, responding to subpoenas, and being called  
204 as a witness; as well, given the part time nature of staff that there should be an allowance for fulfilling  
205 jury duty responsibility then going to work. The Council consensus was to keep the policy only for jury  
206 duty and to create flexibility in the policy for staff to work on the same day they are called for jury duty.

207  
208 *Harper/Carson unanimous to approve the draft Jury Duty Pay Policy, amended as follows: change the*  
209 *name of the policy from "Court Duty" to "Jury Duty"; remove the phrase "...or who are subpoenaed or*  
210 *called as a witness for a court case..." from the first sentence of the policy; change the word "day(s)"*  
211 *to the word "time" where it appears in the first sentence of the policy.*

212  
213 **12. TREE ISSUES**

214 **12a. Discussion on Best Practices for Trimming the Tree Canopy over the City Streets:** Powers  
215 informed the Council that Steve Dean requested to appear before the Council to discuss this item, but  
216 since he isn't here this matter will need to be tabled.

217 **12b. Consideration of Approval of Removal of Dead Trees at Tighe-Schmitz and Nordling Park:**  
218 Powers related that at the last meeting the Council discussed the removal of a large fallen dead willow  
219 tree from Tighe-Schmitz Park and a large fallen dead ash tree from Nordling Park, but deferred  
220 approving the expenditures pending resolution of the issue of trimming the tree canopy above the city  
221 streets. Lund mentioned that Erica Peterson requested that the ash tree remain in place at Nordling  
222 Park and removing the brush on the tree instead; Lund stated that the cost of removing only the brush  
223 lowers the cost from \$1,071.35 to \$500.00. Kuehn addressed the Council and said that she lives next to  
224 the dead willow tree and would like it removed. Lund also brought up the matter of removal of two  
225 diseased elm trees that was also tabled.

226  
227 Harper stated that, from a budgetary standpoint there is \$1,817.25 in the budget for tree removal; this  
228 figure doesn't include dollars in the Parks budget for removal of trees.

229  
230 The Council reviewed the cost estimate provided by Dean and asked Lund about the \$214 figure. Lund  
231 replied that a large fallen box elder tree to hung up in the oaks behind City Hall; it costs \$214.35 to take  
232 down the tree and leave it there and about \$1,000.00 to haul the tree away.

233  
234 *Sampair/Harper unanimous to authorize the following expenditures: \$749.88 for the removal of 2*  
235 *diseased elm trees; \$857.00 for the removal of the large fallen dead willow tree from Tighe-Schmitz*  
236 *Park; and \$214.25 to take down the dead box elder tree behind the City Hall, for a total expenditure of*  
237 *\$1,821.13, and leave the Nordling Park brush removal to the County Sentence-to-Serve crews.*

238

239 **13. COUNCIL REPORTS:** Mitchell noted that at next week's White Bear Lake Conservation District  
240 meeting, the District is considering forming a committee to investigate what can be done about the lake  
241 levels, and is looking for representatives from each community.

242

243 Powers informed the Council that it appears that the City's contractor for snow plowing have other  
244 employment during the day and wanted to bring this to the Council's attention; Powers advised the  
245 Council that there is a problem with the water shutoff valve at Tighe-Schmitz Park that was discovered  
246 by Hugo Plumbing, and when he called Elfering on the matter she said that water shutoff and turn-on is  
247 part of the City's contract with Saint Paul Regional Water. Elfering noted that she is getting cost  
248 estimates from Hugo Plumbing and Saint Paul Regional Water; however, the valve needs to be replaced  
249 and is asking for Council approval to get the valve fixed, up to a cost of \$750.00. The Council authorized  
250 that expenditure.

251

252 Carson informed the Council that the Parks Committee was told about the condition of Curt Feistner  
253 Nature Preserve and she found some six volunteers to pull, treat, and remove the buckthorn there and  
254 clean up the park.

255

256 **14. NEXT MEETING > NOVEMBER 23, 2012 – TOPICS:** Mitchell said that the following items are  
257 scheduled: Ordinances 618 and 619 pertaining to ordinance enforcement; an update on the land  
258 surveys; discussion on tree trimming; seating the winner of the special Council election; and parks  
259 committee per diem and approval of work plan. Mitchell also said that Powers sent a memo stating  
260 that the Council needs to set a time for the Canvassing Board to meet and certify the municipal election  
261 results; Mitchell thinks the Canvassing Board meeting should be held on November 13<sup>th</sup> immediately  
262 before the regular City Council meeting.

263

264 **ADJOURN:** Without a motion, the Council adjourned the meeting @ 10:02pm.

265

266

267

268 Dale Powers

269 City Clerk

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

**RESOLUTION 2012-28**

**Adoption of the Revised Washington County All-Hazard Mitigation Plan**

**WHEREAS**, the City of Birchwood Village has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000 (“the Act”); and

**WHEREAS**, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan (“the Plan”); and

**WHEREAS**, the Act, as part of the planning process, requires public involvement and local coordination among neighboring local units of government and businesses; and

**WHEREAS**, the Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

**WHEREAS**, the Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects; and

**WHEREAS**, the Plan includes a maintenance or implementation process including plan updates, integration of the Plan into other planning documents, and how Washington County will maintain public participation and coordination; and

**WHEREAS**, the Plan has been shared with the Minnesota Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency (FEMA) for review and comment; and

**WHEREAS**, the Plan will make the County and participation jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

**WHEREAS**, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan; and

**WHEREAS**, the City of Birchwood Village, having participated in the Plan’s original development and having adopted the original Plan through Resolution 2006-05 on December 12, 2006, also participated in the Plan’s revisions and desires to maintain its eligibility for FEMA hazard mitigation assistance grants.

**BE IT FURTHER RESOLVED**, that the City of Birchwood Village supports the hazard mitigation planning effort and wishes to adopt the revised Washington County All-Hazard Mitigation Plan.

Adopted by the City Council on this 13<sup>th</sup> day of November, 2012.

Approved:

\_\_\_\_\_  
Alan Mitchell, Mayor

Attest:

\_\_\_\_\_  
Dale Powers, City Clerk/Coordinator



# Office of the Sheriff

*Commitment to Excellence*



William M. Hutton  
Sheriff

Daniel Starry  
Chief Deputy

October 4, 2012

Dale Powers  
City Clerk  
207 Birchwood Avenue  
Birchwood, MN 55110

Dear Mr. Powers:

Washington County's Emergency Management program is responsible for the development of emergency preparedness plans and resources necessary to protect the health and safety of Washington County citizens.

The Washington County All-Hazard Mitigation Plan has been developed in cooperation with all local government jurisdictions in the County. The purpose of this plan is to identify hazards that exist in our community and pre-determine strategies to minimize their impact if they were to occur. The Federal Emergency Management Agency and the Minnesota Division of Homeland Security and Emergency Management have approved Washington County's All-Hazard Mitigation Plan. **Please note that adoption of this plan by all Washington County jurisdictions, such as Birchwood, will be necessary to qualify for Hazard Mitigation Grants.**

**Attached you will also find a copy of a "Sample Resolution" for your jurisdiction to formally adopt the All-Hazard Mitigation Plan. When your City Council has adopted the All-Hazard Mitigation Plan, if you could, please fax or mail a copy of your resolution to:**

**Washington County Government Center  
Sheriff's Office  
Attn: Robin Shim  
15015 62<sup>nd</sup> Street North  
PO Box 3801  
Stillwater, MN. 55082-3801  
FAX: 651-430-7623  
[Robin.shim@co.washington.mn.us](mailto:Robin.shim@co.washington.mn.us)**

## I. EXECUTIVE SUMMARY

Washington County's Mission:

*To provide quality public services in a cost-effective manner through innovation, leadership, and the cooperation of dedicated people.*

Washington County's All Hazard Mitigation Plan Mission:

*To work with surrounding communities, local emergency responders, businesses, organizations, and the public to create a proactive and results-oriented plan by identifying measures that will prevent loss of life and damage to property and reduce future risks in Washington County.*

In 2006, Washington County's Board of Commissioners adopted the Washington County All Hazard Mitigation Plan which identified the hazards faced in the county, certain vulnerabilities to these hazards, and mitigation strategies for the future. This revised document is the update to this plan. The plan fulfills the requirements of the Federal Disaster Mitigation Act as administered by the Minnesota Division of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA).

### Introduction

Washington County is subject to many natural and human caused disasters. These events could cause injury or loss of life, property damage, and damage to the infrastructure that would affect the quality of life for its residents. As populations and demographics shift throughout the county, there is a correlating shift in the degree of vulnerability over a wide geographic area. Because of this, Washington County Emergency Management has updated this countywide all-hazard mitigation plan so that hazards are identified, ranked, and goal/strategies are set for reducing or eliminating the effects of natural or human-caused disasters.

### Purpose of the Plan

The purpose of the All-Hazard Mitigation Plan is to identify hazards, risks, and vulnerabilities throughout the county and determine how to reduce, minimize or eliminate the loss of life and property damage resulting from a variety of hazards – natural, technological, and human-caused. The plan also analyzes municipal capabilities and local, state, and federal resources in relation to the risks and vulnerabilities posed by each hazard.

### Scope of the Plan

The Washington County All Hazard Mitigation Plan is a guide for all communities and entities that participated in the plan's original development and update. Participating municipalities include the following:

City of Afton	City of Mahtomedi
City of Bayport	City of Marine on the St. Croix
Baytown Township	May Township
City of Birchwood	New Scandia Township
City of Cottage Grove	City of Newport
City of Dellwood	City of Oakdale
Denmark Township	City of Oak Park Heights
City of Forest Lake	City of Pine Springs
City of Grant	City of St. Mary's Point
Grey Cloud Island Township	City of St. Paul Park
City of Hugo	City of Stillwater
City of Lake Elmo	Stillwater Township
City of Lakeland	West Lakeland Township
City of Lakeland Shores	City of Willernie
City of Lake St. Croix Beach	City of Woodbury
City of Landfall	

These communities were identified as participating in the 2007 Washington County All Hazard Mitigation Plan and have renewed their commitment for this plan update. Representatives from the listed communities participated through a variety of venues which is explained in more detail in Annex A of this plan update.

### Authority

Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended), Title 44 CFR, as amended by Section 102 of the Disaster Mitigation Act of 2000, provides the framework for state and local governments to evaluate and mitigate all natural hazards as a condition for receiving Federal disaster assistance. A major requirement of the law is the development of a local natural hazard mitigation plan.

### Plan Update

This plan serves as an update to the 2007 Washington County All Hazard Mitigation Plan. The community profile, hazard analysis, vulnerabilities and mitigation strategies have all been updated to reflect changes in demographics, land use development, hazard occurrences, new critical facilities and mitigation accomplishments since 2004. These revisions include updates of all graphics, including maps, charts and other images as applicable.

## **Funding**

Approval and implementation of the plan does not incur direct costs. It involves, rather, a paradigm shift. A relatively small amount of money spent before a disaster can greatly reduce the damage and expense after it happens.

Review of this plan by the State of Minnesota Division of Homeland Security and Emergency Management and final approval by the Federal Emergency Management Agency (FEMA) will make Washington County and the municipalities that adopt this plan eligible for Hazard Mitigation Grant Program (HMGP) project funds. These funds may help to offset the costs of the mitigation projects set forth in this plan.

## **Hazard Mitigation Overview**

### *Definition*

The Federal Emergency Management Agency (FEMA) defines hazard mitigation as the effort to reduce loss of life and property by lessening the impact of disasters. For this purpose, mitigation involves:

- Prevention
- Property Protection
- Public Education and Awareness
- Natural Resource Protection
- Emergency Services
- Structural Protection

### *Overarching Goal*

To identify measures and strategies that will prevent loss of life and damage to property while reducing future risks in Washington County.

### *Benefits*

The benefits of hazard mitigation include, but are not limited to the following:

- Saving lives and reducing injuries
- Preventing or reducing property damage
- Reducing economic losses
- Reducing legal liability of government and public officials
- Maintaining critical facilities in functioning order
- Protecting infrastructure from damage
- Reducing agricultural loss
- Decreasing social displacement and stress

### *Process*

The process of hazard mitigation involves many steps, including the following:

- Organizing resources
- Assessing risks
- Developing the mitigation plan
- Implementing and monitoring progress

This plan update included a broad range of public, municipal and other entity participation opportunities over a two year time frame. The process used is more fully explained in Annex A.

## II. ACKNOWLEDGEMENTS

Washington County and its cities and townships understand the benefits of developing and implementing mitigation plans and strategies. Washington County elected officials, public safety organizations and many others have worked together to develop this plan update.

This project has been greatly assisted by the advice and review of many knowledgeable resources. Thanks to the work groups who participated and assisted in revision/update to the Washington County All-Hazard Mitigation Plan.

### Emergency Management Council (EM Council)

#### Municipal Representation

Bob Byerly, City of Cottage Grove	John Gannaway, City of Stillwater
Craig Woolery, City of Cottage Grove	Stuart Glaser, City of Stillwater
Gary Sigfrinius, City of Forest Lake	Mike Monahan, City of St. Paul Park
Terry Fischer, City of Mahtomedi	Mike Richardson, City of Woodbury
Jeff Anderson, City of Oakdale	Greg Malmquist, City of Lake Elmo

#### Emergency Medical Services

Jon Muller, Lakeview Hospital / Emergency Medical Services  
Chuck Lindstrom, North Memorial – Allina / Emergency Medical Services

#### Washington County

Deb Paige, Emergency Management	Wayne Sandberg, Public Works
Robin Shim, Emergency Management	Dan Starry, Sheriff's Office
Kristy Gisch, Emergency Management	Bill Hutton, Sheriff's Office
Patrick Waletzko, Emergency Management	Adam Snegosky, GIS Support Unit
Douglas Berglund, Emergency Management	Dean Tilley, Sheriff's Office
Kelli Matzek, Emergency Management	Darlene Pankonie, Sheriff's Office
Doug Anschutz, Sheriff's Office	

#### State of Minnesota

Gary Peterson, Division of Homeland Security and Emergency Management  
Steve Ayers, Department of Corrections – Oak Park Heights  
David Gurney, Department of Corrections – Oak Park Heights

**Community Organizations Active in Disasters (COAD)**

Carroll Davis-Johnson, Community Threat - MRC  
Valerie Jones, Community Threat  
Dennis Walter, MN Division of Homeland Security and Emergency Management  
Seth Gardner, Nechama Jewish Response / MnVOAD  
Bill Driscoll, Nechama Jewish Response / MnVOAD  
Anne McNamara, St. Croix Valley American Red Cross  
Jill Wurm, Shepherd Lutheran  
Gretchen Hurr, Twin Cities Area American Red Cross  
Jill Hallonquist, Twin Cities Area American Red Cross  
Eric Nikolai, Twin Cities Area American Red Cross  
Ruth Talford, Twin Cities Area American Red Cross  
Drew Hasty, Twin Cities Area Salvation Army  
Bonnie Frazer, Twin Cities Area United Way  
John Regan, Washington County Amateur Radio Emergency Services  
Cindy Rupp, Washington County Community Services  
Katie Dahill, Washington County Medical Reserve Corps  
Cheri Dexter, Washington County Sheriff's Office Explorers  
John Morris, National Guard Chaplain  
Stacy Arvidson, Animal Humane Society

Thanks also to the following additional municipal, Washington County, State of Minnesota, and federal partner individuals for their support and assistance.

All municipal mayors, council/town board members, city administrators/clerks, and all public works, finance, community development, and public safety officials

Fred Anderson, Washington County Public Health & Environment  
Jessica Collin-Pilarski, Washington County Public Health & Environment  
Jane Harper, Washington County Administration  
Lowell Johnson, Washington County Public Health & Environment

Dan Bovitz, Hennepin County Emergency Preparedness  
Bill Hughes, Ramsey County Emergency Preparedness

Todd Krause, NOAA National Weather Service  
Ceil Strauss, MN Department of Natural Resources  
Jennifer Nelson, MN Division of Homeland Security and Emergency Management  
Jim McClosky, MN Division of Homeland Security and Emergency Management  
Kristin Sailer, MN Division of Homeland Security and Emergency Management

The Washington County All-Hazard Mitigation Plan also utilizes a great deal of data from many different sources and in many different formats. The following resources were consulted to produce this updated mitigation plan. They include, but are not limited to:

- Washington County Emergency Operations Plan
- Washington County Comprehensive Plan
- Washington County Groundwater Plan 2003 & Related Work Plans
- Department of Natural Resources, Repetitive Loss Structure Database
- MN DNR Wildfire Mitigation Plan
- National Climatic Data Center, Storm Events Database
- MN Pollution Control Agency, HAZMAT Spills Database
- U.S. Census Data
- Watershed Plans
- Flood Mitigation Plan and Emergency Response Evaluation
- Jurisdictional Comprehensive Plans
- FEMA Regulations
- Infrastructure Maps
- Utility Maps

The maps used in this plan were produced by the Washington County's GIS Support Unit located in the Department of Information Technology. Information within the plan includes, but is not limited to, topographies, land use, soils, transportation systems, watershed and hydrology, and political subdivision boundaries.

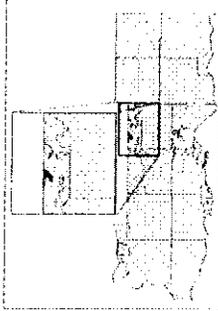
### III. ACRONYMS

BCWD	Brown's Creek Watershed District
CAER	Community Awareness and Emergency Response
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
CFR	Code of Federal Regulations
CMWD	Carnelian Marine Watershed District
CLFLWD	Comfort Lake – Forest Lake Watershed District
COOP	Continuity of Operations Plans
CTC	Cooperating Technical Community
DEM	Division of Emergency Management
DHSEM	Department of Homeland Security and Emergency Management
DMA	Disaster Mitigation Act
DNR	Department of Natural Resources
DOE	Department of Energy
EAS	Emergency Alert System
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMWIN	Emergency Managers Weather Information Network
ECHO	Emergency and Community Health Outreach
EOC	Emergency Operation Center
EOP	Emergency Operation Plan
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
FDR	Flood Damage Reduction
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary Map
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
GAP	Gap Analysis Program of USGS or Geographic Approach to Planning
GIS	Geographical Information System
GPS	Global Positioning System
HAN	Health Alert Network
HAZMAT	Hazardous Materials
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HSEM	Homeland Security Emergency Management
HUD	Housing and Urban Development
HVAC	Heat Ventilation/Air Conditioning
JAR	Jurisdictional Assessment Report
KTS	Knots – Wind speed
IA	Individual Assistance
LEPC	Local Emergency Planning Committee
MAC	Mitigation Advisory Committee

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MDH	Minnesota Department of Health
MEMA	Metropolitan Emergency Managers Association
MGS	Minnesota Geological Survey
MIFC	Minnesota Interagency Fire Center
MNVOAD	Minnesota Volunteer Organizations Active in Disasters
NCDC	National Climatic Data Center
NDMC	National Drought Mitigation Center
NFIP	National Flood Insurance Program
NOAA	National Oceanic Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NRC	Nuclear Regulatory Commission
NSP	Northern States Power
NWS	National Weather Service
PA	Public Assistance
PDM	Pre-Disaster Mitigation
PHE	Public Health and Environment
PTE	Potential Threat Element
REP	Radiological Emergency Preparedness
RFP	Request for Proposal
RWMWD	Ramsey – Washington Watershed District
RCWD	Rice Creek Watershed District
RMP	Risk Management Plan
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SERC	State Emergency Response Commission
SKYWARN	Severe Storm Spotters' Network
SNA	Scientific and Natural Area
SWWD	South Washington Watershed District
USACE	US Army Corps of Engineers
USDA	US Department of Agriculture
USFS	US Forest Service
VBWD	Valley Branch Watershed District
WMD	Weapons of Mass Destruction
WMO	Water Management Organizations
WUI	Wildland-Urban Interface

H. City of Birchwood



Incorporated in 1974, Birchwood Village is located in west central Washington County and had a population of 870 as of the 2010 Census. It is predominantly zoned single family residential and is approximately 215 acres in size.

Birchwood is a largely built-out community located on White Bear Lake and is susceptible to community wide hazards such as thunderstorms, lightning, hail and windstorms. Most of the community's greatest vulnerabilities are with regards to prevention, property protection, public education and awareness, natural resource protection, emergency services and lack of funding for structure

projects.

1. Risks

	Birchwood	Countywide
<b>Most Probable</b> (Near 100% in the Next Year)	<i>Near 100% in the Next Year:</i> None Identified	<i>Near 100% in the Next Year:</i> None Identified.
	<i>High Chance (60 – 100%):</i> Thunderstorm/Lightning; Hailstorm; Windstorm	<i>High Chance (60 – 100%):</i> Severe Cold & Extreme Heat; Thunderstorm/Lightning; Hailstorm, Windstorm, Blizzard & Ice Storm
<b>Least Warning Time</b> (No Warning)	<i>No Warning:</i> None Identified	<i>No Warning:</i> None Identified.
	<i>Low Warning (Minutes to Hours):</i> Infectious Disease; Hazardous Material Incident; Water Supply Contamination	<i>Low Warning (Minutes to Hours):</i> Wildfire; Hazardous Material Incident; Radiological Emergency; Terrorist Threat/Act; Workplace Violence
<b>Most Operational Vulnerability</b> (Unable to Continue; Cannot Provide 75 – 100% of Services)	<i>Unable to Continue; Cannot Provide 75 – 100% of Services:</i> None Identified	<i>Unable to Continue; Cannot Provide 75 – 100% of Services:</i> None Identified
	<i>Severely Weakened; Cannot Provide 50 - 75% of Services:</i> None Identified	<i>Severely Weakened; Cannot Provide 50 - 75% of Services:</i> None Identified
	<i>Weakened; Cannot Provide 25 – 50% of Services:</i>	<i>Weakened; Cannot Provide 25 – 50% of Services:</i>

	Severe Cold & Extreme Heat; Water Supply Contamination	Tornado
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**2. Vulnerabilities/Community Impact**

<p><b>Building Stock:</b></p> <ul style="list-style-type: none"> <li>• Single Family Residential: 82%</li> <li>• Rental Properties: 18%</li> <li>• Vacancies Rate: 4%</li> </ul> <p><i>Land Use (2010)</i></p> <ul style="list-style-type: none"> <li>• Residential: 89.3%</li> <li>• Commercial/Industrial: 0%</li> <li>• Agricultural and Undeveloped: 2.3%</li> <li>• Other: 8.4%</li> </ul>	
<p><b>Critical Facilities:</b></p> <ul style="list-style-type: none"> <li>• None Identified</li> </ul>	
<p><b>Transportation Systems:</b></p> <ul style="list-style-type: none"> <li>• County Road 27</li> </ul>	
<p><b>Lifeline Utility Systems:</b></p> <ul style="list-style-type: none"> <li>• Water supply from White Bear Lake</li> <li>• Old sewer system; three (3) lift stations</li> <li>• All electrical lines are above ground</li> </ul>	
<p><b>Communications Systems/Networks:</b></p> <ul style="list-style-type: none"> <li>• Participating in Code Red – a countywide mass notification system that sends critical communications to citizens signed up via voice phone call, e-mail, or text message for a variety of reasons such as evacuation notices or missing child alerts</li> </ul>	
<p><b>High Potential Loss Facilities:</b></p> <ul style="list-style-type: none"> <li>• None Identified</li> </ul>	
<p><b>Hazardous Material Facilities:</b></p> <ul style="list-style-type: none"> <li>• None Identified</li> </ul>	
<p><b>Economic Elements:</b></p> <ul style="list-style-type: none"> <li>• None Identified</li> </ul>	

<b>Historical/Cultural/ Natural Resource Areas:</b> <ul style="list-style-type: none"><li>• Bloomquist Field</li><li>• Tighe-Schmidt Park</li></ul>	<ul style="list-style-type: none"><li>• Nordling Park</li><li>• Lake Easements</li></ul>
<b>Special Consideration Areas:</b> <ul style="list-style-type: none"><li>• Aging population - About 38% of the population is 55+ (up from 25% in 2000); 57% (up from 44% in 2000) of the population is over the age of 45 (2010 Census).</li><li>• Fourth of July Festival – 300-400 attendees – held at Wildwood Park</li></ul>	
<b>Other:</b> <ul style="list-style-type: none"><li>• None Identified</li></ul>	

**RESOLUTION 2012-29**

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

**A RESOLUTION AUTHORIZING THE COUNCIL LIAISON TO THE PARKS AND  
NATURAL RESOURCES COMMITTEE TO SIGN TIME CARDS FOR SEASONAL  
RINK ATTENDANTS**

WHEREAS, the City of Birchwood Village maintains park facilities within its corporate limits; and

WHEREAS, one of these facilities is a skating rink at Tighe-Schmitz Park; and

WHEREAS, the City employs seasonal rink attendants to maintain the skating rink and to oversee the rink's usage; and

WHEREAS, the seasonal rink attendants are paid an hourly wage and are required to note on time cards the hours worked each pay period; and

WHEREAS, said time cards need to be reviewed for accuracy and signed by a responsible party as verification of hours worked for pay purposes per the provisions of the City's Financial Internal Control Procedures; and

WHEREAS, the City is required to authorize said responsible party for management and audit purposes.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Birchwood Village that the Council Member assigned as liaison to the Parks and Natural Resources Committee is hereby authorized to review and sign the time cards of seasonal rink attendants employed by the City.

I certify that the City of Birchwood Village adopted the above Resolution on this 13th day of November, 2012.

\_\_\_\_\_  
Alan Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Dale Powers  
City Clerk

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

DATE OF APPLICATION: 10/8/12

Name: Comfort Last Maya First Kristine Middle

Address: 3391 Emma St Street White Bear Lake / MN (Apt) City/State 55110 Zip

Alternate Address: \_\_\_\_\_ Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip

Contact Information: 1 Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_ Email \_\_\_\_\_

How did you learn about our company?

POSITION SOUGHT: ice rink warming house attendant Available Start Date: any time

Desired Pay Range: \$8.00 Hourly or Salary Are you currently employed? No

## EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	Mahtomedi High School	11th grade	
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

I am a Red Cross Certified babysitter and am very responsible. I am also in 3 high school bands so I know how to work well with others.

RECD OCT 05 2012

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

DATE OF APPLICATION: 9/26/12

Name: Hovland Nicholas Allan  
Last First Middle

Address: 1251 Mahtomeci Ave. #7 Mahtomeci, MN 55115  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email

How did you learn about our company? The Carson Family - Birchwood Residents

POSITION SOUGHT: Rink Manager Available Start Date: 10/22

Desired Pay Range: \_\_\_\_\_ Are you currently employed? Yes  
Hourly or Salary

## EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	Detroit Lakes HS Detroit Lakes, MN	Yes	College Prep
College or University	University of Minnesota Twin Cities	Yes - BA in Commercial Recreation	Minor: Youth Studies
Specialized Training, Trade School, etc...	CPR/First Aid Certified		
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

Highly motivated with strong leadership and organizational skills. Lots of experience in the field of parks and recreation, and working with kids. I also have a strong passion for the game of hockey (especially when played outdoors) having grown up in Minnesota. I can fix just about anything and enjoy trouble shooting issues. Want to share my skill and passion with others.

RECD NOV 05 2012

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

DATE OF APPLICATION: 10/30/12

Name: Howe Caitlin Dana  
Last First Middle

Address: 123 Cedar St. Birchwood MN 55116  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email

How did you learn about our company?

POSITION SOUGHT: kink attendant Available Start Date: Jan 2nd

Desired Pay Range: \$8-9/hrs Are you currently employed? no  
Hourly or Salary

### EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	<u>White Bear Lake area high school</u>	<u>yes</u>	<u>generals</u>
College or University	<u>college of St. Scholastica</u>	<u>no</u>	<u>nursing</u>
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

I have worked as a kink attendant at Birchwood for 3 years prior to this.

## APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: Nov. 2, 2012

Name: Dow Johnny Patrick  
Last First Middle

Address: 321 Wildwood ave BIRNWOOD, MN 55110  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone

How did you learn about our company? In the paper, a few years ago

**POSITION SOUGHT:** Rink attendant **Available Start Date:** ASAP

**Desired Pay Range:** going rate **Are you currently employed?** yes  
Hourly or Salary

**EDUCATION**

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	<u>Hill-Murray, Maplewood</u>		
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

I've worked at the rink for about three years. I can do the labor, I am friendly, and am hardworking.

**CITY OF BIRCHWOOD VILLAGE  
STATE OF MINNESOTA**

**RESOLUTION 2012-30**

**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 November 13, 2012, 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.

**8167-00 (\$457.87)**

**8172-00 (\$1,188.14)**

**8180-00 (\$649.43)**

**8214-00 (\$243.27)**

**8290-00 (\$1,194.73)**

**8330-00 (\$224.82)**

**8428-00 (\$516.30)**

2. The resident may pay the amount due at any time. If payment is made before December 14, 2012, the delinquency will not be certified to the county.
3. The City Clerk shall forthwith transmit a certified copy of this list to the County Auditor to be extended on the property tax lists of the county for in the same manner as other taxes are collected.

Adopted by the City Council this 13<sup>th</sup> day of November, 2012

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_



# Memo

**TO:** Honorable Mayor and City Council Members

**FROM:** Kristie Elfering, City Engineer

**DATE:** November 2, 2012

**RE:** Riviera Drive Pond Clean-Out

As Council is aware, the City authorized cost participation with White Bear Lake for the Riviera Pond clean-out. The amount authorized was 2/9 of the total project cost up to a maximum of \$2,000.00. At the time that the percentage was set by the City Council we had only been provided a very basic drainage area from White Bear Lake and no information from the County. Since that time Ramsey County has also agreed to participate in the cost, but has based that information on contour data for the entire area obtained from Washington County.

Attached is the following information:

- E-mail from Ramsey County outlining their rationale for the cost participation split.
- Exhibit from Ramsey County with drainage areas that correspond to the chart within the e-mail
- E-mail from White Bear Lake stating that they agree with the cost split and that the total project cost will be \$8,500.00.
- Basic drainage area map that was originally provided to the City Council

To summarize the project costs recommended by each agency is as follows:

	What Entity Proposed					
	White Bear Lake (Original)		Birchwood		Ramsey County (Revised)	
Cost Share	Percent	Cost	Percent	Cost	Percent	Cost
Birchwood	1/3 (33%)	2,833.33	2/9 (22%)	1,888.88	24%	2,040.00
White Bear	1/3 (33%)	2,833.33	3.5/9 (39)	3,305.55	57	4,675.00
Ramsey Cty	1/3 (33%)	2,833.33	3.5/9 (39)	3,305.55	19	1,615.00

The drainage area that Birchwood contributes has remained largely unchanged from the basic map to the exhibit prepared by the County. What has changed is the total area contributing. With the overall area being modified, the County has calculated that Birchwood's corresponding percentage of the area has changed accordingly.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the November 13<sup>th</sup>, 2012 Council meeting.

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**From:** Noonan, Terry [mailto:Terry.Noonan@CO.RAMSEY.MN.US]  
**Sent:** Monday, November 05, 2012 10:32 AM  
**To:** Mark Burch; kelfering@elferingeng.com  
**Subject:** East County Line\_Riviera N basin drainage area revision

Hi,

I didn't fully account for municipal boundaries in calculating the relative contribution to the basin, specifically an area north of Riviera Dr N that is in the city of White Bear Lake and not Birchwood Village. In fact, when I used a GIS city boundary layer over the drainage area map I sent you last week, I also discovered small percentage contribution from White Bear Township (<1%) and Mahtomedi (1%). The revised percentages based on the relative areas and the estimated impervious fractions (shown in the table I attached to my email last week) are:

Ramsey County	19%
White Bear Lake	55%
Birchwood Village	24%
Mahtomedi	1%
White Bear Township	<1%

*Terry Noonan*

Environmental Services Supervisor/Project Manager - Water Resources  
Ramsey County Public Works  
1425 Paul Kirkwold Dr.  
Arden Hills, MN 55112  
(651) 266-7160  
Cell: 612-414-3432  
Fax: 651-266-7110  
Email: [terry.noonan@co.ramsey.mn.us](mailto:terry.noonan@co.ramsey.mn.us)

**From:** Noonan, Terry  
**Sent:** Wednesday, October 31, 2012 2:41 PM  
**To:** Mark Burch  
**Cc:** Rupnow, Alan; Jaschke, Kathy; Lutgen, Tony  
**Subject:** East County Line at Riviera Dr N basin

Mark,

I've attached a drainage area figure for the basin at East County Line and Riviera N, and a page from the as-built plans for the 1996 County project on East County Line Rd showing the outfall added to the basin. That outfall and some minor removal of sediments was the extent of County impact on the basin in that project.

I obtained elevation data from Washington County and today received a drainage map from Kristie Elfering, engineer for Birchwood Village. My figure is similar to Kristie's for the Birchwood portion but my version was drawn independently.

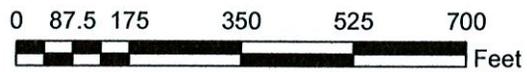
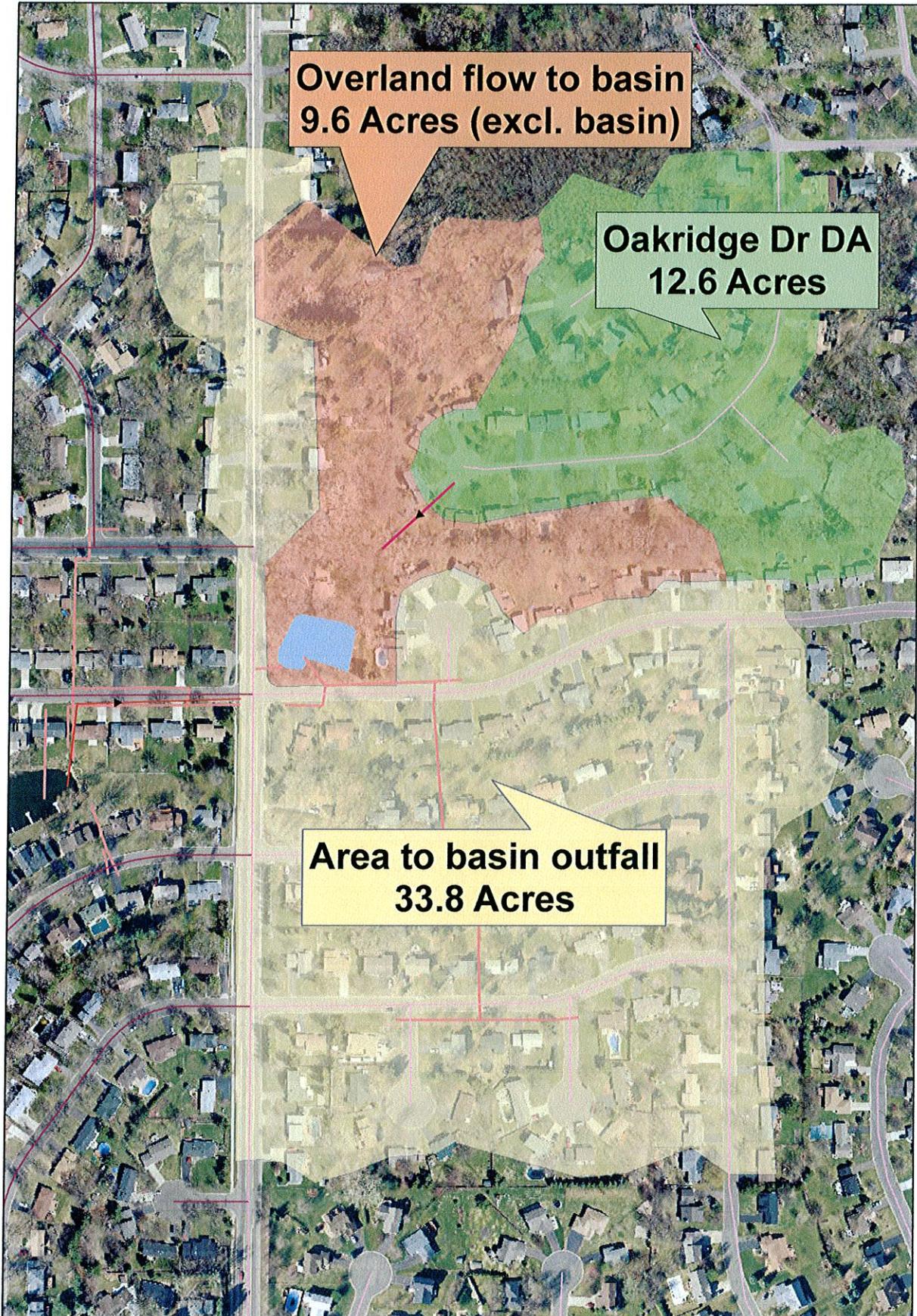
Subarea	Owner	Area_acres	Est. Impervious %	Impervious Area	% of Total Impervious Area
East County Line Road to Basin Outfall	Ramsey County	2085 F * 66 F = 3.2	85	2.72	19
Direct to Basin Outfall	White Bear Lake	30.6	25	7.65	55
Overland to Basin	Birchwood Village	9.6	5	0.48	3
Oakridge Dr Drainage Area	Birchwood Village	12.6	25	3.15	23
Total				14	

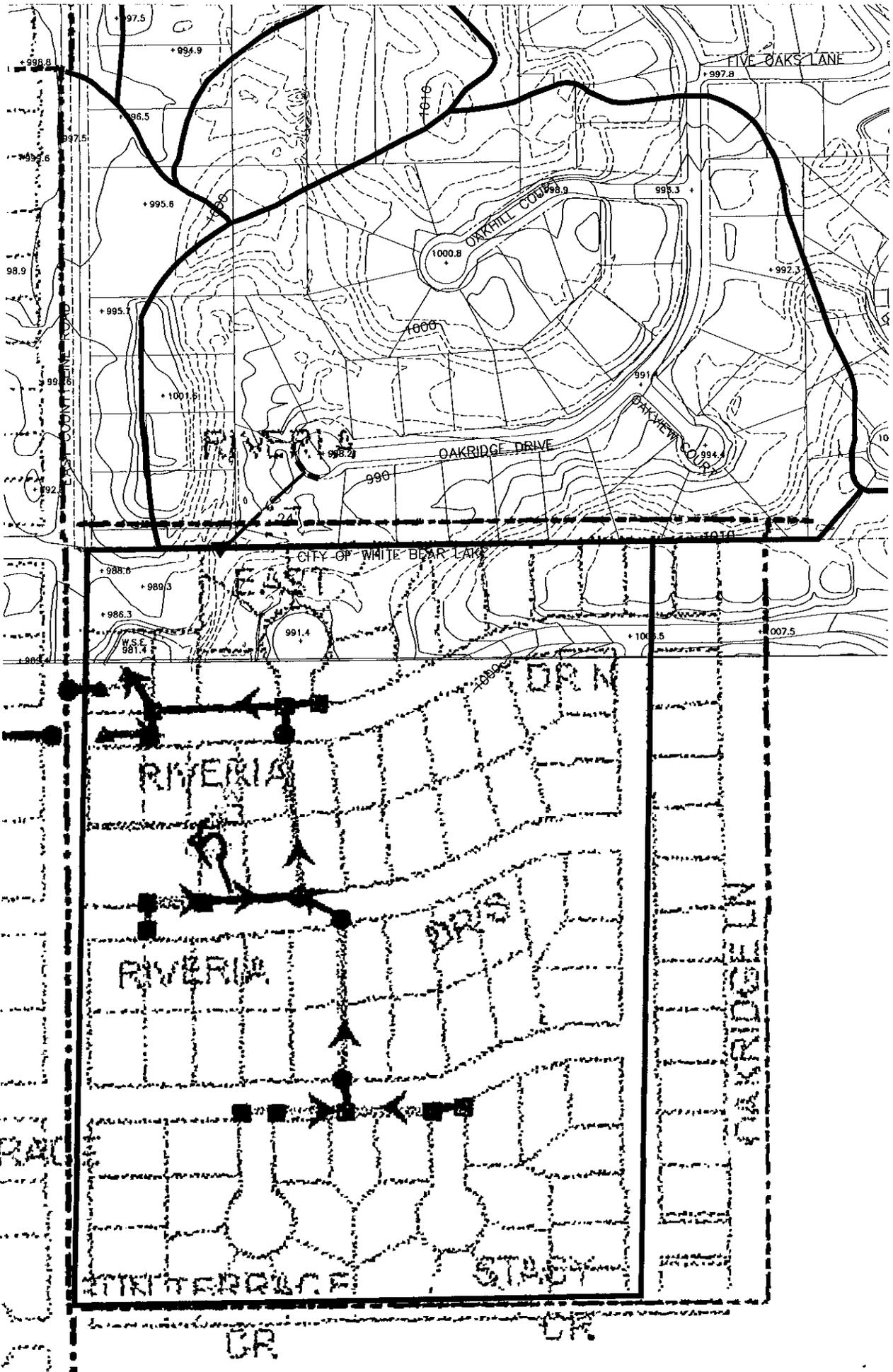
Based on the County's relative contribution to the pond (19% of the \$8,500 cost (including lab testing), or \$1,615) plus 10% Engineering (\$850) for the City coordinating the work, I can commit the County to \$2,465 of the repair cost.

Please contact me if you would like to discuss this in greater detail.

*Terry Noonan*

# East County Line at Riveria Dr N Basin Drainage Area





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**From:** Mark Burch [mailto:mburch@whitebearlake.org]  
**Sent:** Thursday, November 01, 2012 2:50 PM  
**To:** 'kelfering@elferingeng.com'  
**Subject:** RE: East County Line at Riviera Dr N basin

Kristi:

The County's numbers are OK with us. The total project cost is \$8500. This is a very simple sediment pond cleanout project. If you need more info please let me know.

Mark

**CITY OF BIRCHWOOD VILLAGE  
PARKS AND NATURAL RESOURCES COMMITTEE  
BYLAWS**

**I. NAME OF THE COMMITTEE**

The name of the committee shall be the Parks and Natural Resources Committee.

**II. PURPOSE OF THE COMMITTEE**

The purpose of the Parks and Natural Resources Committee shall be to maintain and enhance all the public areas within the City of Birchwood, including Tighe-Schmitz Park; Bloomquist Field; Wildwood Park; Nordling Park; Kurt Feistner Preserve; Ash, Grotto, and Birch walkways; Ash, Elm, Kay, Dellwood, and Birch Beaches; and other public spaces within the City.

**III. COMMITTEE MEMBERSHIP**

**A. Members.** The committee shall consist of up to 9 members appointed by the City Council.

**B. Terms.** The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from July to July. Any new member appointed in months other than July shall end his/her term three years after his/her appointed month.

**C. Resignation.** Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

**D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.

**E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.

**F. Council Liaison.** The Council shall appoint one Council member to be the liaison to the committee. The Council liaison shall not be a voting member of the committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

**G. List of Members.** The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

#### **IV. COMMITTEE OFFICERS**

**A. Chair.** The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from July to July. The Chair may serve up to three consecutive terms.

**B. Secretary/Treasurer.** The committee shall also elect a Secretary/Treasurer. The term shall run from July to July. The Secretary/Treasurer may serve up to three consecutive terms. The committee may determine to separate the office of Secretary/Treasurer and decide to elect two people to serve these roles, one as Secretary and one as Treasurer. Whether the office is combined or not may be changed from year to year.

**C. Majority Vote.** All officers shall be elected by a simple majority vote.

**D. Resignation.** Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.

**E. Vacancy.** Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

#### **V. COMMITTEE MEETINGS**

**A. Scheduling.** The Chair of the committee shall call for meetings of the committee as deemed necessary. The committee shall meet at least once every three months. The Chair shall call for a meeting upon the request of three committee members.

**B. Open Meeting and Notice.** All meetings of the Parks and Natural Resources Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.

**C. Quorum Not Necessary.** The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting. However, the committee

cannot take any action unless a majority of all the members vote in favor of the action.

**D. Minutes.** The committee shall keep minutes of all its meetings. The Secretary or other person shall be responsible for keeping the minutes of each meeting. The Chair shall forward the minutes of all meetings to the City Clerk and the Council when they become available. The Clerk shall post the minutes on the city webpage. Upon approval of the minutes, the Chair shall forward the approved minutes to the Clerk and the Council and the approved minutes shall be posted on the city webpage.

## **VI. COMMITTEE ACTION**

**A. Majority Required.** A majority vote of all the committee members shall be required for the committee to take final action, regardless of how many members are present at the meeting at which the action is proposed.

**B. Authority.** The committee shall have no authority to make final decisions that permanently affect any of the public spaces within the city, such as cutting trees, buying or selling land, removing structures, installing rain gardens, or making other decisions that clearly require Council authorization. When in doubt, the committee shall bring the matter to the attention of the Council.

**C. Budget.** The Committee is authorized to spend all monies budgeted to the committee by the Council for the fiscal year. Monies may be carried over to subsequent fiscal years provided no more than \$5,000 in total may be carried over. Any amounts remaining in the Committee's budget at the end of a fiscal year over \$5,000 shall be returned to the City's general fund. The Committee shall prepare a budget for the following fiscal year by October 1<sup>st</sup>, and shall present the proposed budget to the City Council at their November meeting.

**D. Report to the Council.** Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

## **VII. COMMITTEE CONTINUATION**

The committee shall continue in existence until terminated by action of the Council.

## **VIII. COMPENSATION**

Members of the Parks and Natural Resources Committee shall receive a per diem payment of \$10 per meeting for attendance at the regular monthly meeting ~~no~~

~~compensation for their service on the committee.~~ No per diem shall be paid for attendance at meetings in addition to the regularly scheduled monthly meeting or for volunteer work performed outside the monthly meeting.

**IX. AMENDMENT OF BYLAWS**

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

Adopted this 12th day of July, 2011

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Alan Mitchell  
Mayor

Attest:

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Dale Powers  
City Clerk

**XFINITY Connect**

bwclerk@comcast.net

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## Parks special projects work plan

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**From :** Debbie Harrod <debbieharrod@hotmail.com>

Tue, Nov 06, 2012 10:39 PM

**Subject :** Parks special projects work plan

**To :** Birchwood Clerk <bwclerk@comcast.net>

Dale,

John Lund wanted me to send you an e-mail about the parks committee special project work plan.

The parks committee has decided to use the special project fund to save to build new warming house.

So not sure what you want for a work plan. Let me know if there is anything else you need.

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## Parks Committee Proposed Budget/Work Plan For 2013

<b>Category/ Item</b>	<b>2012 Budget</b>	<b>2013 Proposed Budget (Parks Committee)</b>	
<b>Wages and Salaries (incl. taxes, Medicare and SS)</b>			
winter student	5300	6900	
summer student	600	600	
hockey rink manager			
<b>Total</b>	<b>5900</b>	<b>7500</b>	
<b>Operating Supplies</b>			
landscape supplies – plants for Nordling Park		200	
<b>Total</b>		<b>200</b>	
<b>Repair and Maintenance</b>			
Hockey rink equipment: replacement of hoses and scraper		400	
Hockey rink repairs: paint for ice rink floor		0	
Hockey rink repairs: replacement boards for ice rink		200	
Paint for picnic tables and benches		100	
Playground and playground equipment(Tige-Schmitz and Bloomquist)	350	0	
tennis court – maintenance (cleaning and weed control)	100	1000	
baseball field – drag and weed control thru season		0	
Walkway maintenance - Tige-Schmitz		0	
Walkway maintenance- ash, birch, and grotto steps		0	
Wildwood park		0	
Nordling Park		0	
Kurt Feistner		0	
Bloomquist Park		0	
Easements – Dellwood,Kay,Elm,Birch, and Ash		0	
Basketball nets		0	

## Parks Committee Proposed Budget/Work Plan For 2013

Soccer nets		0	
hockey net replacement		150	
volleyball court		0	
flag	100	0	
Grotto steps maintenance		0	
<b>Total</b>		<b>1850</b>	
<b>Professional Services</b>			
fountain hook up	360	0	
<b>Total</b>		<b>0</b>	
<b>Contracted Services</b>			
port a potty	1800	1800	
<b>Total</b>		<b>1800</b>	
<b>Building &amp; Structures</b>			
Warming house rental	1100	1600	
Warming house hook up	560	0	
Warming house set up (leveling and placement)		150	
<b>Total</b>		<b>1750</b>	
<b>Utility Services</b>			
XCEL	900	900	
<b>Total</b>		<b>900</b>	
<b>TOTAL</b>			
	12,700	<b>14,000</b>	

Warming House Replacement Options:

## Parks Committee Proposed Budget/Work Plan For 2013

Replace warming house with used garage option - \$31,995

Replace warming house with newly constructed building option - \$35,315 (assuming donated labor)

9

**XFINITY Connect**

birchwoodvillage@comcast.net

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**Cablecast Hours**

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**From :** ronno065@umn.edu

Thu, Oct 11, 2012 09:15 PM

**Subject :** Cablecast Hours**To :** birchwoodvillage@comcast.net

Hello,

Here are my hours for this month and last month with cablecasting

September 9/11 6:30pm-10:30pm \$56.00

October 6th 6:30pm-10:30pm \$56.00

Also if possible I would like to propose an increase in pay for the city cablecaster. I have been cablecasting for the city for 1 year. Currently I cablecast for the city of Grant and Mahtomedi. I have also cablecasted meetings at the White Bear Lake conservation district, the City of White Bear Lake and Lake Elmo. I would like suggest a rate of \$19.00/hr with a minimum two hour for setup and shutdown at \$45.00. I have used the same rate with all the other cities I cablecasted at. With the City of Birchwood only cablecasting once per month I believe it would be unlikely they will exceed the total amount of reimbursement from the cable commission for the service. I look forward to cablecasting for the City for the next year.

Thank you,

Kenny Ronnan

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**CITY OF BIRCHWOOD VILLAGE**  
207 Birchwood Avenue  
Birchwood Village, MN 55110  
651-426-3403 tel  
651-426-7747 fax  
[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

## **MEMORANDUM**

DATE: November 8, 2012  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Coordinator  
RE: Request for Pay Increase - Cablecaster

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Kenny Ronnan, who is the City's cablecaster, has requested a pay increase from his current \$14.00 per hour. Kenny's proposal is for a pay increase to \$19.00 per hour, along with a minimum two-hour setup and shutdown fee of \$45.00.

Staff contacted the areas cities covered under the Ramsey Washington Suburban Cable Commission to see what each of them pays their cablecaster. The results of the survey are depicted below:

### **Cablecaster Hourly Rates**

Mahtomedi	\$22.50
Oakdale	\$20.00
Grant	\$19.00
White Bear Township	\$18.00
Vadnais Heights	\$15.83
Maplewood	\$15.00
Birchwood	\$14.00
White Bear Lake	\$14.00

The survey indicates that Birchwood is at the low end of the scale. This impacts the City when occasions arise where our meetings coincide with Grant's meetings; Kenny (quite naturally) will tell us he needs to work the Grant meeting and finds us a substitute for our meetings. On the occasions when that has happened, I believe the production quality is not the same.

It is also important to share with the Council that this expense is reimbursed by RWSCC from the franchise fees charged to Birchwood residents. According to Donna Coons of the Cable Commission, each jurisdiction is reimbursed up to \$2,000.00 for the cost of employing a cablecaster. Donna informs me that Birchwood hasn't come close to using up its reimbursable amount.

**Staff recommends a pay adjustment to match Mahtomedi - \$22.50 per hour.** For a 4 hour meeting each month, the City would pay Kenny \$1,080 each year – 100% reimbursed by the Cable Commission. This will still give the City flexibility to schedule and televise 10 additional meetings each year and have Kenny's wage reimbursed. This pay adjustment eliminates the need for a "setup/shutdown" fee.