



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
MARCH 13, 2012
7:00 P.M.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS AND ANNOUNCEMENTS

OPEN PUBLIC FORUM

CITY BUSINESS – CONSENT CALENDAR

1. Approval of the Minutes of the February 14, 2012 Regular Meeting (see exhibit)
2. Acceptance of the Financial Report and Approval of Disbursements (see exhibit)
3. Approval of RESOLUTION 2012-## Establishing the City's Precinct Boundary and Polling Location (see exhibit)
4. Approval of RESOLUTION 2012-## Approving the 2012 Fee Schedule

CITY BUSINESS – REGULAR ORDER

5. 7:15 Proposed Warming House Grant> Approval of RESOLUTION 2012-## Agreeing to Act as the Legal Sponsor for the Project (see exhibit)
Time Budget: 15 minutes
6. 7:30 Review of Quotes for Painting the Interior of the City Hall, Window Cleaning, and Repair of Grotto Ave steps (Carson – see exhibit)
Time Budget: 30 minutes
7. 8:00 Review of Draft Ordinances> Receipt of Comments from the Planning Commission and Calendaring of Public Hearings (see exhibits)
 - a. Interim Use Permits
 - b. Building Code
 - c. Complaints
 - d. EnforcementTime Budget: 15 minutes
8. 8:15 Utility Billing Issues with the City of Little Canada (Powers – see exhibits)
Time Budget: 30 minutes

9. **8:45 Request by the Mayor to Engage the Services of Jennifer Nodes of Eckberg Lammers Law Firm for drafting of a Personnel Policy, Code of Ethics, and Grievance Procedure (Mitchell - see exhibit)**
Time Budget: 15 minutes

10. **9:00 Council Member Reports**
 - a. **HARPER: Information item: Revisions to Codes 611 Public Works Reserve Fund and 611A Capital Improvement Fund (see exhibits – 5 minutes requested)**
Time Budget: 15 minutes

11. **9:15 Next Meeting – April 10, 2012: Topics**
 - a. **Clerk will be out of the office from March 20-23: MCFOA Annual Conference, St. Cloud**
 - b. **Clerk will be out of the office from April 5-20: APA National Conference, Los Angeles**
Time Budget: 15 minutes

12. **9:30 ADJOURN**

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
February 14, 2012

MINUTES

MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, and Mark Peterson

MEMBER ABSENT: Council Member Tony Sampair

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

OTHERS PRESENT: Katie Cavanor, Doug Danks, Ken Johnson, Charles Kaufmann, Eric Larson, John Lund, and Mary Wingfield

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

AGENDA APPROVAL: Harper/Peterson 4-0 (Sampair absent) to approve the agenda for the February 14, 2012 Regular Meeting as presented.

COMMUNITY EVENTS AND ANNOUNCEMENTS: Mitchell noted the following:

- Richard Oni of Birchwood was awarded the Professional of the Year by the National Alliance for Mental Illness, Minnesota Chapter. Mitchell added that when other City residents receive awards, please let us know and we will acknowledge them at future Council meetings.
- February 18th is "Hockey Day in Birchwood". Festivities start at 11:00am at Tighe-Schmitz Park. Treats and pizza will be served.

OPEN PUBLIC FORUM: Kaufmann addressed the Council with the following concerns about the proposed grant application for the warming house: preserving the original character and atmosphere of Tighe-Schmitz Park; the neighborhood should not have a carnival atmosphere. Kaufmann continued by saying that there needs to be compromise with the neighborhood around the park and those who want to intensify the use of the park need to be sensitive to those who would disrupt the charm and ambience of the area, and think about the necessity of increasing the amount of development at Tighe-Schmitz. Kaufmann concluded by saying that perhaps there should be a buffer zone between the park and the surrounding properties.

CONSENT CALENDAR: Carson/Harper 4-0 (Sampair absent) to approve the following consent calendar items:

1. Approval of the Minutes of the January 10, 2012 Regular Meeting.
2. Approval of \$210.00 Expenditure for the City Clerk to attend the 2012 Municipal Clerks and Finance Officers Association Annual Conference March 20-23 in St. Cloud.
3. Acceptance of the Financial Report and Disbursements Register as prepared by the City Treasurer and presented to the City Council on February 14, 2012 in the amount of \$29,091.74,

48 including Check #'s 26951-26970, 26984-27009, and Electronic Funds Transfers FED122011,
49 MN122011, EFT013112, PERA011512, and PERA013112.

50 4. Approval of hiring Maya Comfort as a Level 2 Rink Attendant at \$8.00 per hour.

51 5. Approval of Resolution 2012-02 Accepting a Donation of \$575.00 from Writers Unlimited.

52
53 **RESOLUTION 2012-03 AMENDING THE CITY FUND BALANCE POLICY:** Harper shared with the Council
54 the background on this item, and noted that the proposed revisions to the City's Fund Balance Policy are
55 required in order to keep the policy in line with the definitions as changed by the Governmental
56 Accounting Standards Board (GASB) Statement Number 54. Harper noted that the Policy's current fund
57 balance definitions are unreserved; unreserved, undesignated; unreserved, designated; and reserved.
58 The proposed amendment changes those fund balance definitions to nonspendable, restricted,
59 committed, assigned, and unassigned.

60
61 Mitchell agreed that the definitions need to be changed, but had a question about which entity the City
62 is reporting to, as referenced in the policy's guidelines. Mitchell also noted that there are 3 items
63 (nonspendable, restricted, and assigned) that are reported at the end of the fiscal year, and 1 item
64 (committed) that is reported prior to the end of the fiscal year, and wanted clarification on this. Reiter
65 advised that the City reports to the Office of the State Auditor (OSA), as well as to our citizens. Mitchell
66 recommends that Guidelines 5, 6, and 8 be amended to insert the phrase "in its annual financial
67 statement" after the word "report". Harper did not object to the amendment. Mitchell said he wasn't
68 sure how to amend Guideline 7 ("Committed Fund Balance") to clarify to whom the City reports. Harper
69 responded that "Committed Fund Balance" is when the City commits to setting aside funds over the
70 course of several years for a project such as the tennis court and this category allows the City to report
71 this activity to OSA and the City's residents. Reiter advised the Council that the reporting is similar to
72 the monthly Treasurer's Report received by the Council and, as such, is reporting to the taxpayers.
73 Mitchell also noted that Guideline 4 mentions reviewing the "spendable-unassigned fund balance"
74 every 3 years and thought the entire Fund Balance Policy should be reviewed every 3 years.; perhaps a
75 statement to that effect can be added to the end of the Policy. Harper did not object to the amendment.
76 Harper clarified one of Mitchell's recommendations as it relates to how definitions are portrayed in the
77 policy by adding the name of the defined term at the beginning of the definition (e. g. "Nonspendable
78 Fund Balance" means ...). Mitchell also recommends adding the phrase "Fund Balance" to the term
79 "Unassigned" under "Definitions".

80
81 **Harper/Mitchell 4-0 (Sampair absent) to approve Resolution 2012-03 Amending the City's Fund**
82 **Balance Policy, amending the Policy as follows: (1) to change the format of definitions to include the**
83 **term so defined at the beginning of the definition, making the definition a complete sentence; (2)**
84 **adding the phrase "Fund Balance" after the word "Unassigned" under the "Definitions" section of the**
85 **Policy; and (3) adding a clause at the end of the Policy stating that the Policy shall be reviewed every 3**
86 **years.**

87
88 **RESOLUTION 2012-04 APPROVING THE PAY EQUITY IMPLEMENTATION FORM:** Powers reviewed with
89 the Council this matter, and noted that all public agencies are required to complete a report verifying
90 their compliance with the Minnesota Pay Equity Act. Powers added that the report was last conducted
91 by the City in 2009 and the information is stored in the state's Pay Equity System; that, based on the
92 small number of employees and the part-time status of the staff, the City is eligible to use the
93 "alternative analysis test"; and due to the small amount of weekly hours by the City Treasurer, the
94 state's computerized system required the City Treasurer's income to be annualized, resulting in the
95 system reporting that the City Treasurer earns more money than the City Clerk. Powers continued by

96 saying that, as a result, the City passes the alternative analysis test and is therefore in compliance with
97 the Minnesota Pay Equity Act. **Harper** asked why the system didn't ask for annualization of the Clerk's
98 salary; **Powers** responded that the state's computerized reporting system did not ask for annualization
99 of the Clerk's salary. **Mitchell** said that he was uncomfortable with the 5th "whereas" clause stating that
100 the City has passed the alternative analysis test because he wasn't sure was that was and recommends
101 amending the proposed resolution by changing the 5th "whereas" clause to state as follows: "WHEREAS,
102 there is no compensation disadvantage for female classes as compared to male classes, therefore the
103 City has passed the alternative analysis test". **Mitchell** also noted a typing error in the 2nd "whereas"
104 clause and the word "of" should be changed to "or".

105
106 **Mitchell/Peterson 4-0 (Sampair absent) to approve Resolution 2012-04, as amended to (a) change the**
107 **word "of" to the word "or" in the 2nd "whereas" clause; and (b) to change the 5th "whereas" clause to**
108 **read "WHEREAS, there is no compensation disadvantage for female classes as compared to male**
109 **classes, therefore the City has passed the alternative analysis test."**

110
111 **WARMING HOUSE GRANT> PUBLIC HEARING:** **Mitchell** opened the public hearing at 7:35pm.

112
113 **Parks Committee Presentation**

114 **Lund** shared with the Council that there has been a spike in prices and now the cost of the project
115 comes to \$52,635 for the warming house and \$61,885 for the total cost of the project, which includes
116 repairing the boards of the rinks and other associated costs. **Mitchell** asked if all of these costs are grant
117 -eligible; **Lund** responded that it is all grant-eligible. **Peterson** asked if the state pays ½ of the cost; **Lund**
118 said this is correct. **Cavanor** said the Parks Committee is at the point where we have a complete
119 proposed project, including repairing the boards and painting the floor of the hockey rink; renovating
120 the pleasure rink, creating a berm around it and placing plastic on it to create a better ice surface;
121 demolishing the current warming house and constructing a new facility with increased storage, warming
122 house and a breezeway; and creating an asphalt sidewalk connecting the rinks and the warming house.
123 **Harper** asked about handicap-accessibility to the hockey rink; **Lund** responded that a ramp would need
124 to be installed and the boards would need to be taken out to allow accessibility. **Lund** noted that the
125 Minnesota Department of Natural Resources (DNR) requires grant-funded projects to demonstrate
126 handicap-accessibility. **Cavanor** also noted that the pleasure rink would need to be handicap-accessible.
127 **Cavanor** noted that the state would pay \$31,000 and the City would pay \$31,000, and noted that of the
128 City's share, in-kind donations of labor would cover \$14,000 of the cost, leaving the City with \$17,000 of
129 actual financial obligations. **Cavanor** concluded by saying the grant funds are reimbursed to the City
130 after the City makes the initial expenditure; the funds are not released to the City ahead of time.

131
132 **Cavanor** and **Lund** went over with the Council the projected maintenance and utility cost projections
133 over an initial 20 year time period.

134
135 **Peterson** asked whether the wet nature of the soil and periodic flooding have been taken into
136 consideration; **Lund** responded that the elevation of the structure will be a foot above the catch basin,
137 and explained the drainage situation. **Lund** said that soil borings are proposed to verify subsurface
138 conditions. **Peterson** asked whether the city engineer has reviewed the proposal; **Elfering** said she
139 hasn't been authorized to do so at this point.

140
141 **Lund** also noted that the right-of-way of Lake and Park Avenues is such that a variance may be needed in
142 order to properly site the proposed warming house structure.

143

144 **Public Comments**

145 **Kaufmann** addressed the Council on concerns he has about the proposal, and said that this project has
146 thousands of dollars being spent on six acres of land, and is trying to figure out how many kids actually
147 use the hockey rink. **Kaufmann** continued by stating there aren't 20 kids that play hockey in Birchwood;
148 also, there are 350 houses in Birchwood to pay for all of this. **Kaufmann** noted that the Council has a
149 copy of the deed, so you know that the reason for the deed restriction is to preserve the park in its
150 natural state, and now we have these groups that want to completely demolish what was meant to be a
151 neighborhood park. **Kaufmann** went over the history of the park, stating that when he purchased his
152 house 48 years ago the park area was a wetland nature park; within 3 years, they came in with fill and
153 made a mess out of it, turning it into a recreational area. **Kaufmann** continued by saying over the years,
154 many ideas have been talked about to further intensify the use of the park, and cited numerous
155 examples.

156
157 **Danks** addressed the Council to advise that the proposed warming house structure can be used as a
158 year-round facility and shouldn't be viewed as only a winter structure.

159
160 **Mitchell** closed the public hearing @ 8:35pm, but left the record open for additional written testimony
161 until such time that the Council makes a decision on the proposal.

162
163 **Lund** asked whether the City Engineer's fees are to be paid for by the City; **Cavanor** mentioned that
164 engineering fees are considered planning-related and not to be counted as part of the project costs.

165 **Mitchell** advised the Committee to factor that in for future budgeting. **Peterson** asked if engineering
166 costs can be part of the local match; **Cavanor** said she does not believe DNR will allow those costs to be
167 included in the local match.

168
169 **Harper** commented that a lot of the questions that she has been waiting for answers have been
170 answered, and the grant is an opportunity to get some cost-share dollars. **Harper** added that at this
171 point she is not ready to commit to the project if the City doesn't get the grant, and doesn't believe the
172 cost-benefit is there for the City to pay 100% for the project; perhaps, making the repairs to the hockey
173 and pleasure rinks may be a higher priority. **Harper** concluded by saying that perhaps a smaller structure
174 that would fit on the parcel without a variance may better fit the City's needs.

175
176 **Peterson** noted that this project presents an opportunity for private fundraising from the users to raise
177 25-30% of the City's portion of the project. **Peterson** also expressed a concern about the deed
178 restriction. **Lund** said he is going to get signatures from the adjoining property owners, and **Mitchell** said
179 that the City will get a legal opinion from the City Attorney.

180
181 **REVIEW OF PROPOSALS FOR GENERAL ROAD REPAIR, SIGN REPAIR AND REPLACEMENT, EMERGENCY**

182 **TREE REMOVAL, PARKS MAINTENANCE, AND STREET SWEEPING:** **Mitchell** reviewed the items in the
183 agenda packets as four proposals and a review of the proposals from the City Engineer. **Elfering** noted
184 that the City requested bids for general road repair, sign repair and replacement, emergency tree
185 removal, parks maintenance, and street sweeping, and noted that the bid was let as a package and
186 cautioned the Council to keep that in mind if it wanted to take a piecemeal approach and select the low
187 bid for each component part of the bid.

188
189 **Peterson** asked for a history of this matter; **Powers** noted that since the current contract with KEJ for
190 these services expired on December 31, 2011, the Council requested quotes for these services going
191 forward. **Powers** said that he asked Elfering to review the various bids and prepare a memo for the

192 Council on her analysis. **Peterson** asked whether the City has received any complaints about the service
193 provided by KEJ; **Powers** responded by saying that the City has received a few complaints about the
194 service provided by KEJ, and he had contacted KEJ about the nature of the complaints and KEJ corrected
195 the deficiencies. **Harper** noted that if we are trying to stay true to the bids and RFP, it looks like KEJ and
196 Lauzon are so close; Lauzon has some additional bells and whistles and isn't sure if those were
197 requested or volunteered. **Peterson** said that a factor in his thinking is that it's difficult to have one year
198 contracts, and if the current vendor is competitive to give that vendor another year so the Council can
199 further evaluate the service provided by the vendor.

200

201 **Peterson/Carson 4-0 (Sampair absent) to accept KEJ's bid for the following contracted services:**
202 **general road repair, sign repair and replacement, emergency tree removal, parks maintenance, and**
203 **street sweeping; and to authorize the Mayor to draft and execute a contract to that effect on behalf**
204 **of the Council.**

205

206 **ORDINANCE RELATING TO FEES/APPROVAL OF 2012 FEE SCHEDULE>PUBLIC HEARING:** **Mitchell**
207 opened the public hearing at 9:05pm. **Harper** reviewed the draft resolution, ordinance, and fee schedule
208 and noted that the drafts were approved for public hearing at tonight's meeting. **Harper** noted that the
209 ordinance updates Chapter 701 by removing the fees from the ordinance and establishes a separate fee
210 schedule; this allows the Council to change the fees by motion or resolution and eliminating the need
211 for an ordinance change. **Harper** continued by saying that one change from last month is that the
212 previous iteration noted that the City was incorporating the City of White Bear Lake's fee schedule by
213 reference; that has been deleted from the latest draft on advice of the City Attorney. **Harper** concluded
214 by saying that the dollar amount of the building permit fees are the same as those of the City of White
215 Bear Lake.

216

217 **Mitchell** commented that while the fee schedule itself references "additional fees", he believes the
218 ordinance itself should also include these additional fees (late fee, additional fee, and fines).
219 Consequently, these would become subsections 061, 062, and 063 of Section 701. **Harper** asked for
220 clarification of "investigative fee"; **Powers** responded that the current fees for building and zoning
221 permits are priced to assume a normal, set amount of inspection points, and there are times when the
222 scope of the project changes so much that additional inspections are required to ensure that the project
223 meets code requirements. **Mitchell** asked whether the term "investigative fee" should be renamed
224 "additional fee"; **Harper** did not object and thought that was a better way to describe it. **Mitchell** noted
225 that this language is similar to White Bear Lake's language and the City has had it in its Code for some
226 time.

227

228 **Mitchell** also noted that in Chapter 203 that is reference to a "plan review fee" that should be added to
229 the fee schedule; apparently it has been inadvertently omitted. **Mitchell** also wanted to assure the
230 public that the fees are not going up; they are just being removed from the ordinance and placed on as
231 separate schedule.

232

233 Seeing that there were not any members of the public wishing to testify on this matter, **Mitchell** closed
234 the public hearing @9:15pm.

235

236 **Harper/Mitchell 4-0 (Sampair absent) to approve Resolution 2012-05 approving Ordinance 2012-01**
237 **Amending Chapter 701 (Fees) of the Birchwood City Code, amended as follows: (a) in the ordinance,**
238 **adding subchapters 061 (Late Fee), 062 (Additional Fee), and 063 (Fines); (b) adding "Plan Review Fee"**
239 **and establishing that fee at 50% of the building permit fee, on Page 2 of the fee schedule to be**

240 *inserted between "Inspection for which no fee is specifically indicated" and "Additional plan review*
241 *required by changes, additions, or revisions to Plans".*
242

243 **Mitchell** next brought up approving the fee schedule. **Powers** noted that the just-approved resolution
244 and ordinance allows for adoption of the fee schedule by resolution; however, the ordinance doesn't
245 take effect until publication, and it hasn't yet been published. The consensus of the Council was to
246 approve the resolution approving the fee schedule at the March meeting, and to direct staff to delay
247 publication of the just-approved ordinance to coincide as close as possible to the March 13th meeting.
248

249 **PEDDLER'S ORDINANCE: REVIEW OF THE CITY OF WHITE BEAR LAKE'S ORDINANCE:** In response to an
250 issue brought up by a City resident at the January meeting, the Council directed staff to research the City
251 of White Bear Lake's peddler's ordinance and present said ordinance to the Council for review and
252 comment. **Powers** reviewed the material he had provided to the Council on this issue. The consensus of
253 the Council was not to pursue this matter at this time.
254

255 **AMENDMENT OF PERSONNEL COMMITTEE BY-LAWS:** **Mitchell** reviewed this matter with the Council,
256 and stated that the Council appointed Council Member Sampair to the Committee, yet the by-laws as
257 written call for two-year terms for Committee members; the by-laws needed to be amended to reflect
258 this change. Also, Paragraph V has been added to address Committee responsibilities.
259

260 ***Harper/Mitchell 4-0 (Sampair absent) to approve the revisions to the by-laws of the Personnel***
261 ***Committee.***
262

263 **CITY CLERK'S REPORT:**

264 **Records Retention Project Update:** **Powers** reviewed with the Council his work on the City's Records
265 Retention project, and related that the City adopted the 2008 version of the Records Retention Schedule
266 produced by the Minnesota Historical Society. **Powers** noted that the Schedule details the retention
267 time for a wide range of classifications of documents, and explained that he has been precisely following
268 that schedule. **Mitchell** expressed a concern that since the Schedule establishes minimum retention
269 periods, the Council may want to adopt a more restrictive schedule. Discussion was held amongst
270 Council members on a review procedure for the City to follow before destruction of documents. The
271 consensus of the Council was to direct Powers to maintain records proposed for destruction and either
272 to provide a list of documents proposed for destruction to the Council for review and approval, or to
273 alert the Council of the existence of documents proposed for destruction, and to allow individual Council
274 members to review the documents before they are destroyed.
275

276 **Washington County All-Hazard Mitigation Plan:** **Powers** reviewed with the Council the data in the City's
277 portion of the County's All-Hazard Mitigation Plan and asked for input on updating the data.
278 Additionally, **Powers** noted that the City's Emergency Operations Plan, absent updating the responsible
279 individuals in the document as they change, has not been substantively updated since its initial adoption
280 in 1994. **Mitchell** noted that there are references throughout the Emergency Operations Plan to
281 "Emergency Management Director", but that position has not been adopted by the City. **Powers**
282 responded that the current document has the former Mayor's phone number, so perhaps the Mayor is
283 also Emergency Management Director. The consensus of the Council was to have Council Member
284 Sampair review the Emergency Operations Plan and make recommendations to the Council. **Harper**
285 suggested that the "Lifeline Utility Systems" in the All-Hazard Mitigation Plan should be updated to state
286 "update sewer system" and the phrase "old water systems" should be added to reflect the condition of
287 the hydrants. **Powers** advised the Council that CodeRED was added to the plan, and also recommended

288 to the County that the percentage of building stock should reflect that the community is 100% single-
289 family.

290

291 **CITY ENGINEER'S REPORT:** **Elfering** reviewed with the Council the details of the recent water main
292 break on Cedar Street near East County Line Road, which was the first time that Saint Paul Regional
293 Water Service responded as an emergency water break provider. Cedar Street will need to be patched in
294 the spring. **Harper** asked if whether CodeRED can be used in the future to alert the community on future
295 water main breaks; **Powers** assured the Council that he will investigate whether that can be done in the
296 future.

297

298 **COUNCIL MEMBER REPORTS:** **Mitchell** noted that the warming house grant proposal illustrates how we
299 need to be more cognizant of engineering and architectural fees, and thought that maybe in April we
300 should spend a little time on how we factor in those costs; there may be some upfront fees that would
301 be lost if the Council decides not to take on the project or if the grant application is denied. **Harper**
302 noted that in April there will be a draft ordinance on better defining what the Parks Special Revenue
303 Fund can be used for, and asked the Parks Committee to discuss this draft at its March meeting and get
304 comments back to the Council for consideration at the April meeting.

305

306 **NEXT MEETING>MARCH 13, 2012: TOPICS:** **Mitchell** advised that the following matters are scheduled
307 for the March meeting: resolutions on the proposed fee schedule and the warming house; and public
308 hearings on the proposed ordinance changes pertaining to the building code, interim use permits,
309 complaints, and enforcement.

310

311 **ADJOURN:** *Harper/Peterson 4-0 (Sampair absent) to adjourn the meeting @10:22pm.*

312

313

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319

320 _____
Dale Powers

321 City Clerk

Birchwood Village Treasurer's Report
3-13-12

2

To: City Council
From: Cindie J Reiter, Treasurer

Financial Report

Attached are the CTAS reports:

The **DISBURSEMENTS REGISTER** is for those claims presented for approval and/or payment this eve. Disbursement Register includes check numbers or EFT identifier.

The **Interim Financial Report** shows the year to date totals for each revenue and expense of each Fund. The report is presented by ACCOUNT code. Fund 100 is the operating fund (General Fund) for which property taxes are levied, and also includes other revenues the city receives. In the disbursement section you will find a running total (YTD) and variance (remaining balance) of the budgeted amount for each category of expense.

The **Cash Balance Statement** is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at US Bank (checking for operating funds & savings) and at Piper Jaffray (money market accounts for various fund reserves & savings)

Current Items of Interest-

- **2011 Park Expenses**– under operations budget by approx. \$700 after year end review discovered invoice submitted by J Lund was not a park expense but city hall expense.
- Year End Financial Report – Cash Basis due to State Auditor's office by end of March 2012.
- Special assessment interest refunds* - plan to issue by end of month as county Unpaid or Delinquent tax reports have been released.

Water Fund & Sewer Fund – Continue review with Shelly R for fee structure and will continue this month.

Please call/email with any questions.

Cindie J Reiter,
Birchwood City Treasurer

Note: **Special Assessment – Pay 2011 REFUND IN 2012

Resolution of over calculation of interest for Pay 2011 is to refund all PAID debt service special assessment for Pay 2011. This refund will be sent to property owners after the county provides report of those properties paid for 2011. ***The report should be available in the first quarter 2012 – refunds to be issued shortly after.***

As of 12/31/2012

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$325,000.00	\$409.80	(\$324,590.20)
Total Acct 310	\$325,000.00	\$409.80	(\$324,590.20)
Building Permits	\$8,500.00	\$2,221.54	(\$6,278.46)
Dog Licenses	\$1,000.00	\$545.00	(\$455.00)
Total Acct 322	\$9,500.00	\$2,766.54	(\$6,733.46)
State Grants and Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$0.00	(\$238.00)
Recycle Grant	\$1,650.00	\$0.00	(\$1,650.00)
Cable Comm. Grant	\$7,000.00	\$206.50	(\$6,793.50)
Total Acct 336	\$8,650.00	\$206.50	(\$8,443.50)
City Hall & Garage Rent	\$500.00	\$81.50	(\$418.50)
Total Acct 341	\$500.00	\$81.50	(\$418.50)
Fines	\$1,000.00	\$0.00	(\$1,000.00)
Total Acct 351	\$1,000.00	\$0.00	(\$1,000.00)
Interest Earnings	\$1,000.00	\$3.09	(\$996.91)
Contrib. & Donations-Private	\$400.00	\$670.00	\$270.00
Total Acct 362	\$1,400.00	\$673.09	(\$726.91)
Total Revenues	\$346,288.00	\$4,137.43	(\$342,150.57)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,175.00	\$623.48	\$1,551.52
Total Acct 411	\$2,175.00	\$623.48	\$1,551.52
City Council	\$4,200.00	\$319.20	\$3,880.80
Total Acct 413	\$4,200.00	\$319.20	\$3,880.80
Clerk - Treasurer	\$56,000.00	\$12,093.63	\$43,906.37
Elections	\$4,400.00	\$470.00	\$3,930.00
Office Operations/Supplies	\$4,275.00	\$319.40	\$3,955.60
Postage/Postal Permits	\$800.00	\$132.00	\$668.00
Total Acct 414	\$65,475.00	\$13,015.03	\$52,459.97
Assessing	\$5,325.00	\$0.00	\$5,325.00
Total Acct 415	\$5,325.00	\$0.00	\$5,325.00
Legal Services	\$8,000.00	\$1,518.27	\$6,481.73
Engineer Service	\$6,000.00	\$680.93	\$5,319.07
Total Acct 416	\$14,000.00	\$2,199.20	\$11,800.80
Per Diem	\$1,560.00	\$0.00	\$1,560.00
Total Acct 418	\$1,560.00	\$0.00	\$1,560.00

City of Birchwood Village Financial Report by Account Number (YTD)

03/07/2012

City Training & Development	\$5,000.00	\$210.00	\$4,790.00
City Hall-Gov't Buildings	\$9,300.00	\$1,204.73	\$8,095.27
City Insurance	\$10,324.00	\$0.00	\$10,324.00
Cable Eqpmt and Service	\$1,200.00	\$49.00	\$1,151.00
Newsletter	\$400.00	\$0.00	\$400.00
Total Acct 419	\$26,224.00	\$1,463.73	\$24,760.27
Police	\$90,935.00	\$22,443.99	\$68,491.01
Total Acct 421	\$90,935.00	\$22,443.99	\$68,491.01
Fire	\$20,500.00	\$5,329.26	\$15,170.74
Total Acct 422	\$20,500.00	\$5,329.26	\$15,170.74
Building Inspection	\$10,100.00	\$855.00	\$9,245.00
Total Acct 424	\$10,100.00	\$855.00	\$9,245.00
Other Protection	\$68.00	\$68.38	(\$0.38)
Animal Control	\$925.00	\$0.00	\$925.00
Total Acct 428	\$993.00	\$68.38	\$924.62
Streets & Road Mntnc	\$7,000.00	\$0.00	\$7,000.00
Street Sweeping	\$4,000.00	\$0.00	\$4,000.00
Ice and Snow Removal	\$17,000.00	\$3,122.08	\$13,877.92
Tree Care/Inspection	\$800.00	\$0.00	\$800.00
Tree Removal	\$2,550.00	\$0.00	\$2,550.00
Drainage - Structure Care	\$1,400.00	\$0.00	\$1,400.00
Street Signs	\$3,000.00	\$0.00	\$3,000.00
Street Lights	\$15,000.00	\$2,510.69	\$12,489.31
Wtr/Swr Emergency	\$1,000.00	\$0.00	\$1,000.00
Survey - Public Property	\$2,500.00	\$0.00	\$2,500.00
Total Acct 431	\$54,250.00	\$5,632.77	\$48,617.23
Sanitation - Recycling	\$12,700.00	\$2,810.70	\$9,889.30
Total Acct 441	\$12,700.00	\$2,810.70	\$9,889.30
Lawn Care/Mntnc	\$6,000.00	\$0.00	\$6,000.00
Total Acct 450	\$6,000.00	\$0.00	\$6,000.00
Recreation	\$500.00	\$0.00	\$500.00
Total Acct 451	\$500.00	\$0.00	\$500.00
Parks	\$13,000.00	\$4,416.34	\$8,583.66
Total Acct 452	\$13,000.00	\$4,416.34	\$8,583.66
CONSERVATION - NATURAL RESOURC	\$5,700.00	\$0.00	\$5,700.00
Total Acct 461	\$5,700.00	\$0.00	\$5,700.00
Unallocated Expenditures	\$8,251.00	\$0.00	\$8,251.00
Total Acct 492	\$8,251.00	\$0.00	\$8,251.00
Total Disbursements	\$341,888.00	\$59,177.08	\$282,710.92
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$513,015.66	

Cash Balance as of 12/31/2012

\$457,976.01

As of 12/31/2012

Special Rev Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$200.00	\$200.00
Total Acct 322	\$0.00	\$200.00	\$200.00
Total Revenues	\$0.00	\$200.00	\$200.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$5,000.00	\$0.00	\$5,000.00
Total Acct 452	\$5,000.00	\$0.00	\$5,000.00
Total Disbursements	\$5,000.00	\$0.00	\$5,000.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$11,481.67	
Cash Balance as of 12/31/2012		\$11,681.67	

As of 12/31/2012

Sewer 2004 Bonds	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$1,884.00	(\$1,884.00)
Total Acct 471	\$0.00	\$1,884.00	(\$1,884.00)
Total Disbursements	\$0.00	\$1,884.00	(\$1,884.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		(\$1,884.00)	

As of 12/31/2012

Birchwood In Re-hab Bond	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$0.00	

As of 12/31/2012

Sewer Re-hab 2008 Debt	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$241.82	\$241.82
Total Acct 361	\$0.00	\$241.82	\$241.82
Total Revenues	\$0.00	\$241.82	\$241.82
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$241.82	

As of 12/31/2012

Cap Project - PW	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$41,571.00	
Cash Balance as of 12/31/2012		\$41,571.00	

City of Birchwood Village Interim Financial Report by Account Number (YTD)

03/07/2012

As of 12/31/2012

Capital Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
City Hall-Gov't Buildings	\$15,000.00	\$0.00	\$15,000.00
Total Acct 419	\$15,000.00	\$0.00	\$15,000.00
Total Disbursements	\$15,000.00	\$0.00	\$15,000.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$59,527.99	
Cash Balance as of 12/31/2012		\$59,527.99	

As of 12/31/2012

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2012		\$0.00	

City of Birchwood Village Interim Financial Report by Account Number (YTD)

03/07/2012

As of 12/31/2012

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$3,270.03	\$3,270.03
Penalty - Late Water/Sewer	\$0.00	\$213.33	\$213.33
State & Misc fees	\$0.00	\$127.60	\$127.60
Total Acct 341	\$0.00	\$3,610.96	\$3,610.96
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Interest Earnings	\$0.00	\$0.27	\$0.27
Total Acct 362	\$0.00	\$0.27	\$0.27
Total Revenues	\$0.00	\$3,810.73	\$3,810.73
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Legal Services	\$0.00	\$126.50	(\$126.50)
Engineer Service	\$0.00	\$841.50	(\$841.50)
Total Acct 416	\$0.00	\$968.00	(\$968.00)
Utility Locates	\$0.00	\$10.98	(\$10.98)
Total Acct 428	\$0.00	\$10.98	(\$10.98)
Water Utility	\$27,000.00	\$12,067.58	\$14,932.42
Wtr/Swr Emergency	\$0.00	\$1,033.19	(\$1,033.19)
Total Acct 431	\$27,000.00	\$13,100.77	\$13,899.23
Total Disbursements	\$27,000.00	\$14,079.75	\$12,920.25
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$35,730.61	
Cash Balance as of 12/31/2012		\$25,461.59	

City of Birchwood Village Financial Report by Account Number (YTD)

03/07/2012

As of 12/31/2012

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$5,155.66	\$5,155.66
Total Acct 341	\$0.00	\$5,155.66	\$5,155.66
DELQ - Water-Sewer fees	\$0.00	\$199.50	\$199.50
Total Acct 361	\$0.00	\$199.50	\$199.50
Interest Earnings	\$0.00	\$0.86	\$0.86
Total Acct 362	\$0.00	\$0.86	\$0.86
Total Revenues	\$0.00	\$5,356.02	\$5,356.02
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$10.97	(\$10.97)
Total Acct 428	\$0.00	\$10.97	(\$10.97)
Drainage - Structure Care	\$58,200.00	\$0.00	\$58,200.00
Wtr/Swr Emergency	\$0.00	\$177.00	(\$177.00)
Sewer Utility	\$0.00	\$12,725.37	(\$12,725.37)
Total Acct 431	\$58,200.00	\$12,902.37	\$45,297.63
Total Disbursements	\$58,200.00	\$12,913.34	\$45,286.66
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$174,704.05	
Cash Balance as of 12/31/2012		\$167,146.73	

Fund Name: All Funds
Date Range: 02/15/2012 to 03/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/15/2012	Payroll Period Ending 01/31/2012		26978	\$203.80	100-45200-100	\$203.80
02/15/2012	Payroll Period Ending 01/31/2012		26979	\$122.75	100-45200-100	\$122.75
02/15/2012	Payroll Period Ending 01/31/2012		26980	\$75.48	100-45200-100	\$75.48
02/15/2012	Payroll Period Ending 01/31/2012		26981	\$106.96	100-45200-100	\$106.96
02/15/2012	Payroll Period Ending 01/31/2012		26982	\$1,047.94	100-41400-100	\$1,047.94
02/15/2012	Payroll Period Ending 01/31/2012		26983	\$397.37	100-41400-100	\$397.37
02/15/2012	Ronnan, Kenny	Videographer - ServiceJan 2012 (3.5)	27010	\$49.00	100-41950-305	\$49.00
02/17/2012	IRS - US Treasury	FEDTaxes PE 1/31/2012	FED012012	\$1,056.78	100-41400-110	\$350.68
					100-41400-160	\$54.98
					100-41400-162	\$235.12
					100-41400-164	\$54.98
					100-41400-166	\$159.28
					100-45200-110	\$19.28
					100-45200-160	\$19.89
					100-45200-162	\$85.06
					100-45200-164	\$19.89
					100-45200-166	\$57.62
02/17/2012	MN Department of Revenue	State W/H Jan 2012	MN012012	\$182.75	100-41400-115	\$162.34
					100-45200-115	\$20.41
02/17/2012	PERA	Staff Retirement PE 1/31/12	PERA021512	\$273.02	100-41400-120	\$151.25
					100-41400-121	\$121.77
02/27/2012	Xcel Energy	Parks Warm House - Feb 2012	27016	\$202.02	100-45200-381	\$202.02
02/27/2012	Xcel Energy	City Hall Gas/Elec - Feb 2012	27017	\$274.98	100-41940-380	\$274.98
02/29/2012	Payroll Period Ending 02/15/2012		27011	\$188.70	100-45200-100	\$188.70
02/29/2012	Payroll Period Ending 02/15/2012		27012	\$159.06	100-45200-100	\$159.06
02/29/2012	Payroll Period Ending 02/15/2012		27013	\$143.27	100-45200-100	\$143.27
02/29/2012	Payroll Period Ending 02/15/2012		27014	\$1,047.94	100-41400-100	\$1,047.94
02/29/2012	Payroll Period Ending 02/15/2012		27015	\$614.31	100-41400-100	\$614.31
03/07/2012	MN Dept of Health Drinking Water	Water Supply Connection Srvc 4th Qtr Fee	27027	\$562.00	601-43180-430	\$562.00

City of Birchwood Village

Disbursements Register

03/07/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
03/07/2012	TSE, INC	City Hall EXTRA Cleaning 1/31/12	27028	\$187.40	100-41940-305	\$187.40
03/07/2012	TA Schifsky & Sons, INC	Street Mntnc - added asphalt for break	27029	\$13.63	601-43185-220	\$13.63
03/07/2012	City of White Bear Lake Fire	Fire Srvc -Mar 2012	27030	\$1,776.42	100-42200-305	\$1,776.42
03/07/2012	City of White Bear Lake Police	Law Enforcement - Mar 2012	27031	\$7,481.33	100-42100-305	\$7,481.33
03/07/2012	Press Publications	DNR (grant) Publication 2012	27032	\$77.83	100-41130-351	\$77.83
03/07/2012	Press Publications	Code 701 Amendment 2012	27033	\$56.60	100-41130-351	\$56.60
03/07/2012	Xcel Energy	Lift Strn Elec - Feb 2012	27034	\$419.01	605-43190-381	\$419.01
03/07/2012	Mobile Mini, Inc	Warm House /Rental Feb 2012	27035	\$267.03	100-45200-520	\$267.03
03/07/2012	City of Birchwood Village	City Hall Utility Bill	27036	\$42.84	100-41940-380	\$42.84
03/07/2012	Little Canada, City of	Readings Qtr 1 2012	27037	\$281.00	601-43180-305 605-43190-305	\$140.50 \$140.50
03/07/2012	TSE, INC	City Hall EXTRA Cleaning 2/14/12	27038	\$19.00	100-41940-305	\$19.00
03/07/2012	City of White Bear Lake Public Work	Lift Strn ck/Wtr test/Emerg lift call/Mo records fee	27039	\$1,465.50	601-43180-305 601-43180-305 605-43185-305 605-43190-305 605-43190-305	\$140.00 \$461.75 \$177.00 \$546.75 \$140.00
03/07/2012	Elfering & Associates	Eng Srvc- FEB 2012	27040	\$631.43	100-41650-300 601-41650-300	\$383.93 \$247.50
03/07/2012	Waste Management of WI-MN	Recycle - Feb 2012	27041	\$936.90	100-44100-305	\$936.90
03/07/2012	S&T Office Supplies	Printer Cartridges/Strg Unit	27042	\$152.28	100-41420-200	\$152.28
03/07/2012	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Mar 2012	27043	\$108.33	100-45200-305	\$108.33
03/07/2012	Metropolitan Council Env. Service	Wastewater Service April 2012	27044	\$3,313.35	605-43190-217	\$3,313.35
03/07/2012	IRS - US Treasury	FEDTaxes PE 2/15/2012	FED022012	\$1,128.74	100-41400-110 100-41400-160 100-41400-162 100-41400-164 100-41400-166 100-45200-110 100-45200-160 100-45200-162 100-45200-164 100-45200-166	\$400.43 \$60.77 \$259.86 \$60.77 \$176.03 \$24.56 \$15.95 \$68.21 \$15.95 \$46.21
03/07/2012	MN Department of Revenue	State W/H Feb 2012	MN022012	\$197.71	100-41400-115 100-45200-115	\$188.59 \$9.12

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
03/07/2012	PERA	Staff Retirement PE 2/15/12	PERA022912	\$302.78	100-41400-120	\$162.61
					100-41400-121	\$140.17
Total For Period				\$25,567.24		
Total Year To Date				\$86,396.45		

Fund Name: All Funds
Date Range: 02/15/2012 to 03/07/2012

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/20/2012	Simmons/White/Wingfield/ Glander	CAsh - Dog License	640	\$60.00	100-32240	\$10.00
					100-32240	\$10.00
					100-32240	\$20.00
					100-32240	\$20.00
02/20/2012	Muellerleile	Dog License	641	\$10.00	100-32240	\$10.00
02/20/2012	Howe	Dog License	642	\$10.00	100-32240	\$10.00
02/20/2012	Donnell	Dog License - chip	643	\$10.00	100-32240	\$10.00
02/20/2012	Maas	Dog License	644	\$10.00	100-32240	\$10.00
02/20/2012	Otness	Dog License - Lucy & Tula	645	\$20.00	100-32240	\$20.00
02/20/2012	Simanski	Dog License	646	\$10.00	100-32240	\$10.00
02/20/2012	Cavanor	Dog Licsense	647	\$10.00	100-32240	\$10.00
02/20/2012	Siebert	Dog - Zena	648	\$10.00	100-32240	\$10.00
02/20/2012	Dowdal	Dog License	649	\$10.00	100-32240	\$10.00
02/20/2012	Calderson	Dog License	650	\$10.00	100-32240	\$10.00
02/20/2012	A Johnson	Dog license	651	\$10.00	100-32240	\$10.00
02/20/2012	Hullsiek	Dog License	652	\$10.00	100-32240	\$10.00
02/20/2012	M Burke	Dog License	653	\$10.00	100-32240	\$10.00
02/20/2012	Courselle	Dog Licesne	654	\$10.00	100-32240	\$10.00
02/20/2012	Rush	Dog License	655	\$10.00	100-32240	\$10.00
02/20/2012	Prunty	Dog Licenses 2	656	\$20.00	100-32240	\$20.00
02/20/2012	Kronschnabel	Dog License	657	\$10.00	100-32240	\$10.00
02/20/2012	Cummins	Dog Licesne	658	\$10.00	100-32240	\$10.00
02/20/2012	Martinucci	Dog License	659	\$10.00	100-32240	\$10.00
02/20/2012	Hauser	Dog License	660	\$10.00	100-32240	\$10.00
02/20/2012	Luppen	Dog Licesne - Belisle	661	\$10.00	100-32240	\$10.00
02/20/2012	T&G Johsnon	Dog License	662	\$10.00	100-32240	\$10.00
02/20/2012	OHara	Dog License - Otis	663	\$10.00	100-32240	\$10.00
02/20/2012	Tofte	Dog License	664	\$10.00	100-32240	\$10.00
02/20/2012	Donnell	Dog License - Chloe	665	\$5.00	100-32240	\$5.00
02/20/2012	Vail	Dog License	666	\$10.00	100-32240	\$10.00
02/20/2012	Brenny	Dog License	667	\$10.00	100-32240	\$10.00
02/20/2012	Halverson	Dog License	668	\$10.00	100-32240	\$10.00
02/20/2012	C Miller	Dog License - fluffy	669	\$10.00	100-32240	\$10.00

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/20/2012	Kolcinski	Dog License -- Rudy	670	\$10.00	100-32240	\$10.00
02/20/2012	Lund	Dog License	671	\$10.00	100-32240	\$10.00
02/20/2012	Nielz	Dog License	672	\$10.00	100-32240	\$10.00
02/20/2012	Potter	Dog license - Opie/Charlie	673	\$20.00	100-32240	\$20.00
02/20/2012	Ellison	Dog License	674	\$10.00	100-32240	\$10.00
02/20/2012	Winter	Dog License - Mac/King/Marty	675	\$30.00	100-32240	\$30.00
02/20/2012	Neihart	Dog License	676	\$10.00	100-32240	\$10.00
02/20/2012	M Atakpu	City hall Rent	677	\$25.00	100-34101	\$25.00
02/20/2012	Kordowsky	Dog License - Bailey	678	\$10.00	100-32240	\$10.00
02/20/2012	Leeves	Dog License	679	\$10.00	100-32240	\$10.00
02/20/2012	Knowledge Mgmt - Walker	Dog Licesne	680	\$10.00	100-32240	\$10.00
02/20/2012	Velin	Dog License	681	\$10.00	100-32240	\$10.00
02/27/2012	D & A Sorenson	Dog License	685	\$10.00	100-32240	\$10.00
02/27/2012	M LaVigne	Dog License	686	\$10.00	100-32240	\$10.00
02/27/2012	D Drew	Dog License	687	\$10.00	100-32240	\$10.00
02/27/2012	A Ebbott	Dog License	688	\$10.00	100-32240	\$10.00
02/27/2012	Geisenheyner/Enquist	Hall Rental	689	\$25.00	100-34101	\$25.00
02/27/2012	RWCS Cable Comm	Video Service Reimbursement Qtr 4 2011	690	\$206.50	100-33625	\$206.50
02/27/2012	TLT Enterprises, Inc	Bldg Permits #WB054269	691	\$47.25	100-32210	\$47.25
02/27/2012	Motz Plmbg	Bldg Permit #WB054295	692	\$30.00	100-32210	\$30.00
02/27/2012	L Manske	Bldg Permit #WB054270	693	\$142.75	100-32210	\$142.75
02/27/2012	ACM - DBA Apollo Htg	Bldg Permit #WB054318	694	\$61.64	100-32210	\$61.64
02/27/2012	TLT Enterprises, INC	Bldg Permti #WB054317	695	\$39.90	100-32210	\$39.90
02/27/2012	Anderson, donald	Bldg permit #WB054312	696	\$55.00	100-32210	\$55.00
02/27/2012	Manske, E	Bldg permit #WB054305	697	\$20.15	100-32210	\$20.15
03/02/2012	Residents - via LC	Utility Billing - LC JE#38	699	\$100.00	601-34110 601-34170 605-34190	\$22.33 \$1.00 \$76.67

Total For Period

\$1,298.19

Total Year To Date

\$13,746.00

As of 03/07/2012
Fiscal Year:2012

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,015.66	\$4,137.43	\$59,177.08	\$457,976.01
Special Rev Projects	\$11,481.67	\$200.00	\$0.00	\$11,681.67
Sewer 2004 Bonds	\$0.00	\$0.00	\$1,884.00	(\$1,884.00)
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab 2008 Debt	\$0.00	\$241.82	\$0.00	\$241.82
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$59,527.99	\$0.00	\$0.00	\$59,527.99
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$35,730.61	\$3,810.73	\$14,079.75	\$25,461.59
Sewer Enterprise Fund	\$174,704.05	\$5,356.02	\$12,913.34	\$167,146.73
Total	\$836,030.98	\$13,746.00	\$88,054.17	\$761,722.81

RESOLUTION 2012-##

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

A RESOLUTION RE-ESTABLISHING THE CITY'S PRECINCT AND POLLING PLACE

WHEREAS, the Legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statutes Section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Birchwood Village County of Washington, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

Precinct 1 (City Hall, 207 Birchwood Avenue)

The entire portion of the city.

Attached to this resolution, for illustrative purposes, is a map showing said precinct and the location of each polling place.

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

Alan Mitchell, Mayor

ATTEST:

Dale Powers
City Clerk



WHITE BEAR LAKE

LEGEND

-  UNIMPROVED RIGHT OF WAY
-  PARK/OPEN SPACE

VIEW ROAD



RESOLUTION 2012-##

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

A RESOLUTION ADOPTING THE 2012 FEE SCHEDULE

WHEREAS, the City Council of the City of Birchwood Village, Washington County, Minnesota recently adopted Ordinance 2012-01 revising Chapter 701 to remove a listing of fees from the text of the Chapter; and

WHEREAS, the City Council of the City of Birchwood Village, Washington County, Minnesota has expressed a desire to place all of the fees of the City in one document that can be changed by resolution and/or motion, thereby saving the City the costs of publication of ordinance revisions in the City's Official Newspaper; and

WHEREAS, the City Council of the City of Birchwood Village, Washington County, Minnesota has reviewed the attached fee schedule and desires to express its approval of the schedule.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Birchwood Village County of Washington, State of Minnesota hereby approves and adopts the attached fee schedule.

I certify that the City Council of the City of Birchwood Village adopted the above Resolution on this 13^h day of March, 2012.

Alan Mitchell, Mayor

ATTEST:

Dale Powers
City Clerk

CITY OF BIRCHWOOD VILLAGE 2012 FEE SCHEDULE

GENERAL FEES

Compact Disk.....	\$1.00 per disk
Copies (Black and White).....	\$0.10 per page 8 ½ x 11 and 8 ½ x 14 \$0.20 per page 11 x 17
Copies (Color).....	\$0.50 per page
Dog License.....	\$10.00 bi-annual; \$3.00 late fee if paid after February 15
-Replacement Dog Tag.....	\$1.00
Facsimile.....	\$1.00 first page; \$0.50 each additional page
Hall Rental.....	\$25.00 plus \$100.00 refundable deposit
Postage & Envelopes for Mailings & Public Hearing Notices.....	\$0.11 plus postage
Returned Check.....	\$30.00

DOCK ASSOCIATION FEES

Boat Lift Storage.....	\$100.00 per lift
Dock Association Boat Slip Permit.....	\$200.00 per slip
Dock Association Dock Permit.....	\$100.00 per dock
Dock Application Review Fee.....	\$150.00

PLANNING AND ZONING FEES

Comprehensive Plan Amendment Application Fee.....	\$500.00
Conditional Use Permit Application Fee.....	\$400.00
Home Occupation Permit Application Fee.....	\$100.00
Interim Use Permit Application Fee.....	\$400.00
Planned Unit Development Application Fee.....	\$650.00
Rezoning Application Fee.....	\$650.00
Subdivision: Minor Subdivision/Lot Split Application Fee.....	\$225.00
Subdivision Preliminary Plat Application Fee.....	\$450.00
Street Vacation.....	\$150.00
Variance Application Fee.....	\$206.00
Zoning Permits: Shed, Driveway, or Fence.....	\$ 30.00

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$29.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00

\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof.

Other Inspections and Fees:

Inspections outside of normal business hours . . . (Minimum charge - two hours)	\$47.00 per hour*
Re-inspection fees	\$47.00 per hour*
Inspection for which no fee is specifically indicated (Minimum charge - one-half hour) . . .	\$47.00 per hour*
Plan Review	50% of the building permit fee
Additional plan review required by changes, additions or revisions to Plans (minimum charge - one-half hour).	\$47.00 per hour*
Outside consultants for plan checking and inspections or both	Actual costs**

*Or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

**Actual cost includes administrative and overhead costs.

DEMOLITION AND WRECKING OF BUILDINGS FEES

\$25.00 for the first 1,000 square feet, plus \$10.00 for each additional 1,000 square feet or fraction thereof. The minimum permit fee is \$25.00.

GRADING FEES

Plan Review Fees:

<u>100 cubic yards or less</u>	<u>No fee</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$50</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$50 for first 10,000 cubic yards</u> <u>\$25 for each additional 10,000 or fraction thereof.</u>
<u>101,000 to 200,000 cubic yards</u>	<u>\$300 for first 100,000 cubic yards</u> <u>\$15 for each additional 10,000 or fraction thereof.</u>
<u>200,001 cubic yards or more</u>	<u>\$400 for first 200,000 cubic yards</u> <u>\$10 for each additional 10,000 or fraction thereof.</u>

Permit Fees:

<u>100 cubic yards or less</u>	<u>\$25</u>
<u>101 to 1,000 cubic yards</u>	<u>\$40 for first 100 cubic yards</u> <u>\$25 for each additional 100 or fraction thereof.</u>
<u>1,001 to 10,000 cubic yards</u>	<u>\$200 for first 1,000 cubic yards</u>

	<u>\$20 for each additional 1,000 or fraction thereof.</u>
<u>10,001 to 100,000 cubic yards</u>	<u>\$350 for first 10,000 cubic yards</u> <u>\$75 for each additional 10,000 or fraction thereof.</u>
<u>101,000 cubic yards or more</u>	<u>\$1,000 for first 100,000 cubic yards</u> <u>\$40 for each additional 10,000 or fraction thereof.</u>

UTILITY CONNECTION FEES

Buildings or dwellings existing or constructed in the City of Birchwood Village must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Prior to connecting to public utilities, the owner or representative must pay the following fees:

(a) Metropolitan Council Sewer Access Charge SAC fee as established by the Metropolitan Council per state statute MN 473.517.

(b.) City Sewer Connection (SAC) Fees.

- | | | |
|-----|-------------------------|------------------------|
| (1) | Single Family Dwellings | \$500.00 per home |
| (2) | Two Family Dwellings | \$1000.00 per dwelling |

(c) Water Connection (WAC) Fees

- | | | |
|-----|-------------------------|-------------------------|
| (1) | Single Family Dwellings | \$500.00 per home |
| (2) | Two Family Dwellings | \$1,000.00 per dwelling |

CERTIFICATE OF OCCUPANCY

If a permit shall require a certificate of occupancy, a fee of \$10.00 shall be paid at the time of issuance.

PLUMBING PERMIT FEES

Plumbing Fixture Unit Fees:

Residential fee (minimum permit fee)	\$25.00
Non-Residential fee (minimum permit fee)	\$35.00
For each fixture or fixture opening	\$10.00
For each gas piping outlet, stove, dryer etc.	\$ 5.00

For each water heater and/or vent	\$30.00
For each lawn sprinkler system backflow protection device	\$20.00
For each atmospheric-type vacuum breaker	\$ 1.00
For each backflow protection device (other than items 6 & 7)	\$20.00
Clothes washers: First five or less	\$20.00
For each additional unit	\$ 7.00
For each flammable waste trap or catch basin	\$ 5.00
For each sewage ejector	\$15.00
For each water softener	\$20.00
For each ground run for existing buildings	\$15.00
For each water distribution piping extension or alteration	\$20.00
For each rainwater leader	\$10.00
Main gas line	\$10.00

Sewer and Water: Unit Fee Schedule:

Street excavation/refundable deposit	\$25.00/\$1,500
For each water tap	\$20.00
For each sewer tap	\$20.00
For each residential water line installation or repair	\$30.00
For each residential sewer line installation or repair	\$30.00
For each non-residential water line installation or repair	\$45.00
For each non-residential sewer line installation or repair	\$45.00
For each hydrostatic and conductivity test	\$45.00
Storm Sewer	\$30.00

Value-Based Repairs/Alterations: Unit Fee Schedule:

Repair or alteration of any plumbing system based on value:	
-First \$100.00 (of value)	\$15.00
-For each additional \$100.00 (of value) or fraction thereof	\$ 2.00

Backflow Protection Test Filing Fee: For each RPZ or double check/double gate valve \$15.00

HEATING PERMIT FEES

For the installation of any new or replacement central heating and/or air conditioning system, or in floor heating with heat source, the permit fee is 1% of estimated cost or the minimum, whichever is greater.

Minimum Fee - Heating system	\$60.00
Minimum Fee - Air Conditioning	\$30.00
Minimum Fee - Heating and Air Conditioning	\$90.00

(a) For alteration or repair to any central heating and/or air conditioning system, the permit fee is 1% of the estimated cost or \$20.00, whichever is greater.

(b) For each appliance or piece of equipment regulated by the code, but not classed in other appliance categories, or for which no other fee is listed in the code, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(c) For the extension or alteration of ductwork in one and two family dwellings whereby the work is supplemental to a current building permit, the permit fee is 1% of the estimated value or \$20.00, whichever is greater.

(d) For the installation, alteration, or repair of each process piping system, the fee is 1% of the estimated value or \$30.00, whichever is greater.

(e) For the installation of a fireplace, the fee is 1% of the estimated cost or \$25.00, whichever is greater.

(f) For a review of plans and other data the fee is equal to 25% of the permit fee or \$ ##.00, whichever is greater.

ELECTRICAL FEES

Electrical fees shall be applied as established in Minnesota Statutes Section 326B.37.

FIRE SPRINKLER SYSTEM FEES

(a) For each fire suppression cooking hood extinguisher system	\$30.00
(b) For each bath or tank system	\$30.00
(c) For each automatic fire suppression system	
1 to 10 heads, including risers	\$30.00
Each additional 10 heads or fraction thereof	\$ 3.00
(d) For each on site fire hydrant	\$35.00

- (e) Building standpipe systems per building \$50.00
- (f) Fire Alarm \$30.00
- (g) Fire Permit Plan Review Fee 50% of the permit fee

STATE SURCHARGE FEES

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mil (0.0005) of the fee or \$5.00, whichever amount is greater. For all other permits the surcharge is as follows:

VALUATION OF STRUCTURE, ADDITION OR ALTERATION	SURCHARGE COMPUTATION
\$1,000,000 or less	.0005 x valuation (minimum \$5.00)
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1200 + .0002 x (Value - \$ 3,000,000)
\$4,000,000 to \$5,000,000	\$1400 + .0001 x (Value - \$ 4,000,000)
Greater than \$5,000,000	\$1500 + .0005 x (Value - \$ 5,000,000)

BUILDING MOVING FEES

The fee to move a building from its present location in Birchwood to any other site, whether or not the new site is within Birchwood, shall be \$100.00.

WATER AND SEWER RELATED FEES

- Water Use...\$13.25 for the first 800 cubic feet; \$1.65 per additional 100 cubic feet; plus \$1.59 state surcharge
- Sewer Fee (metered, quarterly)...\$28.00 for the first 800 cubic feet; \$3.50 per additional 100 cubic feet
- Sewer Fee (unmetered, quarterly).....\$40.00
- Outside sewer/water installation or repair permit.....\$60.50
- Turning water service on or off at street.....\$150.00
- Utility Bill Late Fee.....5% of the unpaid balance

ADDITIONAL FEES

Late Fee: In the event a person shall engage in conduct for which a permit or license is required without first paying the appropriate fee and obtaining the permit or license, the fee established shall be doubled.

Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee (whichever is less), shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of reinspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.

Fines: Payment of any late fee or additional fees shall be in addition to any fines that may be imposed for violation of the City Code.

REFUNDS

The City will refund $\frac{1}{2}$ of the fee for the permit or license if the applicant requests a refund within 15 days after the fee is paid and no action has been taken by the City on the request for the permit or license.

ITEM 7 - APPLICANT'S RESOLUTION

BE IT RESOLVED that the City of Birchwood Village, Washington County, Minnesota agrees to act as legal sponsor for the project contained in the Outdoor Recreation Application to be submitted on March 30, 2012, and that City Clerk-Coordinator Dale Powers is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Birchwood Village.

BE IT FURTHER RESOLVED that the City of Birchwood Village, Washington County, Minnesota has the legal authority to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Birchwood Village has not incurred any development costs described on Item 5b, and has not entered into a written purchase agreement to acquire the property described on Item 5a.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Birchwood Village, Washington County, Minnesota, may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Birchwood Village, Washington County, Minnesota certifies that it will comply with all applicable laws and regulations as stated in the grant agreement, including dedicating the park property for outdoor recreation uses into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Mayor Alan Mitchell is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Birchwood Village, Washington County, State of Minnesota on Tuesday, March 13, 2012.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)

TO: Birchwood City Council Members

FROM: Parks and Natural Resources Committee

DATE: March 6, 2012

RE: Requested Information for the Proposed Ice Rink Renovation Project

A request was made by email dated February 21, 2012, for further information on the proposed ice rink renovation project. This request asked for cost analysis for several alternatives to the proposed project. While the parks committee will try to provide as much information as we can to the council on other alternatives there is a limit as to what the committee members can provide considering we are volunteering our time for this project. The proposal that has been brought forth by the parks committee is the result of countless hours spent over the past several months gathering information and estimates and preparing plans and documents in order for Birchwood to take advantage of this grant opportunity. This time has been willingly given with the hope that the end result will be a benefit to this community. To significantly change the proposal at this late date, specifically the dimensions of the warming house would require new estimates on a number of items, including new estimates on building materials, concrete work, gutters, electrical work, flooring, labor, in order to get an accurate cost breakdown. Furthermore, if the project was changed substantially a new public hearing would have to be held and the application and required plans would have to be redrawn.

At this point the council needs to make a decision on this grant proposal as it has been presented. If the council determines that this is not a project that they think Birchwood should pursue, so be it. If this is the case, the parks committee will discuss other options to bring forward to address the community ice rink/warming house needs at Tige- Schmitz Park, at a later date.

Having said this, we have attached further information that hopefully will be helpful to the council.

1. Cost breakdown of the proposed project. This contains the latest numbers for the project. The total cost of the project is \$63,785. The grant request is \$31,900. The local share is \$31,900. It is anticipated that \$14,000 of the labor costs would be donated. This leaves an amount of \$17,900 that would be required to be raised by the city. Private

fundraising has also been discussed. At this point, the council could decide on an amount that the city would be willing to commit to this project. Private fundraising could be used to make up the rest. If private fundraising does not reach the required goal, the project could be abandoned. For example, if the city commits to \$15,000 for the project, the rest of the local match (or \$3,900) could be committed to be raised through private fundraising.

2. Cost breakdown of the 2011 actual costs for the ice rink and warming house (employees, rental, utilities and maintenance).
3. Estimated break down of the savings to Birchwood (savings on the rental and hook up vs. the cost to the city for the project amortized over 20 years and new costs associated with the project)
4. Estimated repair and maintenance costs (assuming \$200 is appropriated each year for this purpose).
5. Breakdown of the estimated donated labor (this will be provided upon request – John Lund has broken this down for the construction of the warming house in terms of per unit cost for labor, materials, and hours). Skilled labor donation = \$12,900; unskilled labor donation = \$1,100.

It should be noted that as part of the list of possible alternatives requested by the city council, it was stated that “whether the city gets the grant funds or not, the proposed structure is too massive”. This is not necessarily true. The proposed warming house will be 288sq.ft. The warming area of the proposed warming house will be 192sq.ft. The storage area will be 96sq.ft. The old warming house is 192sq.ft. The current rental unit is 160sq.ft. Currently the rental and the old warming house (storage) equal 352sq.ft. Under the proposal the overall sq ft would be reduced. The difference would be the ratio of warming area to storage area. The parks committee took this into consideration in developing the proposed project and the proposed dimensions of the new warming house.

In conclusion, the council needs to make a decision on this project. The resolution must be acted on at this time in order to be included in the grant application. By passing the resolution the council does not commit the city in going forward with this project. This resolution simply provides the State with the assurance that the local government has the financial capability to meet its match obligations under the grant and to ensure adequate funds to meet the necessary operation, maintenance and replacement costs of the proposed project’s design life.

COST BREAKDOWN

Facility	Description	Estimated Cost	Expected Completion Date
Ice hockey rink	Repair side boards and paint floor	2,350	Fall of 2012
Warming house	Warming room (12'x16') Storage area (8'x12') Breezeway (14'x13')	40,535	8/2013
Pleasure rink	Constructed berm/plastic sheeting (100'x140')	2,000	12/2012
Handicap accessible satellite bathroom	Height: 90.75" Seat: 18.75" Width: 77" Tank Volume: 68 gal. Depth: 77"	1,800 per year -not included ongoing budget item	Annual rental
Accessible parking area and sidewalk	55'x4' bituminous trail – 6" of class 5 (recycle) and 3" of bituminous trail mixture	4,900	8/2013
Labor	warming house construction, rink repairs, pleasure rink	14,000	8/2013
	Total	\$63,785	

2/28/12

Repair and Maintenance Account

YEAR	Budget	Annual Maintenance/Repair Expenditures	Account Balance	Other Maintenance/Repair Expenditures
2013	200	100	200	
2014	200	100	300	
2015	200	100	400	
2016	200	100	500	
2017	200	100	600	
2018	200	100	700	300
2019	200	100	500	
2020	200	100	600	
2021	200	100	700	
2022	200	100	800	
2023	200	100	900	500
2024	200	100	500	
2025	200	100	600	
2026	200	100	700	
2027	200	100	800	
2028	200	100	900	
2029	200	100	1000	
2030	200	100	1100	
2031	200	100	1200	
2032	200	100	1300	
2033	200	100	1400	1000
2034	200	100	500	

To ensure that there are sufficient maintenance funds for this project, the park committee recommends that a specific amount (\$200) be set aside each year from the park's budget into a special maintenance account. This account would provide sufficient funds to cover annual maintenance and repair costs (estimated at \$100) and any other costs anticipated in 5 years (\$300), 10 years (\$500) and 20 years (\$1000).

Annual maintenance: rink wall repairs, paint (\$100 per year)

5 year maintenance: new nets (\$300 per five years)

10 year maintenance: rubber mats, walkway (\$500 per ten years)

20 year maintenance: heater (\$1000 per twenty years)

It should also be noted that the parks committee currently budgets for the maintenance and repair costs for the ice rink area. The 2012 budget for parks maintenance cost is \$1980 (\$1530 for materials and supplies; \$350 for playground; \$100 for tennis court) A portion of this amount could also be dedicated to the ice rink/ warming house maintenance account in addition to the proposed \$200.

Ice Rink Renovation Project Cost Breakdown

ITEM – Warming House	ESTIMATED COST
Architectural services	1,600
Engineering services (review plans, review drainage, site inspection)	400
Demo of old warming house with dumpster (30YD)	1,000
Boring sample and test	845
Permit	500
Building materials (lumber, trusses, insulation, roofing, siding, fence and doors)	8,260
Concrete work (includes the removal of the existing slab, floating slab, steel mesh, post foundation, slab for satellite)	10,760
Electrical work (inc. underground work and heater)	7,910
Rubber floor – 592 SF	1,170
Benches – inside 32LF; outside 28LF	500
Gutters/down spouts – 60LF @12.43LF	750
Paint	600
Windows	1,020
Misc. (includes inflation factor)	5,220
Labor (construction of warming house)	12,900
SUBTOTAL warming house	53,435
ITEM – Ice Rink Repairs	
Boards for side and paint	425
Paint for floor	1,925
Labor	500
SUBTOTAL - repairs	2,850
ITEM – Pleasure Rink	
Frame/berm (100x140)	2,000
Labor	600

Cost Breakdown of Current Ice Rink and Warming House/Estimated Savings of Project

ITEM	2011 Actual	2012 BUDGET
Park employees salaries	5096.99 (winter) 393.05 (summer)	5300 (winter) 600 (summer)
Porta potty	1562.39	1800
Utilities (winter only)	826.65 (Jan-March and Dec) 74.32 (Apr-Nov) (900.97 /year)	900 (for entire year)
WH rental	1335.93	1100
Electric hook up		560
Materials and supplies (net and paint)	557.07(nets); 318.10(shovels, scrapers, etc.);1001.67(paint)= 1877.41	1980 (all material, supplies and maintenance all for park facilities)

The following operations costs would continue with or without the project: salaries, utilities, accessible bathroom, and materials and supplies (a portion of the amount currently budgeted in the parks budget goes to maintenance and repair of the current rink)

The rental costs and hook up costs would discontinue or an anticipated savings of \$1660 per year (plus 3% inflation). New costs would be the additional insurance premiums and additional maintenance.

OPERATION COSTS – ANNUAL	
Salary (wages, taxes, SS, Medicare)	5300 (would continue)
Utilities (year round)	900 (would continue)
Additional insurance premium	360 (new)
Portable satellite (rental)	1800 (would continue)
Rental	1100 (discontinue)
Electric Hook Up	560 (discontinue)
OPERATIONS TOTAL - would continue	8360
OPERATIONS TOTAL - discontinue	1660
MAINTENANCE -ANNUAL	
Materials and supplies (total amount budgeted)	1980 (not just rink maintenance)
Additional budget for new project	200 (new)
POTENTIAL SAVINGS - ANNUAL	
Cost of project amortized @20yrs (17,900/20yrs)	895
New costs sue to project (insurance and added maintenance)	560
Savings from not renting (rental and hook up)	1660
Annual savings to Birchwood	205

SUBTOTAL -- pleasure rink	2,600
ITEM - Sidewalk	
Bituminous sidewalk	4,900
SUBTOTAL - sidewalk	4,900
TOTAL	63,785

2/28/12

ECKBERG LAMMERS
MEMORANDUM

TO: Mayor and Councilmembers
FROM: Kevin S. Sandstrom
DATE: March 7, 2012
RE: Birchwood Village, City of - Tighe-Schmitz Park Warming House Project
10622-22446

Our office recently reviewed a Quit Claim Deed (the "Deed"), given by various residents to the City of Birchwood Village (the "City"), dated as of November 6, 1923. The Deed transferred all of Block 5, Lakewood Park Third Division to the City, which land is now Tighe-Schmitz Park (the "Park"). The Deed conveyed the land on the condition that it be used as a park, and further, that "no building of whatsoever nature or kind shall be erected or placed upon said premises without the consent, in writing, of the owners of three-fourths of the abutting property of said Block Five (5)." The City is determining whether to erect a new warming house within the Park (the "Project").

We have concluded that the restrictive language mentioned above, requiring the written consent of three-quarters of abutting property owners before a building may be erected, does not apply to the Project.

State law favors the marketability and transferability of land, whether through a sale, other conveyance, or removal of archaic restrictions. In this case, there is an old restriction on how the Park property may be used, in that adjoining owners may essentially veto the improvement of the property. Two state statutes are applicable to render this restriction void. Minnesota Statutes, Section 500.20 provides that all private covenants, conditions and restrictions operative on real property cease to be valid and operative 30 years after the date of the deed, unless one of the residents benefited by the restriction (e.g. an abutting property owner) records a notice stating that the covenant, condition or restriction may not be disregarded.¹ Section 500.20 is not limited to private property; Minnesota courts have interpreted the statute to eliminate old covenants and restrictions on municipal-owned property as well. *See, e.g., Housing & Redevel. Auth. Of the City of S. St. Paul v. United Stockyards Corp.*, 309 Minn. 331, 244 N.W.2d 275 (1976); *Hiller v. County of Anoka*, 529 N.W.2d 426 (Minn. App. 1995). Additionally, Minnesota Statutes, Section 541.023

¹ The right to file such a notice was first authorized by the Minnesota Legislature in 1988. Claimants had to file the notice by March 30, 1989, covering all restrictions created before August 1, 1959 (such as the restriction in the Deed). Before the 1988 amendment, state law just provided that all such covenants, conditions or restrictions were void 30 years after they were created. In other words, the Deed's restriction originally expired on November 6, 1953. If a claimant later wanted to revive the restriction, as allowed by the 1988 legislative amendment, a notice had to have been recorded by March 30, 1989. No such notice was recorded within that time frame.

states that no enforcement of any property encumbrance or lien that was created more than 40 years ago is valid, unless a notice to the contrary is recorded.

We have reviewed the property records relating to the Park, and we found no recorded notices referring to the restriction requiring consent from the abutting property owners. The only recorded document is a certificate, dated August 16, 2001, from the Washington County Auditor/Treasurer releasing assessment liens imposed for the construction of the Rice Creek Watershed. We therefore determine that no such consent is required for the Project. The City may proceed with its plans for design and construction accordingly.

Minnesota Statutes, Sections 500.20 and 541.023 are attached to this memorandum for your review. Please contact me if you have any questions regarding this memorandum.

500.20 DEFEASIBLE ESTATES.

Subdivision 1. **Nominal conditions and limitations.** When any covenants, conditions, restrictions or extensions thereof annexed to a grant, devise or conveyance of land are, or shall become, merely nominal, and of no actual and substantial benefit to the party or parties to whom or in whose favor they are to be performed, they may be wholly disregarded; and a failure to perform the same shall in no case operate as a basis of forfeiture of the lands subject thereto.

Subd. 2. [Repealed, 1982 c 500 s 5]

Subd. 2a. **Restriction of duration of condition.** Except for any right to reenter or to repossess as provided in subdivision 3, all private covenants, conditions, or restrictions created by which the title or use of real property is affected, cease to be valid and operative 30 years after the date of the deed, or other instrument, or the date of the probate of the will, creating them, and may be disregarded.

This subdivision does not apply to covenants, conditions, or restrictions:

(1) that were created before August 1, 1959, under which a person who owns or has an interest in real property against which the covenants, conditions, or restrictions have been filed claims a benefit of the covenant, condition, or restriction if the person records in the office of the county recorder or files in the office of the registrar of titles in the county in which the real estate affected is located, on or before March 30, 1989, a notice sworn to by the claimant or the claimant's agent or attorney: setting forth the name of the claimant; describing the real estate affected; describing the deed, instrument, or will creating the covenant, condition, or restriction; and stating that the covenant, condition, or restriction is not nominal and may not be disregarded under subdivision 1;

(2) that are created by the declaration, bylaws, floor plans, or condominium plat of a condominium created before August 1, 1980, under chapter 515, or created on or after August 1, 1980, under chapter 515A or 515B, or by any amendments of the declaration, bylaws, floor plans, or condominium plat;

(3) that are created by the articles of incorporation, bylaws, or proprietary leases of a cooperative association formed under chapter 308A;

(4) that are created by a declaration or other instrument that authorizes and empowers a corporation of which the qualification for being a stockholder or member is ownership of certain parcels of real estate, to hold title to common real estate for the benefit of the parcels;

(5) that are created by a deed, declaration, reservation, or other instrument by which one or more portions of a building, set of connecting or adjacent buildings, or complex or project of related buildings and structures share support, structural components, ingress and egress, or utility access with another portion or portions;

(6) that were created after July 31, 1959, under which a person who owns or has an interest in real estate against which covenants, conditions, or restrictions have been filed claims a benefit of the covenants, conditions, or restrictions if the person records in the office of the county recorder or files in the office of the registrar of titles in the county in which the real estate affected is located during the period commencing on the 28th anniversary of the date of the deed or instrument, or the date of the probate of the will, creating them and ending on the 30th anniversary, a notice as described in clause (1); or

(7) that are created by a declaration or bylaws of a common interest community created under or governed by chapter 515B, or by any amendments thereto.

A notice filed in accordance with clause (1) or (6) delays application of this subdivision to the covenants, conditions, or restrictions for a period ending on the later of seven years after the date of filing of the notice, or until final judgment is entered in an action to determine the validity of the covenants, conditions, or restrictions, provided in the case of an action the summons and complaint must be served and a notice of lis pendens must be recorded in the office of the county recorder or filed in the office of the registrar of titles in each county in which the real estate affected is located within seven years after the date of recording or filing of the notice under clause (1) or (6).

County recorders and registrars of titles shall accept for recording or filing a notice conforming with this subdivision and charge a fee corresponding with the fee charged for filing a notice of lis pendens of similar length. The notice may be discharged in the same manner as a notice of lis pendens and when discharged, together with the information included with it, ceases to constitute either actual or constructive notice.

Subd. 3. Time to assert power of termination. Hereafter any right to reenter or to repossess land on account of breach made in a condition subsequent shall be barred unless such right is asserted by entry or action within six years after the happening of the breach upon which such right is predicated.

History: (8075) RL s 3234; 1937 c 487 s 1; 1982 c 500 s 1; 1988 c 477 s 1; 1989 c 144 art 2 s 9; 1993 c 222 art 5 s 2; 1999 c 11 art 3 s 18; 2005 c 119 s 1

541.023 ACTIONS AFFECTING TITLE TO REAL ESTATE.

Subdivision 1. Commencement. As against a claim of title based upon a source of title, which source has then been of record at least 40 years, no action affecting the possession or title of any real estate shall be commenced by a person, partnership, corporation, other legal entity, state, or any political division thereof, to enforce any right, claim, interest, incumbrance, or lien founded upon any instrument, event or transaction which was executed or occurred more than 40 years prior to the commencement of such action, unless within 40 years after such execution or occurrence there has been recorded in the office of the county recorder in the county in which the real estate affected is situated, a notice sworn to by the claimant or the claimant's agent or attorney setting forth the name of the claimant, a description of the real estate affected and of the instrument, event or transaction on which such claim is founded, and stating whether the right, claim, interest, incumbrance, or lien is mature or immature. If such notice relates to vested or contingent rights claimed under a condition subsequent or restriction it shall affirmatively show why such condition or restriction is not, or has not become nominal so that it may be disregarded under the provisions of section 500.20, subdivision 1.

Subd. 2. Application. (a) This section shall apply to every right, claim, interest, incumbrance, or lien founded by any instrument, event, or transaction that is at least 40 years old.

(b) This section applies to repurchase options or other rights of repurchase that encumber an interest in land based upon an instrument other than a deed of conveyance granted by a governmental body, agency, or subdivision, unless within 40 years of the recording of the instrument a notice is recorded under subdivision 1. This paragraph does not revive repurchase options or rights of repurchase barred by subdivision 1.

(c) This section does not apply to actions to enforce rights, claims, interests, encumbrances, or liens arising out of private covenants, conditions, or restrictions to which section 500.20, subdivision 2a, or successor statutes do not apply.

Subd. 2a. Registered property not affected. (a) Except as provided in paragraph (b), this section does not apply to real property while it remains registered according to chapter 508 or 508A.

(b) This subdivision does not affect an action or proceeding involving the validity of a claim of title based upon a source of title which has been of record at least 40 years if:

(i) the action or proceeding is pending on August 1, 2001, or is commenced before February 1, 2002; and

(ii) a notice of the pendency of the action or proceeding is recorded before February 1, 2002, in the office of the registrar of titles of the county in which the real property affected by the action or proceeding is located.

Subd. 3. Extent of section. This section does not extend the right to commence any action beyond the date at which such right would be extinguished by any other statute.

Subd. 4. Notices, recording; fee. County recorders are hereby directed to accept for recording notices conforming with the provisions hereof, and to charge therefor fees corresponding with the fees charged for recording notices of lis pendens of similar length. Such notices may be discharged in the same manner as notices of lis pendens, and, when so discharged, shall, together with all information included therein, cease to constitute either actual or constructive notice.

Subd. 5. Abandonment presumed. Any claimant under any instrument, event or transaction barred by the provisions of this section shall be conclusively presumed to have abandoned all right, claim, interest, incumbrance, or lien based upon such instrument, event, or transaction; and the title in the name of any adverse claimant to the real estate which would otherwise be affected thereby shall not be deemed unmarketable by reason of the existence of such instrument, event, or transaction; it being hereby declared as the policy of the state of Minnesota that, except as herein provided, ancient records shall not fetter the marketability of real estate.

Subd. 6. Limitations; certain titles not affected. This section shall not affect any rights of the federal government; nor increase the effect as notice, actual or constructive, of any instrument now of record; nor bar the rights of any person, partnership, or corporation in possession of real estate. This section shall not impair the record title or record interest, or title obtained by or through any congressional or legislative grant, of any railroad corporation or other public service corporation or any trustee or receiver thereof or of any educational or religious corporation in any real estate by reason of any failure to record further evidence of such title or interest even though the record thereof is now or hereafter more than 40 years old; nor shall this section require the recording of any notice as provided for in this section as to any undischarged mortgage or deed of trust executed by any such corporation or any trustee or receiver thereof or to any claim or action founded upon any such undischarged mortgage or deed of trust. The exceptions of this subdivision shall not include (1) reservations or exceptions of land for right-of-way or other railroad purposes contained in deeds of conveyance made by a railroad company or by trustees or receivers thereof, unless said reserved or excepted land shall have been put to railroad use within 40 years after the date of said deeds of conveyance, (2) nor any rights under any conditions subsequent or restrictions contained in any such deeds of conveyance.

Subd. 7. Source of title. For the purposes of this section, the words "source of title" as used in subdivision 1 hereof shall mean any deed, judgment, decree, sheriff's certificate, or other instrument which transfers or confirms, or purports to transfer or confirm, a fee simple title to real estate, including any such instrument which purports to transfer, or to confirm the transfer of a fee simple title from a person who was not the record owner of the real estate. However, any such instrument which purports to transfer, or to confirm the transfer of, a fee simple title from a person who was not the record owner of the real estate to the grantee or transferee named in such instrument shall be deemed a source of title "of record at least 40 years" within the meaning of subdivision 1 only if, during the period of 40 years after it was recorded, the following two conditions are fulfilled: (1) another instrument was recorded which purports to transfer a fee simple title from said grantee or transferee to another person and (2) no instrument was recorded which purports to be or confirm a transfer of any interest in the real estate by or from whoever was the record owner in fee simple immediately before the commencement of said period of 40 years. The purpose of the next preceding sentence is to limit the effect of erroneous descriptions or accidental conveyances.

History: 1943 c 529; 1945 c 124 s 1; 1947 c 118 s 1; 1959 c 492 s 1; 1976 c 181 s 2; 1986 c 444; 1989 c 229 s 4; 1993 c 222 art 5 s 4; 2001 c 7 s 86; 2001 c 50 s 31-36; 2005 c 4 s 125-128; 2009 c 86 art 1 s 80

Acclaim Painting

6125 180th St. N. Hugo, Mn. 55038
Office: (651) 464-1741
Cell: (612) 247-9634
Fax: (651) 464-2069
www.acclaim-painting.com

Date: 02/22/2012

Proposal Submitted To:

City of Birchwood, c/o Barb Carson
207 Birchwood Ave.
Phone: (651) 426-7951
Email: bben@comcast.net

Work Performed At:

Birchwood Village Hall
207 Birchwood Ave.
Birchwood, Mn.

We hereby propose to furnish the materials and perform the labor necessary for the completion of prep and repaint of main meeting room, entry area walls, and entry ceiling.

Preparation includes patching, sanding and priming all areas needed such as holes, cracks, etc. on walls. Any cracks to be dug out, silicone applied in cracks, then patched, sanded and primed. All woodwork taped off. Clean drop cloths to be laid throughout.

Finish coat color chosen is Sherwin Williams "Casablanca". Recommend Sherwin Williams Pro Mar 200 eggshell finish paint. Paint to be applied by brushes and rollers to insure proper penetration and adhesion. All work to be done in a timely and professional manner while keeping the jobsite clean at all times.

All material is guaranteed to be as specified and the above work to be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

- *Main meeting room walls - \$680.00
- *Entry area ceiling - \$100.00
- *Entry area walls - \$160.00

Total: \$940.00 (includes all labor and materials)

Any alteration or deviation from above specifications involving extra costs will be executed only upon permission of homeowner.

Payment to be made as follows: *No down payment necessary. *Payment in full upon completion.
Labor carries two year warranty against any defects.

Respectfully Submitted:

Daryl Salerno, Acclaim Painting

Acceptance Of Proposal

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

Hire The Painting & Decorating Pros



2276 County Road J, Suite 100, St. Paul, Minnesota 55110
 Phone: (651) 426-4475
 Fax: (651) 426-6457

PROPOSAL & CONTRACT

Job # 8331 Bid Date 2/21/2012

Source YELLOW PAGES

Name: BARB CARSON
 Name: CITY OF BIRCHWOOD VILLAGE
 Street: 207 BIRCHWOOD AVE.
 City: BIRCHWOOD, MN 55110-
 Phone: (651) 426-3403
 Phone: (651) 426-7747
 Name: BIRCHWOOD VILLAGE HALL
 Description: PAINT INTERIOR AREAS
 Name: LARRY ZACK

QTY	Unit - Item - Description	# Coats	Finish	Unit Price	Total
1) ENTRY					
1	PREP & PAINT CEILING	1	A	\$85.00	\$85.00
1	PREP & PAINT ENTRY WALLS	1	A	\$200.00	\$200.00
2) WINDOW BENCH					
1	RECAULK TOP EDGE OF WINDOW BENCH	1	B	\$30.00	\$30.00
3) KITCHEN COUNTER					
1	RECAULK TOP EDGE OF KITCHEN COUNTER	1	B	\$35.00	\$35.00
4) MAIN MEETING ROOM					
1385	SQ. FT. WALL SPACE ONLY - PREP/PAINT	1	A	\$0.60	\$830.00

PRICES INCLUDE LABOR, MATERIALS, TAXES AND INSURANCE.

ALL MATERIALS TO BE TOP QUALITY SHERWIN-WILLIAMS PRODUCTS AS SPECIFIED BELOW.

> IN THE EVENT OF COLOR CHANGES SOME OF THE ABOVE ITEMS MAY NEED ANOTHER COAT. THOSE ITEMS WILL COST AN EXTRA 50% PER ADDITIONAL COAT.

Code	Finish	Color	
A	100% ACRYLIC LATEX	MATCH	
B			Grand Total - >
C			\$1,180.00
D			
E			

- > ALL MATERIALS TO BE APPLIED IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS REGARDING SURFACE PREPARATION AND COATING APPLICATION.
- > ALL EDGES AND JOINTS BETWEEN SURFACES TO BE CLEAN AND SHARP.
- > JOB SITE TO BE LEFT NEAT AND CLEAN AT THE END OF EACH WORK DAY.
- > PRICES INCLUDE: CLEAN; MINOR SPACKLING; PRIME AS NECESSARY; FINISH.
- > WALL FINISH COATS TO BE APPLIED BY ROLLING, TO ACHIEVE A DURABLE STIPPLED FINISH WITH AN APPROXIMATE DRY PFT OF 1.5 MILS PER COAT.

Larry Zack
 FRESH PAINT INC

2/21/12
 date

CLIENT

date



BRIGHTEN YOUR WORLD

Stillwater area:
(651) 287-0600

Appleton and Green Bay area:
(920) 432-3474

Main Office:
2645 Harlem St., Suite 1M
Eau Claire, WI 54701
Phone: (715) 833-1773 • Fax: (715) 833-1793
www.fishwindowcleaning.com/eaucclair

COMMERCIAL/RESIDENTIAL • FULLY INSURED • FREE ESTIMATES

ESTIMATE FOR SERVICE

Date 2-23-12

Phone (651) 242-3403

Customer/Location Name Birchwood Village Hm

Cell

Contact Name DAVE (BARB)

Email

Address 207 Birchwood Ave.

A/P Contact

Birchwood, WI 53110

Store #

DESCRIPTION OF SERVICES

Referral Source

Clean the windows inside and out. Includes Trimming

PRICE INCLUDES WIPING ALL SILLS

Apert Storm Windows and Screens and Realigning. Screens and Repair
as needed. Wipe Down Sills and Panes. Clean Away Caulker and Cuts
Screens.

Recommended Frequency:

Annually

ESTIMATE DOES NOT INCLUDE PAINT, FOREIGN SUBSTANCE, HARD WATER OR CHEMICAL STAIN REMOVAL UNLESS NOTED ABOVE

ESTIMATED COST PER CLEANING

Ground \$ _____
 Off-ground \$ _____

Total \$ 525.00 + TAX

Plus Tax
(if applicable)

Payment Method: Cash Check Credit Card Net 10

Estimate Received By: DAVE

Estimated By: TY



White - Customer Copy
Yellow - Office Copy

How are we doing?
Please visit us online at www.fishwindowcleaning.com to provide feedback.
Individually Owned and Operated

1st _____
2nd _____
3rd _____

City & Suburban Window Cleaning

Work Proposal

Date: 2/27/12

Project:

City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

City/Suburban
P. O. Box 10705
St Paul, Mn. 55110

Russ McPherson
T 651-776-8747
F 651-464-9722
Email:
Russ@windowcleaningminnesota.com
Website:
windowcleaningminnesota.com

Work description:

Cleaning of all perimeter windows and doors in and out, plus screens and bat droppings inside a couple of window units.

Cost:

The cost is \$280 per cleaning, plus any applicable sales taxes,

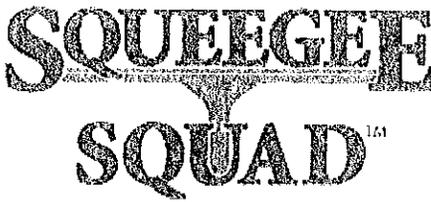
This quote is valid for 6 months from date of proposal.

THANK YOU FOR YOUR CONSIDERATION!

Sincerely yours,



Russell McPherson



SQUEEGEESQUAD.COM

Company: Birchwood Village

Customer/Contact: Barb Carson

Email: bbcn@comcast.net

FREE Estimate

952-835-0011

Good for 90 Days.

Our pledge to excellence in customer service

The confidence you have placed in us is appreciated. We stand behind our workmanship. If you see a mistake in our cleaning, we will happily come back and fix it for free. We strive to maintain the highest quality service at the best possible price. Your satisfaction is our goal. Please contact us if you have comments or suggestions about our service. The highest compliment we are paid is the referral of your friends. Thank you.

Billing Address: Birchwood Village-Barb Carson
207 Birchwood Ave
Birchwood, MN 55110

Home: 6514267591

Job Description: Outs + select p washing			
Job Address: Birchwood Village-Barb Carson 207 Birchwood Ave Birchwood, MN 55110			
Scheduled For:		Quoted By:	
		Quote Date: 02/29/2012	
Quantity	Description	Unit Price	Qty Total
56	SPO - Single Pane Out Only	\$2.50	\$140.00
5	TA - Storm Take Apart	\$2.00	\$10.00
64	FPO - French Panes Out Only	\$0.55	\$35.20
Sub-Total			\$185.20
Tax 7.13%			\$13.20
Total			\$198.40

What's Included	Our Window Cleaners will
-----------------	--------------------------

- Screens and Sills will be cleaned with a damp towel. If a more detailed cleaning is requested there may be an extra charge.
- Windows will be cleaned by hand using ladders to access upper windows. (Waterfed poles may be used on commercial buildings.)
- Trained and professional Squeegee Squad staff.
- **GUARANTEE** - see our pledge to excellence in customer service (above).

- Remove shoes inside your house.
- Perform your service in a courteous and professional manner.
- Follow any reasonable, specific instructions you may have.
- Conduct a walk-through when completed to ensure your satisfaction (if you are able and available).

High-Rise Additions

- All jobs are staffed and managed by Certified, Rope Access, Rigging Safety and ANSI/IWCA 1-14.1 trained employees. NOT subcontractors.
- A Card-Carrying Man Lift Operator will also be on site if necessary.



Proposal

Proposal Submitted to: Barb Carson		Phone: 651-426-7951		Date November 12, 2011	
Name: City of Birchwood			Job Address (if different)		
Street: 207 Birchwood Ave.			Street: Corner of White Pine and Hall Ave.		
City: Birchwood			City: Birchwood		
State: MN		Zip Code 55110		State: MN	
				Zip Code: 55110	

We hereby submit specifications and estimate for: Replacement of steps from Hall Ave., (north - down the hill). There is approximately 150 inches of rise from the bottom of the hill to the top, and approximately 43 feet of run, which dictates there are 28 steps needed to reach the goal of approximately 6 inches of rise per step and 18 inches of run per step, this is the ideal measurement for outdoor steps of this kind. Our proposal is to install 6 inch x 6 inch x 48 inch long treated lumber steps, two tiers high attached together, with one tier being placed below grade for stability and anchor rods attached through both tiers of steps and into the ground, and three quarter inch trap rock the full height of one tier of the step as the fill for the area between steps.

The cost for this project, based upon November 2011 pricing is, Four Thousand Four Hundred Forty Seven Dollars and Forty Five Cents, (\$4447.45), which includes all material-labor and disposal. Any permits would be additional.

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, with payment made as follows: **Balance within 10 days of completion.** All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accident, or delays beyond our control. This proposal is subject to acceptance within **90** days and is void thereafter at the option of the undersigned.

Authorized Signature

The above prices, specifications, and conditions are hereby accepted. You are authorized to prepare a contract to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Signature: _____

Date: _____

Signature: _____

LANDSCAPING PROPOSAL

(651) 436-6684
 (715) 386-1300

TO: Barb Carson c/o Birchwood Village
704 Hall Ave.
Birchwood Village, WI 55110

CONTRACTOR LICENSE NO.	JOB PHONE NO.
JOB NAME / NO.	
JOB LOCATION	
LANDSCAPE ARCHITECT	DATE OF PLANS
APPROXIMATE STARTING DATE	APPROXIMATE COMPLETION DATE

PHONE 426-7951 DATE 2/15/12

>
 We hereby submit specifications and estimates for landscaping as follows:

Removal and disposal of old timber steps (corner of Hall & White Pine) \$600⁰⁰

Replace with new green-treated timbers (6"x6"). Fill steps w/gravel \$3,975⁰⁰

Total of above items: \$4,675⁰⁰

>
 All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.

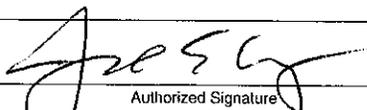
You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

forty six hundred and seventy five dollars (\$ 4675⁰⁰).

Payment to be made as follows:

~~\$2500~~ (\$2500) upon start-up
 balance (\$2,175⁰⁰) upon completion


 Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____ Date _____ Signature _____ Date _____

J.M. Services

7625 Leeward Ave. N.
Stillwater, MN 55082

Bid for service

Date	Bid #
2/22/2012	233

Name / Address
Birchwood Village Barb Carson

Phone #	E-mail
651-208-4436	j.m.services@comcast.net

Project

Item	Description	Qty	Rate	Total
Landscape services	Removal of existing steps, Installation of new 6"x6" green treated stairway. Priced per stair. Each step will include sides to eliminate tread erosion. Tread to be an aggregate such as limestone. No rail included in this pricing	25	165.00	4,125.00
			Total	\$4,125.00