



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
April 8, 2014
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

PUBLIC HEARING - STORMWATER POLLUTION PREVENTION PROGRAM

1. CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting March 11, 2014 Minutes*
- B. Resolution 2014-10, Approving Coverage for City Workers' Compensation Insurance Policy*
- C. Resolution 2014-11, Adopting a Sign Retroreflectivity Policy*

2. CITY BUSINESS – REGULAR AGENDA

- A. Approval of Treasurer's Report*
- B. Amendment to City Policy 7.02*
- C. Lake Augmentation Discussion*

ADJOURN

* Denotes items that have supporting documentation provided

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**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
March 11, 2014**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Councilmembers: Greg Donovan and Kevin Woolstencroft

MEMBERS ABSENT: Councilmembers: Randy LaFoy and Bill Hullsiek.

STAFF PRESENT: Chris Mickelson, City Clerk

OTHERS PRESENT: Jane Harper, Mark Anderson, John Manship, Ken Johnson and John Lund.

Mayor Wingfield called the regular meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

AGENDA APPROVAL:

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

OPEN PUBLIC FORUM: No comments from the public received.

ANNOUNCEMENTS:

Councilmember Donovan stated that both Councilmember LaFoy and Councilmember Hullsiek's absences were excused as they were out of town.

CITY BUSINESS - REGULAR AGENDA:

A. Presentation by Jane Harper, Chairperson, White Bear Lake Conservation District

Jane Harper updated the Council on the White Bear Lake Conservation District's recent activities.

Councilmember Donovan asked if dredging would be done in the Commercial Bay area.

Jane Harper replied that the WBLCD discussed dredging at their most recent meeting; however, they did not take a position on the issue. To her understanding, the DNR would be looking into the issue further.

Councilmember Donovan asked if WBLCD was involved in the permitting process to cut vegetation around the lake.

Jane Harper replied that permitting for vegetative cutting is handled through the DNR.

48 **Jane Harper** stated that the WBLCD board researched its funding ability if a lake augmentation
49 project were to be approved, and the maximum amount that could be raised through levying
50 from the five communities is approximately \$1 million. However, the WBLCD board would not
51 be taking action without the support of the five cities that would be impacted.

52
53 **Mayor Wingfield** stated that as cities other than the five that border the lake are drawing on the
54 aquifer which reduces the level of the lake, it should not be the sole responsibility of the five
55 communities to fund the solution.

56
57 **Councilmember Woolstencroft** stated that as other cities expand and draw more water from
58 the aquifer, it will cancel out augmentation efforts.

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60 **CITY BUSINESS - CONSENT AGENDA**

- 61
62 **A. Approve Regular Meeting February 11, 2014 Minutes**
63 **B. Approve February 26, 2014 Workshop Minutes**
64 **C. Approval of 2014 Mowing Contract**
65 **D. Set SWPPP Public Hearing for April 8, 2014**
66 **E. Resolution 2014-09, Hiring and Appointing Jason Foutz to Serve as City Treasurer**
67 **F. Set Joint-Workshop Between Birchwood City Council and Birchwood Parks Commission for**
68 **March 24, 2014 at 7:00 p.m.**

69
70 **MOTION WAS MADE BY COUNCILMEMBER WOOLSTENGROFT, SECONDED BY COUNCILMEMBER**
71 **DONOVAN TO APPROVE THE CONSENT AGENDA. ALL AYES. MOTION PASSED.**

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73 **CITY BUSINESS - REGULAR ORDER**

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75 **A. Approval of Treasurer's Report**

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77 **Mayor Wingfield** stated that the negative balance of \$1000.00 in the City's water fund is a result
78 of a third water main break. The first quarter water billing cycle began in early March which will
79 create a positive balance. The Water Task Force will be discussing the cost of water for the
80 upcoming year.

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82 **MOTION WAS MADE BY COUNCILMEMBER DONOVAN, SECONDED BY COUNCILMEMBER**
83 **WOOLSTENCROFT TO APPROVE THE TREASURER'S REPORT. ALL AYES. MOTION PASSED.**

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85 **B. Roads Committee**

- 86
87 **1. Sign Reflectivity Policy**

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89 **Mayor Wingfield** stated that the City has to adopt a sign reflectivity policy by June 13, 2014. The
90 City does not need to replace all signs throughout town; however, the policy would require to
91 the City to replace signs that fall below a minimum standard.

92
93 **Mark Anderson** stated that the Roads Committee will be inventorying all signs throughout the
94 City this spring. Signs that need replacing will be replaced with highly reflective signs.

95

96 Mayor Wingfield stated that signs such as speed limit and warning signs are required to be
97 reflective while others are not.

98
99 **2. Resume Traffic Count When Hall/Cedar Clears**

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101 Mark Anderson stated that the traffic count on Hall/Cedar will resume in the spring.

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103 **3. 2014 Contracts Scheduling**

104
105 Mark Anderson stated that the Roads Committee will come back to the Council with updated
106 costs to address a few areas that need road repairs. Additionally, Schifsky has provided the City
107 with an estimate to improve the City Hall access, but the Roads Committee has to further
108 investigate ADA compliance.

109
110 **4. 2014 Street Sweeping Contract**

111
112 Mark Anderson stated that the City will be paying for street sweeping on a per use basis as
113 opposed to a contract as the pricing is better.

114
115 Mayor Wingfield stated that it's important to schedule street sweeping early so the City does
116 not have to wait until summer to have the roads swept.

117
118 **C. Staff Reports**

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120 **1. Unemployment Claim Update**

121
122 Clerk Mickelson stated that the State of Minnesota unemployment judge sided with the former
123 employee in the City's unemployment claim appeal. The total cost to the city was not known,
124 but an estimate is approximately \$6,000.00.

125
126 **2. Lift Station Report**

127
128 Clerk Mickelson stated that a contractor from Quality Control inspected all three lift stations
129 and found two of the three to be in good condition. A phase monitor at the lift station at Tighe-
130 Schmitz Park had been bypassed as it was not functioning properly. Quality Control would be
131 providing the City with a cost estimate for the part, labor and mileage.

132
133 **ADJOURN:**

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135 **MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT, SECONDED BY MAYOR**
136 **WINGFIELD, TO ADJURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT**
137 **7:50 P.M.**

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Mary Wingfield
Mayor

ATTEST:

Chris Mickelson
City Clerk

DRAFT

RESOLUTION 2014-11

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

A Resolution Adopting a Sign Retroreflectivity Policy

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, April 8, 2014, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Greg Donovan, Bill Hullsiek, Randy LaFoy, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, the City of Birchwood Village must adopt a sign maintenance program designed to maintain traffic sign retroreflectivity at or above specific levels; and,

WHEREAS, this retroreflectivity policy must be adopted by June 13, 2014; and,

WHEREAS, the League of Minnesota Cities provided the City of Birchwood Village with a draft policy that has been reviewed by Birchwood's Roads Committee; and,

WHEREAS, the Birchwood Roads Committee recommends the adoption of the League of Minnesota Cities' draft Sign Retroreflectivity Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby adopts the Sign Retroreflectivity Policy provided by the League of Minnesota Cities.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 8th day of April, 2014.

Mary Wingfield, Mayor

Attest:

Chris Mickelson
City Clerk

City of Birchwood Village, Minnesota Sign Retroreflectivity Policy

Article I. Purpose and Goal.

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

Article II. Applicable Signs.

This policy applies to all traffic sign in the city except the following:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- Adopt-A-Highway signs
- All signs with blue (motor services) or brown (recreational) backgrounds
- Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

Article III. Sign Inventory

To meet the city's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the city will perform an inventory of all signs covered by this policy. The city recognizes this process will occur over time subject to the city's monetary and human resources. The city expects to complete its sign inventory by December 31, 2014. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

Article IV. Removal of Signs

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's

policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the MN MUTCD. Particular attention shall be paid to recommendations on signage for roads considered to be “low-volume” under the MN MUTCD. The city shall document the date a sign is removed and the reason for the removal.

Article V. Approved Sign Evaluation Method.

After reviewing the various methods proposed for sign maintenance, the City adopts one or more of the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD: [Check one or more of the boxes that apply; for example, a city might choose Nighttime Visual Inspection and Expected Sign Life]

Nighttime Visual Inspection. The retroreflectivity of the City’s signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The City will visually inspect its signs based on the following schedule: Bi-annually—Hall/Cedar, every four years on all other roads.

AND/OR (depending on availability of staffing and resources)

Measured Sign Retroreflectivity. Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels will be replaced. The City will measure sign retroreflectivity based on the following schedule: Bi-annually—Hall/Cedar, every four years on all other roads.

Article VI. Sign Replacement.

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the

sheeting material used on the sign; or (c) expected life as determined by an authorized engineering study.

Damaged, stolen, or missing signs may be replaced as needed.

Article VII. Modification and Deviation from Policy.

The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, political and economic considerations.

The City Clerk, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the City Council of the City of Birchwood Village on this ____ day of _____, 2014.

Chris Mickelson
City Clerk

Mary Wingfield
Mayor

RESOLUTION 2014-10

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

**APPROVING COVERAGE FOR CITY WORKERS' COMPENSATION
INSURANCE POLICY**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, April 8, 2014, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Greg Donovan, Bill Hullsiek, Randy LaFoy, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, the City of Birchwood Village has workers' compensation insurance coverage through the League of Minnesota Cities; and,

WHEREAS, the City's workers' compensation insurance policy must be renewed on June 12, 2014.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village, pursuant to Minnesota Statute 176.011, subd. 9(6), the Minnesota Workers' Compensation Act, members of the following groups are included in the City's worker's compensation coverage:

1. Members of the Birchwood City Council;
2. Members of all Birchwood advisory commissions; and,
3. Volunteers working for the City of Birchwood Village.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 8th day of April, 2014.

Mary Wingfield, Mayor

Attest:

Chris Mickelson
City Clerk

(e) Approval of Minutes approved at the meeting.

(f) A description of all action of the council, including the name of the member making any motion and the member seconding the motion and the vote of each council member on the motion.

(g) Ordinances, contracts, and other documents approved by the council shall not be included in the Minutes but shall be maintained on file in the city hall by the clerk. Resolutions shall be included in the Minutes, although the documents that are the subject of the resolution shall not be included.

(h) The Minutes shall not constitute a transcript of the proceedings and shall not contain lengthy descriptions of council discussion of agenda items.

6.03. CODE BOOK. The Clerk shall maintain a Code Book containing the city ordinances that are in effect.

6.04. RECORDING OF MEETINGS. The clerk shall maintain a video or audio recording of each city council meeting for which such a recording is available.

6.05. WEBPAGE. The city clerk shall post on the city webpage such information as the clerk deems appropriate or as is required by chapter 104 or the city council. The city clerk shall maintain an up-to-date code book on the city webpage.

6.06. DATA RETENTION. The council hereby adopts the Minnesota City General Records Retention Schedule (revised 2008) on file with the Minnesota Historical Society, State Archives Department. The city shall not destroy or discard any information required to be maintained by law except in conformance with this Schedule.

ARTICLE 7 ORDINANCES

7.01. PROPOSED ORDINANCE. Any council member may bring to the attention of the council a proposed ordinance or a proposed amendment to an existing ordinance if the matter is properly on the agenda. The proposed ordinance or amendment shall be presented to the council in writing.

7.02. PROCEDURE FOR ADOPTION. No new ordinance or amendment to an existing ordinance shall be adopted except in accordance with the following procedures when required by law:

(a) *Proposal.* The council shall first pass a motion to propose the adoption of a new ordinance or ordinance amendment. The language of the ordinance or ordinance amendment shall be in writing at the time of the action. No ordinance or amendment may be passed by the council at the meeting at which it is introduced.

March 19, 2014

Dear Mayor Wingfield;

Attached is a letter that we would appreciate support for the Village of Birchwood.

The Legislature is considering a bonding bill that would cover the costs to augment White Bear Lake. What we are requesting is an endorsement of a position that calls for augmentation as a short term solution to fill up White Bear Lake. Entities who agree to endorse the attached letter will become part of a coalition in support of augmenting White Bear Lake.

Could you please review this letter? Because of the Legislative cycle we are asking for a quick response to this request.

Please call or e-mail me if you have any questions.

Tom Snell
Executive Director
White Bear Area Chamber of Commerce

March 19, 2014

White Bear Lake is one of the largest, deepest, and cleanest lakes in the Twin Cities Metropolitan Area. Over 250,000 people a year enjoy direct recreation activities on the lake and over 750,000 Twin Cities residents live within twenty minutes of the lake, enjoying not only the lake itself but the neighboring communities of White Bear Lake, Mahtomedi, Dellwood, Birchwood, and White Bear Township and the shopping, entertainment, and family activities that they provide.

Since 2004 the water level of White Bear Lake has fallen over five feet. The United States Geological Survey, in a 2012 study analyzing the lowering water level, concluded that the decline in the water level occurred during a period of normal precipitation. Absent a prolonged period of above average precipitation, the lake will continue to decline in quality as the shallow areas most suitable for family use, in addition to fish stock breeding, become sandy beaches or low, swampy marshes. Moreover, as the lake declines in water level, the water temperature increases, exacerbating the stress on the fish in the lake, including a state renowned trophy **muskellunge** population.

Lake augmentation, pumping in water to raise the water level, is the only short-term solution that will save White Bear Lake. Neighboring communities have already dramatically increased their water conservation activities, both at the municipal and at the private business and residential levels. While conservation efforts are critically important, the immediate impact of the lower water levels is already being felt economically as beaches have closed, marinas and other local businesses have been forced to curtail their efforts, and property values, struggling to recover after the Great Recession, remain mired in an uncertain future.

The organizations whose logos appear on this letter strongly support direct lake augmentation using surface water from the Saint Paul Regional Water Services holding lakes in the North Metro. Surface water can be treated for invasive species, be held to the same water clarity standards as presently exist in White Bear Lake, and can be routed along existing municipal right of ways for the greater part of the proposed route.

We collectively ask the support of the State of Minnesota in helping us restore White Bear Lake. Without our collective action White Bear Lake will continue to decline, both in lake health as well as lake water levels. In the Land of Ten Thousand Lakes, with our historical and cultural attachment to water, can we really ignore this significant economic asset to the East Metro until it remains only a mud puddle in history? We need your help and welcome your assistance.

Fund Name: All Funds
Date Range: 03/07/2014 to 04/04/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
03/10/2014	Payroll Period Ending 03/10/2014		28233	\$137.23	100-45200-100	\$137.23
03/10/2014	Payroll Period Ending 03/10/2014		28234	\$51.72	100-45200-100	\$51.72
03/10/2014	Payroll Period Ending 03/10/2014		28235	\$59.10	100-45200-100	\$59.10
04/03/2014	Simmons, Mary Sue	Contractor Wage March 2014	28236	\$490.00	100-41400-305	\$490.00
04/03/2014	City of White Bear Lake	March 2014 Fire Services	28237	\$1,496.25	100-42200-305	\$1,496.25
04/03/2014	Yardworks	Kay Beach Cleanup 2013	28238	\$293.56	100-45010-305	\$293.56
04/03/2014	Xcel Energy	Electric for Lift Stations March 2014	28239	\$806.97	605-43190-380	\$806.97
04/03/2014	Xcel Energy	Electric/Gas for City Hall	28240	\$309.81	100-41940-380	\$309.81
04/03/2014	Xcel Energy	Electric for Warming House	28241	\$136.72	100-45200-380	\$136.72
04/03/2014	Xcel Energy	Electric for Street Lights	28242	\$1,289.79	100-43160-380	\$1,289.79
04/03/2014	Washington County	Salt/Sand	28243	\$1,022.44	100-43125-210	\$1,022.44
04/03/2014	Ronnan, Kenny	Mar. 2014 (1.5 Hours)	28244	\$50.00	100-41950-305	\$50.00
04/03/2014	Menards - Maplewood	City Hall Cleaning Supplies	28245	\$35.88	100-41420-200	\$35.88
04/03/2014	Quality Flow Systems, Inc.	Lift Station Inspection/Repair	28246	\$914.00	605-43190-380	\$914.00
04/03/2014	TSE, INC	City Hall Janitorial Services 3/6/14 & 3/20/2014	28247	\$38.00	100-41940-305	\$19.00
					100-41940-305	\$19.00
04/03/2014	Thatcher Engineering, Inc	Engineering Services for Water Main/Storm Sewer Break	28248	\$416.60	100-41650-300	\$416.60
04/03/2014	Gopher State One Call	Locates - Mar 2014	28249	\$26.40	601-42805-305	\$4.35
					601-42805-305	\$22.05
04/03/2014	Manship Plumbing & Heating Inc	3/15/14 Broken Water Main/March 2014 Retainer/Locates	28250	\$1,945.00	601-43180-305	\$550.00
					601-43185-305	\$480.00
					601-43185-305	\$915.00
04/03/2014	HD Supply Waterworks, Ltd	Misc. Tools/Parts per Manship	28251	\$54.32	601-43180-220	\$54.32
04/03/2014	Press Publications	SWPPP Publication	28252	\$44.55	100-41130-351	\$44.55
04/03/2014	Water Conservation Service Inc.	Leak Located on 2-18-14 at 508 Wildwood	28253	\$258.40	601-43180-300	\$258.40

City of Birchwood Village

Disbursements Register

04/04/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
04/03/2014	SL - serco	Meter Reads - 2/18/2014	28254	\$310.00	601-43180-305	\$155.00
					605-43190-305	\$155.00
04/03/2014	On-Site Sanitation Inc	Rental Monthly Unit - March 2014 - TS Park	28255	\$124.71	100-45200-305	\$124.71
04/03/2014	City of Roseville	March 2014 IT/Phone Services	28256	\$417.50	100-41420-305	\$48.75
					100-41420-305	\$368.75
04/03/2014	General Repair Service	Parts for Lift Station Pumps	28257	\$302.50	605-43190-210	\$28.79
					605-43190-210	\$273.71
04/03/2014	Metropolitan Council Env. Service	Wastewater Service May 2014	28258	\$3,701.31	605-43190-217	\$3,701.31
04/03/2014	WBL Conservation District	Community Apportion 2014	28259	\$1,915.78	100-45100-433	\$1,915.78
Total For Period				\$16,648.54		
Total Year To Date				\$126,504.17		

Fund Name: All Funds
Date Range: 03/07/2014 to 04/04/2014

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
03/10/2014	Residents - via St Anthony Village	UB collections	1156	\$5,309.97	100-32250	\$200.00
					601-34110	\$1,319.03
					601-34160	\$1.25
					601-34170	\$68.98
					605-34160	\$3.06
					605-34190	\$3,717.65
03/14/2014	Residents - via St Anthony Village	UB collections	1169	\$1,093.12	601-34110	\$201.24
					601-34160	\$1.63
					601-34170	\$15.43
					605-34160	\$6.06
					605-34190	\$868.76
03/14/2014	Residents - via St Anthony Village	UB collections	1170	\$3,629.86	100-32240	\$10.00
					100-32250	\$125.00
					601-34110	\$983.70
					601-34160	\$20.80
					601-34170	\$52.62
					605-34160	\$35.36
					605-34190	\$2,402.38
03/17/2014	City of Birchwood Village	Q1 2014 Utility Billing for City Hall	1157	\$65.25	601-34110	\$16.00
					601-34160	\$0.80
					601-34170	\$1.59
					605-34160	\$1.50
					605-34190	\$45.36
03/17/2014	S D Garage Door Company	Bldg Permit	1158	\$30.00	100-32210	\$30.00
03/17/2014	Rush, Kristi & Steven	Deposit for Waiting List 2014	1159	\$200.00	210-32260	\$200.00
03/18/2014	Maas, Ellen	Dog License	1160	\$10.00	100-32240	\$10.00
03/18/2014	Bulger, Emma	Dog Licenses (2)	1161	\$20.00	100-32240	\$20.00
03/18/2014	Glander, Mark & Susan	Dog License	1162	\$10.00	100-32240	\$10.00
03/18/2014	Leeves, Nicholas & Kathleen	Dog License	1163	\$10.00	100-32240	\$10.00
03/18/2014	Woolstencroft, William & Mary	Dog License	1164	\$10.00	100-32240	\$10.00
03/18/2014	Berg, John	Dog License	1165	\$10.00	100-32240	\$10.00
03/18/2014	Nicholson, Robert & Robin	Warming House Donation	1166	\$50.00	225-36230	\$50.00
03/18/2014	Schreiner, Dolores	Warming House Donation	1167	\$50.00	225-36230	\$50.00
03/18/2014	Francis, Margaret	Warming House Donation	1168	\$50.00	225-36230	\$50.00
03/19/2014	Residents - via St Anthony Village	UB collections	1171	\$2,478.65	100-32250	\$25.00
					601-34110	\$643.00
					601-34160	\$0.80
					601-34170	\$29.75

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
					605-34160	\$3.94
					605-34190	\$1,776.16
03/21/2014	Residents - via St Anthony Village	UB collections	1172	\$2,668.83	100-32250	\$75.00
					601-34110	\$558.46
					601-34160	\$0.79
					601-34170	\$31.79
					605-34160	\$10.49
					605-34190	\$1,992.30
03/27/2014	Residents - via St Anthony Village	UB collections	1173	\$3,172.41	100-32250	\$100.00
					601-34110	\$775.81
					601-34160	\$18.63
					601-34170	\$41.35
					605-34160	\$66.21
					605-34190	\$2,170.41
04/01/2014	Steinhauser, Paul & Meryl	Warming House Donation	1174	\$200.00	225-36230	\$200.00
04/01/2014	S D Garage Door Company	Bldg Permit	1175	\$562.75	100-32210	\$562.75
04/01/2014	Rush, Kris & Steve	Dog License	1176	\$10.00	100-32240	\$10.00
04/01/2014	O'Hara, Michael & Julie	Dog License	1177	\$10.00	100-32240	\$10.00
04/01/2014	Lund, Kellie & John	Dog License	1178	\$10.00	100-32240	\$10.00
04/01/2014	Cummins, Robert & Mary	Dog License	1179	\$10.00	100-32240	\$10.00
04/01/2014	Aichele, Craig & Laura	Dog Licenses (2)	1180	\$20.00	100-32240	\$20.00
04/01/2014	Woolhouse, Deborah Jo	Dog License	1181	\$10.00	100-32240	\$10.00
04/01/2014	Malles, R & K	Boat Slip Fee 2014	1182	\$200.00	210-32260	\$200.00
04/01/2014	Liengswangwong, Vic & Molvipa	Community Club Dues	1183	\$8.00	100-34101	\$8.00
04/01/2014	Professional Mechanical Services	Bldg Permit	1184	\$175.00	100-32210	\$175.00
04/01/2014	W S & D Permit Service, Inc.	Bldg Permit	1185	\$258.40	100-32210	\$258.40
Total For Period				\$20,342.24		
Total Year To Date				\$50,501.70		

As of 04/04/2014

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$0.00	\$4,579.87	\$4,579.87
Total Acct 310	\$0.00	\$4,579.87	\$4,579.87
Building Permits	\$0.00	\$1,213.87	\$1,213.87
Dog Licenses	\$0.00	\$250.00	\$250.00
Spring Leaf Collection	\$0.00	\$525.00	\$525.00
Total Acct 322	\$0.00	\$1,988.87	\$1,988.87
Cable Comm. Grant	\$0.00	\$776.26	\$776.26
Total Acct 336	\$0.00	\$776.26	\$776.26
City Hall and Garage Rent	\$0.00	\$8.00	\$8.00
Total Acct 341	\$0.00	\$8.00	\$8.00
Fines	\$0.00	\$20.00	\$20.00
Total Acct 351	\$0.00	\$20.00	\$20.00
Miscellaneous	\$0.00	\$110.00	\$110.00
Total Acct 361	\$0.00	\$110.00	\$110.00
Interest Earnings	\$0.00	\$31.85	\$31.85
Contrib. and Donations-Private	\$0.00	\$400.00	\$400.00
Refund-Reimbursemnt-Dividend	\$0.00	\$909.13	\$909.13
Total Acct 362	\$0.00	\$1,340.98	\$1,340.98
Total Revenues	\$0.00	\$8,823.98	\$8,823.98
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
GENERAL GOVERNMENT	\$0.00	\$3,822.26	(\$3,822.26)
Total Acct 410	\$0.00	\$3,822.26	(\$3,822.26)
Publishing	\$0.00	\$300.46	(\$300.46)
Total Acct 411	\$0.00	\$300.46	(\$300.46)
City Council	\$0.00	\$1,659.80	(\$1,659.80)
Total Acct 413	\$0.00	\$1,659.80	(\$1,659.80)
Clerk - Treasurer	\$0.00	\$6,489.16	(\$6,489.16)
Elections	\$0.00	\$470.00	(\$470.00)
Office Operations/Supplies	\$0.00	\$1,755.59	(\$1,755.59)
Postage/Postal Permits	\$0.00	\$250.68	(\$250.68)
Total Acct 414	\$0.00	\$8,965.43	(\$8,965.43)
Financial Administration	\$0.00	\$300.00	(\$300.00)
Total Acct 415	\$0.00	\$300.00	(\$300.00)
Legal Services	\$0.00	\$360.00	(\$360.00)
Engineer Service	\$0.00	\$2,911.05	(\$2,911.05)

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

04/04/2014

Total Acct 416	\$0.00	\$3,271.05	(\$3,271.05)
OTHER GENERAL GOVERNMENT	\$0.00	\$917.85	(\$917.85)
Grants	\$0.00	\$919.00	(\$919.00)
City Hall-Gov't Buildings	\$0.00	\$1,617.54	(\$1,617.54)
Cable Eqmpt and Service	\$0.00	\$235.00	(\$235.00)
Total Acct 419	\$0.00	\$3,689.39	(\$3,689.39)
Police	\$0.00	\$68.38	(\$68.38)
Total Acct 421	\$0.00	\$68.38	(\$68.38)
Fire	\$0.00	\$4,488.75	(\$4,488.75)
Total Acct 422	\$0.00	\$4,488.75	(\$4,488.75)
Building Inspection	\$0.00	\$936.35	(\$936.35)
Total Acct 424	\$0.00	\$936.35	(\$936.35)
Animal Control	\$0.00	\$163.69	(\$163.69)
Total Acct 428	\$0.00	\$163.69	(\$163.69)
PUBLIC WORKS	\$0.00	\$1,561.50	(\$1,561.50)
Total Acct 430	\$0.00	\$1,561.50	(\$1,561.50)
Streets and Road Mntnc	\$0.00	\$316.80	(\$316.80)
Ice and Snow Removal	\$0.00	\$14,979.34	(\$14,979.34)
Tree Removal	\$0.00	\$210.00	(\$210.00)
Street Lights	\$0.00	\$5,656.77	(\$5,656.77)
Sewer Utility	\$0.00	\$641.45	(\$641.45)
Total Acct 431	\$0.00	\$21,804.36	(\$21,804.36)
Recycle	\$0.00	\$3,312.00	(\$3,312.00)
Total Acct 433	\$0.00	\$3,312.00	(\$3,312.00)
Lawn Care/Mntnc	\$0.00	\$293.56	(\$293.56)
Total Acct 450	\$0.00	\$293.56	(\$293.56)
Recreation	\$0.00	\$1,915.78	(\$1,915.78)
Total Acct 451	\$0.00	\$1,915.78	(\$1,915.78)
Parks	\$0.00	\$6,054.92	(\$6,054.92)
Total Acct 452	\$0.00	\$6,054.92	(\$6,054.92)
Total Disbursements	\$0.00	\$62,607.68	(\$62,607.68)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$568,328.07	
Cash Balance as of 04/04/2014		\$514,544.37	

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

04/04/2014

As of 04/04/2014

Tree Canopy Care

	<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 04/04/2014		\$0.00	

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

04/04/2014

As of 04/04/2014

Special Rev Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$1,000.00	\$1,000.00
Total Acct 322	\$0.00	\$1,000.00	\$1,000.00
Total Revenues	\$0.00	\$1,000.00	\$1,000.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$0.00	\$674.70	(\$674.70)
Total Acct 452	\$0.00	\$674.70	(\$674.70)
Total Disbursements	\$0.00	\$674.70	(\$674.70)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$11,477.21	
Cash Balance as of 04/04/2014		\$11,802.51	

As of 04/04/2014

Spec Project-Elm Easement	<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 04/04/2014		\$0.00	

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

04/04/2014

As of 04/04/2014

Spec Rev - Warm House	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
MISCELLANEOUS REVENUES	\$0.00	\$412.43	\$412.43
Contrib. and Donations-Private	\$0.00	\$550.00	\$550.00
Total Acct 362	\$0.00	\$962.43	\$962.43
Total Revenues	\$0.00	\$962.43	\$962.43
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 04/04/2014		\$962.43	

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

04/04/2014

As of 04/04/2014

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	\$629.07	(\$629.07)
Total Acct 471	\$0.00	\$629.07	(\$629.07)
Total Disbursements	\$0.00	\$629.07	(\$629.07)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$30,184.92	
Cash Balance as of 04/04/2014		\$29,555.85	

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

04/04/2014

As of 04/04/2014

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		\$745.04	
Cash Balance as of 04/04/2014		\$745.04	

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

04/04/2014

As of 04/04/2014

Sewer Re-hab 2008 Debt	<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		\$2,499.10	
Cash Balance as of 04/04/2014		\$2,499.10	

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

04/04/2014

As of 04/04/2014

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		\$5,726.27	
Cash Balance as of 04/04/2014		\$5,726.27	

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

04/04/2014

As of 04/04/2014

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:			
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 04/04/2014		\$0.00	

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

04/04/2014

As of 04/04/2014

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 04/04/2014		\$0.00	

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

04/04/2014

As of 04/04/2014

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$14,895.04	\$14,895.04
Penalty - Late Water/Sewer	\$0.00	\$163.36	\$163.36
State and Misc fees	\$0.00	\$585.54	\$585.54
Total Acct 341	\$0.00	\$15,643.94	\$15,643.94
Interest Earnings	\$0.00	\$0.59	\$0.59
Total Acct 362	\$0.00	\$0.59	\$0.59
Total Revenues	\$0.00	\$15,644.53	\$15,644.53
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$2,596.88	(\$2,596.88)
Total Acct 415	\$0.00	\$2,596.88	(\$2,596.88)
Utility Locates	\$0.00	\$157.05	(\$157.05)
Total Acct 428	\$0.00	\$157.05	(\$157.05)
Water Utility	\$0.00	\$13,738.46	(\$13,738.46)
Wtr/Swr Emergency	\$0.00	\$20,628.00	(\$20,628.00)
Total Acct 431	\$0.00	\$34,366.46	(\$34,366.46)
Total Disbursements	\$0.00	\$37,353.09	(\$37,353.09)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$23,834.51	
Cash Balance as of 04/04/2014		\$2,125.95	

As of 04/04/2014

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	\$0.00	\$258.35	\$258.35
Sewer Fee	\$0.00	\$23,809.46	\$23,809.46
Total Acct 341	\$0.00	\$24,067.81	\$24,067.81
Interest Earnings	\$0.00	\$2.95	\$2.95
Total Acct 362	\$0.00	\$2.95	\$2.95
Total Revenues	\$0.00	\$24,070.76	\$24,070.76
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$867.14	(\$867.14)
Total Acct 415	\$0.00	\$867.14	(\$867.14)
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Sewer Utility	\$0.00	\$23,914.79	(\$23,914.79)
Total Acct 431	\$0.00	\$23,914.79	(\$23,914.79)
Total Disbursements	\$0.00	\$25,239.63	(\$25,239.63)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$40,829.33	
Cash Balance as of 04/04/2014		\$39,660.46	

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

04/04/2014

As of 04/04/2014

Sewer Infrastructure

	<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		\$30,000.00	
Cash Balance as of 04/04/2014		\$30,000.00	

As of 04/04/2014
Fiscal Year:2014

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$568,328.07	\$8,823.98	\$62,607.68	\$514,544.37
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$11,477.21	\$1,000.00	\$674.70	\$11,802.51
Spec Project-Elm Easement	\$0.00	\$0.00	\$0.00	\$0.00
Spec Rev - Warm House	\$0.00	\$962.43	\$0.00	\$962.43
Sewer 2004 Bonds	\$30,184.92	\$0.00	\$629.07	\$29,555.85
Birchwood In Re-hab Bond	\$745.04	\$0.00	\$0.00	\$745.04
Sewer Re-hab 2008 Debt	\$2,499.10	\$0.00	\$0.00	\$2,499.10
Cap Project - PW	\$5,726.27	\$0.00	\$0.00	\$5,726.27
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$23,834.51	\$15,644.53	\$37,353.09	\$2,125.95
Sewer Enterprise Fund	\$40,829.33	\$24,070.76	\$25,239.63	\$39,660.46
Sewer Infrastructure	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Total	\$713,624.45	\$50,501.70	\$126,504.17	\$637,621.98