



AGENDA OF THE  
REGULAR MEETING OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
WASHINGTON COUNTY, MINNESOTA  
DECEMBER 13, 2011  
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 November 8, 2011 Regular Meeting (see exhibit)
2. Acceptance of Financial Report and Approval of Disbursements (see exhibit)
3. Approval of RESOLUTION 2011-24 Abating The Portion Of A Previously Paid Special Assessment Bill That Exceeds The Amount Owed (see exhibit)
4. Approval of the hiring of Nicholas Hovland, Jack Kippen, and Joseph Morgan as seasonal hockey rink attendants at a wage of \$8.00 per hour each (see exhibit)

CITY BUSINESS – REGULAR ORDER

5. 7:15 PUBLIC HEARING: TRUTH IN TAXATION
  - a. Review of Proposed 2012 City Budget and Levy (Harper – see exhibit)
  - b. Public Comment on Proposed Budget and Levy
  - c. RESOLUTION 2011-22> Final Levy Adoption: Review and Approval (Powers – see exhibit)
  - d. RESOLUTION 2011-23> Final Budget Adoption: Review and Approval (Powers – see exhibit)Time Budget: 45 minutes
6. 8:00 PUBLIC HEARING: Utility Late Fee Interest Ordinance
  - a. Review of Proposed Ordinance (Powers – see exhibit)
  - b. Public Comment on Proposed Ordinance
  - c. RESOLUTION 2011-25> Adopting Ordinance 2011-05 Amending Chapter 701 of the Birchwood City Code to Establish a Late Fee for Delinquent Utility Bills : Review and Approval (Powers – see exhibits)Time Budget: 15 minutes
7. 8:15 Review of Pay Scale Report: City Clerk (Harper – see exhibits)  
Time Budget: 15 minutes

8. 8:30 City Clerk's Report
  - a. Update on Clerk's 2011-2012 Performance Goals (see exhibit)
  - b. Update on Chimney Repair
  - c. Contract with KEJ Enterprises for locates, general road repair, sign repair/replacement, emergency tree removal, etc. expires December 31, 2011 (see exhibit)Time Budget: 30 minutes
  
9. 9:00 City Engineer's Report
  - a. Update on Water System Operator (see exhibit)
  - b. Issue with Gopher State One Call Locates (see exhibit)Time Budget: 15 minutes
  
10. 9:15 Council Member Reports  
Time Budget: 15 minutes
  
11. 9:30 Next Meeting: January 10, 2012: Topics
  - a. Mayoral Appointments and Assignments of Council Members
  - b. OtherTime Budget: 5 minutes
  
12. 9:35 Cancellation of December 27, 2011 Regular Meeting  
Time Budget: 5 minutes
  
13. 9:40 ADJOURN



**CITY OF BIRCHWOOD VILLAGE**  
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## **EXECUTIVE SUMMARY – DECEMBER 13, 2011 CITY COUNCIL MEETING**

*NOTE: This executive summary is provided to give a broader detail on the various agenda items. This summary is to be used as an adjunct to the agenda packet, and should not be considered a substitute for reading the agenda packet.*

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

1. Approval of the Minutes of the November 8, 2011 Regular Meeting
2. Acceptance of the Financial Report & Approval of Disbursements
3. Approval of Resolution 2011-24 which abates a portion of the special assessments paid for two properties. Per the City Treasurer, the owner of the first property made a lump sum payment several years ago which should have resulted in the assessment being payoff in 2011. The second property was found to have a special assessment incorrectly certified for two sewer rehab projects; this error was confirmed by the City Engineer. The submitted Resolution will be forwarded to Washington County, which will then prepare refund checks to the two property owners.
4. Approval of the hiring of Nicholas Hovland, Jack Kippen, and Joseph Morgan as seasonal hockey rink attendants at a wage of \$8.00 per hour each. This brings to 4 the number of hockey rink attendants.

### **CITY BUSINESS – REGULAR ORDER:**

5. PUBLIC HEARING: TRUTH IN TAXATION: Minnesota Statutes 275.065 mandate a public hearing before certifying a final levy to the County. A copy of the statute is included in the agenda packet as an exhibit. In addition, correspondence dated August 9, 2011 from Shawn Wink, State Program Administrator Principal for the Minnesota Department of Revenue that reviews changes to the Truth In Taxation process for this year is included in the agenda packet as an exhibit.

There are three more exhibits included in the agenda packet under this item. The first is the proposed budget spreadsheet which includes unofficial changes made to the document since it was preliminarily approved in September; the second is Resolution 2011-22 that approves the final levy; the third is Resolution 2011-23 that approves the final budget. It is important to note that unless the City Council approves the budget as presented in the enclosed exhibit, a separate budget document will need to be provided to staff for attachment to Resolution 2011-23. Additionally, the resolution adopting a final levy needs to be approved prior to adopting the resolution approving the final budget; that is because the final levy amount is incorporated into the budget exhibit as a revenue stream.

**QUESTIONS: Should the City Council approve the proposed amount of the final levy? Should the City Council approve the proposed budget for 2012?**

6. PUBLIC HEARING: UTILITY LATE FEE INTEREST ORDINANCE: As part of last year's review of utility rates, the City Council heard from Shelly Rueckert, City of Little Canada Finance Director (Little Canada provides utility billing services to the City) on what other cities charge for interest on delinquent utility bills. As a result of the presentation, the City Council directed the City Attorney to develop a draft ordinance and enabling resolution providing for a 5% late fee per quarter on the outstanding delinquent balance, for presentation at the next Council meeting. City Attorney Kevin Sandstrom provided the enclosed exhibits, but in the transition to a new Council the matter was somehow lost. Staff presented this matter to the Council at its October 11, 2001 meeting. The Council directed this matter be placed for public hearing (per the Council's Rules of Procedure) and decision at the December 13, 2011 Council Meeting.

At the October meeting, the Council expressed a question over whether the interest compounds; in other words, is the amount of the interest added to the delinquent balance for the purpose of establishing a base from which to apply the 5% late fee? Staff believes the text of the ordinance assumes compounding; if the Council wants to clarify that the base delinquent amount should not include accrued interest, it should amend the ordinance to reflect that policy preference.

**QUESTION: Should the City Council approve Resolution 2011-25 adopting Ordinance 2011-05 that establishes a 5% late fee per quarter on the outstanding delinquent utility bill balance? Should the accrued interest be added to the base delinquent amount on which the 5% late fee is added?**

7. REVIEW OF PAY SCALE REPORT – CITY CLERK: Council Member Harper has prepared a cover memo for the pay scale report. Each document is included in the agenda packet as an exhibit. Staff has no comment on the findings of the report; this should not be taken as an indication of approval or acceptance. Council Member Harper noted in her memo that the Council should consider providing a health insurance benefit to the City Clerk. I prefer not to receive health insurance from the City, as I am currently covered through my wife's employer. As an alternative, I would like the dollar amount of the proposed benefit added as salary or to the training budget.

**QUESTION: Should the City Council accept the findings of the Pay Scale report? Should the City Council consider providing a health insurance benefit to the City Clerk?**

#### CITY CLERK'S REPORT

8a. UPDATE ON CLERK'S 2011-2012 PERFORMANCE GOALS: Enclosed as an exhibit to the agenda packet is a progress report on the City Clerk's 2011-2012 performance goals. The report notes that there are two goals that are largely outside the ability of the Clerk to perform. The first is completion of a new contract with the City of White Bear Lake for desired services related to the City's water system. This matter currently is being negotiated by the City Engineer, who will forward the draft contract terms to the City Council for review and approval. The second is to work with the City Treasurer to complete the electronic funds transfer process. This matter is in the hands of the City Treasurer for disposition and is beyond the ability and scope of the City Clerk to expedite. I recommend that those two goals be removed from the Clerk's goal list.

**QUESTION: Should the City Council accept the City Clerk's recommendation that two of the goals be removed from the Clerk's performance goals for 2011-2012?**

8b. UPDATE ON CHIMNEY REPAIR: As of the date of this report, the flashing has been installed on the chimney; however, John Lund has yet to provide an inspection to see whether it meets with the terms of the contract. An oral update will be given at the Council meeting.

8c. CONTRACT WITH KEJ ENTERPRISES FOR LOCATES, GENERAL ROAD REPAIR, SIGN REPAIR/REPLACEMENT, EMERGENCY TREE REMOVAL, ETC. EXPIRES DECEMBER 31, 2011: In keeping with one of my performance goals (ensure that all city services are under a current contract), the City Clerk is informing the City Council that the above-referenced contract will expire at the end of the year. A copy of the current contract is included in the agenda packet as an exhibit. While it goes without saying that the new contract will be more comprehensively written, staff is concerned about the inclusion of Gopher State One Call locates in the contract. There are a number of reasons for the concern:

- Since the City provided KEJ with a locating wand, one of the elements of an employee-employer relationship is introduced. The City currently is paying \$1,700 annually to provide workers compensation for independent contractors who do not provide coverage. Staff has discussed this matter with the two vendors that are creating the most exposure to liability and advised them that when they utilize temporary help to provide evidence of workers compensation coverage for their employees. They do not need to provide evidence of coverage on themselves. However, if Ken Johnson is hurt while providing locating services to the City, an argument could be made that he was acting as an employee of the City due to his use of City-provided equipment. Staff recommends that, if the City Council desires to maintain KEJ as its provider of Gopher State One Call locating services, that KEJ be required to purchase the locating wand from the City to further establish the independent contractor status of KEJ.
- It was discovered that there is a billing discrepancy between 2010 and 2011 for locate services. This year, KEJ has not billed the City for any locating services. Ken Johnson told staff that in 2010 he billed the City for every locate request sent to him by the City, even if he did not provide any locating in response to the ticket. This year, Ken advised me that if he responded to the ticket but did not need to actually locate anything, he did not bill the City. Staff is concerned that there is no paper trail indicating a response to the Gopher State ticket, which may provide issues going forward when to providing tangible evidence of KEJ responding to a locate ticket.
- It has come to my attention that the only locating KEJ provides for the City is as it relates to sewer and water locates. City Engineer Kristie Elfering advised me that Saint Paul Regional Water has expressed a desire to provide sewer and water locates as part of its contract with the City. Elfering will be discussing this matter with the Council during the City Engineer's Report.

Staff recommends pursuing an agreement with Saint Paul Regional Water for sewer and water locate services.

**QUESTION: Should the City Council approve continuing its relationship with KEJ Enterprises, albeit with a more formal written contract? Should the City Council continue to use KEJ Enterprises for sewer and water locating services? Or, should the City Council enter into an agreement with Saint Paul Regional Water for sewer and water locating services?**

CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
November 8, 2011

MINUTES

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

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

**OTHERS PRESENT:** Katie Cavanor, Steve Dean, John Lund, Erica Peterson, and Cynthia Tomlinson.

Mitchell called the regular meeting to order @ 8:00pm, and the Pledge of Allegiance was recited.

**AGENDA APPROVAL:** *Mitchell/Peterson unanimous to approve the agenda for the November 8, 2011 Regular Meeting, amended to remove Item # 1 (Approval of the Minutes of the October 25, 2011 Regular Meeting) and Item # 3 (Approval of revised contract with TSE, Inc. calling for a \$0.25 per hour increase for cleaning help) from the Consent Calendar, to be considered under the Regular Order of business, and to add Item #8A (Cain Garage Rental) to Regular Order.*

**COMMUNITY EVENTS AND ANNOUNCEMENTS:** Mitchell noted that tomorrow (November 9) is the first Nationwide Emergency Alert Test at 1:00pm, and noted that all federal agencies are involved in the test.

**E. Peterson and Tomlinson** wanted to thanks the many volunteers who assisted with the Nordling Park improvements: *Alice Anderson, Andy Sorenson, Annie Vail, Barb Brenny, Barb Carson, Barb Stangl, Bea Krinke, Brian Hurden, Bruce Sheldon, Bryan McGinniss, Carol Knutson, Chad Carson, Charlie Moore, Cynthia Tomlinson, Dawn Kucskynski, Dawn Husnik, Erica Peterson, Gene Bowar, Gene Ruehle, Greg Donovan, Gretchen Johnson, Jackie Felt, Jay Brunner, John Lund, John McCormick, Karin McGinniss, Katie Cavanor, Kelsey Burns, Lauren Tomlinson, Laurie Hanson, Lori Klimp, Mary Sternal, Mary Wingfield, Matt Burns, Ron Sternal, Ron Steward, Sandy Bowar, Sandy McTavish, Suzanne Donnell, Tom Stangl, Tony Sampair, and Trevor Simning.* **E. Peterson** noted that the invasive species have been removed, allowing for more native species to return; that the rain gardens installed should help the water quality and serve as an example for residents that may want to redo their backyards.

**OPEN PUBLIC FORUM:** No residents came forward to address the Council.

**CONSENT CALENDAR:** *Harper/Peterson unanimous to approve the following consent calendar items:*

1. *Approval of the Disbursements Register as prepared by the City Treasurer and presented to the City Council on November 8, 2011, including Check #s 26825-26862 and Electronic Funds Transfers TRN101711, TRNS101711, EFT101811, and PERA093011.*
2. *Approval of the hiring of Johnny Dow as a seasonal hockey rink attendant at a wage of \$8.00 per hour.*

48 **APPROVAL OF THE MINUTES OF THE OCTOBER 25, 2011 REGULAR MEETING:** Mitchell requested that  
49 this item be removed from the consent calendar to clarify the motions pertaining to the Council's  
50 approval of the dock permit was portrayed, and noted that he worked with Powers on this matter and  
51 revisions are before you at the table. Mitchell said he was fine with the revisions and recommends  
52 approval of the revised minutes.

53  
54 *Mitchell/Carson unanimous to approve the minutes of the October 25, 2011 as amended.*

55  
56 **APPROVAL OF REVISED CONTRACT WITH TSE, INC. CALLING FOR A \$0.25 PER HOUR INCREASE FOR**  
57 **CLEANING HELP:** Mitchell stated that he had requested that this item be removed from the consent  
58 calendar due to some concerns he has with some of the clauses in the contract relating to the purpose  
59 statement, the supervisor/subordinate relationship, and indemnification.

60  
61 *Harper/Peterson 4-1 (Sampair) to approve an increase to \$9.75 per hour plus applicable sales taxes,*  
62 *and to issue the contract upon the Clerk and the Mayor satisfactorily revising it with TSE, Inc.*

63  
64 **PUBLIC HEARING: CERTIFICATION OF DELINQUENT UTILITY ACCOUNTS:** Powers advised the Council of  
65 the statutory authority to certify delinquent utility bills as special assessments. Powers added that a  
66 resolution certifying the delinquent utility bills was not prepared, since the Council approved the  
67 certification last year by a simple motion; however, the Mayor prepared Resolution 2011-20 which is  
68 before you at the Council table for consideration.

69  
70 Mitchell noted that he checked with the League of Minnesota Cities about this matter; the League uses  
71 another statutory citation and recommends a resolution be used to approve the certification. M.  
72 Peterson asked what criteria was used to determine which accounts to certify as delinquent; Powers  
73 responded that accounts that were over 6 months delinquent over \$100.00 was used as a basis to  
74 develop the initial certification list. Sampair asked if any of these accounts asked for consideration due  
75 to extenuating circumstances; Powers said none of the responsible parties called. Harper wanted to  
76 know if these totals are for this year only, seeing as some of the delinquent amounts seem high; Powers  
77 stated that these amounts are for this year, as when the previous year's totals are certified to the  
78 County that they come off the City's books as the County becomes the billing agent and pays the  
79 amount of the delinquent account to the City when it is received.

80  
81 Mitchell opened the public hearing at 8:31pm. Seeing that no one in attendance wished to be heard on  
82 this matter, Mitchell closed the public hearing at 8:32pm.

83  
84 *Peterson/Harper unanimous to approve Resolution 2011-20.*

85  
86 **REVIEW OF TREE INSPECTION REPORT AND APPROVAL OF COSTS FOR REMOVAL OF DISEASED TREES**  
87 **AND BROKEN TREE BRANCHES:** Powers reviewed the staff memo on this item and noted that an  
88 inspection report is required by City Code Section 403.060. City Forester Steve Dean provided a tree  
89 inspection report and also provided estimates for removal of diseased trees from City property as well  
90 as 2 estimates for treatment of a hollow limb on the Ash easement. Peterson asked whether the city  
91 was experiencing a lot of oak wilt disease; Dean responded that there isn't a lot of oak wilt at the  
92 present time, but the chestnut borer is slowly working its way here. Harper asked about the differences  
93 in the 2 estimates for the hollow limb; Dean responded that the higher cost is for removal of the limb  
94 and the lower cost is for trimming it back to remove the immediate danger.

95

96 **Harper/Peterson unanimous to accept the tree inspection report, to accept the bid of \$792.73 for**  
97 **removal of the diseased trees (8 elms and 1 oak) on city property, and to accept the lower bid of**  
98 **\$257.10 for trimming the limb on the Ash easement.**

99

100 **Carson** asked whether residents are notified if there are diseased trees on their property; **Dean**  
101 responded that in the past former Clerk Kathy Weber would take care of that, but more recently he has  
102 personally contacted the property owners during the winter.

103

104 **TIGHE-SCHMITZ WARMING HOUSE: PROPOSED OUTDOOR RECREATION GRANT PROGRAM**

105 **APPLICATION – REQUEST FOR CITY DUPPORT FOR PROJECT:** **Cavanor**, of the Parks Committee,  
106 presented the information to the Council on the proposed construction of a permanent warming house  
107 at Tighe-Schmitz Park, and noted that the project appears to qualify for grant funding through the  
108 Department of Natural Resources (DNR) Outdoor Recreation Grant Program, and noted that the  
109 Committee is interested in pursuing this grant opportunity to be used for renovation of the ice rink area  
110 which includes construction of a new warming house. **Cavanor** stated that the anticipated cost of the  
111 renovations is \$40,000.00, and the grant requires a 50% local match, which can be either in dollars or  
112 “in-kind” contributions. **Cavanor** concluded by saying the Parks Committee would be responsible for  
113 writing the grant; however, this takes times and the Committee wants direction from the Council on  
114 whether there is interest from the Council on this matter.

115

116 **Mitchell** stated that the question before the Council is whether it should authorize the Parks Committee  
117 to pursue this opportunity. To reiterate, **Mitchell** said that the City is responsible for \$20,000.00 which  
118 can be cash, “in-kind”, or a combination of the two. **Mitchell** concluded by saying that the report  
119 indicates that the City would be applying for the grant in March 2012 and the work would be done in  
120 2013 at the earliest; **Cavanor** concurred with that assessment and said that the earliest the grant would  
121 be awarded would be Fall 2012, and doesn’t anticipate any construction starting yet that year.  
122 Additionally, **Cavanor** noted that DNR requires a public hearing on the proposed grant application and a  
123 resolution approved by the City Council stating that the City has the financial capability of meeting its  
124 obligation to match the grant.

125

126 **Mitchell** asked whether there is a sense of support in the community for this project. **Sampair** noted  
127 that he believes there is strong support in the Tighe-Schmitz neighborhood for the proposed  
128 improvements, and **Cavanor** noted that the Committee wants to hold an informal community meeting  
129 to solicit ideas on what the public wants to see at the park that can be incorporated into the grant  
130 application.

131

132 **Harper** asked whether the \$40,000 is an accurate figure and how this will be bid out, commenting that  
133 the usual process is to first determine the need, then drafting design plans that are the basis for  
134 knowing what the cost will be for the project and also for development of bid documents. **Harper**  
135 further stated this appears to be jumping to the financial commitment without knowing for certain  
136 whether this proposal meets the needs of the community and what the precise dollar commitment will  
137 be. **Cavanor** responded that the Committee has proceeded with the proposal and received cost  
138 estimates based on what is before you on a piece basis as well as factoring \$10,000.00 for “in-kind”  
139 labor. **Harper** asked about what would be the financial impact if the project was expanded in response  
140 to community interest to include a structure that could be used beyond the winter season - for example,  
141 Music In The Park; **Cavanor** responded that the proposal could be expanded based on community  
142 interests, but there are restraints based on the City’s desired financial commitment.

143

144 **Harper** also inquired as to the statement that the warming house is only a part of the project and  
145 wanted to know what else is included; **Cavanor** replied that the grantor is going to be looking for more  
146 of a project and not just the warming house; we are going to design the application to make it clear that  
147 the warming house will be part of the project and not the only part of the project. **Harper** asked  
148 whether the City was obligated to accept the grant if it was awarded; **Cavanor** stated that it was not.  
149

150 ***Sampair/Carson unanimous to express support to the Parks Committee for preparing the grant***  
151 ***application.***  
152

153 **REVIEW OF PROPOSED 2012 PARKS AND NATURAL RESOURCES COMMITTEE BUDGET:** **Lund** reviewed  
154 with the Council the proposed Committee budget for 2012, which keeps within the \$18,000.00  
155 designated by the Council. **Lund** noted that Parks needs a snow thrower to remove snow at the hockey  
156 rink; **Powers** advised the Council that there is still money left in this year's budget that can be used for  
157 purchase of a snow thrower. **Carson** thinks the Feistner step project (\$3,000.00) and tree removal  
158 (\$2,300.00) should be removed from the budget. **Harper** advised the Council that the \$18,000.00  
159 number was placed by the Council because it didn't have any definite numbers from the Committee,  
160 and that the \$5,000.00 in revenue received from Dock Association fees is to be used for park  
161 improvements and not operations and maintenance. As for trees, **Harper** is of the opinion that tree  
162 maintenance in the parks should be considered park improvements. **Carson** said she agrees with City  
163 Treasurer Cindie Reiter that the cost of diseased tree removal should not come out of the Parks budget.  
164

165 **M. Peterson** wanted clarification that the Council is not approving the Parks Committee budget; **Harper**  
166 responded that the Committee by-laws require presentation of the budget at this time, with approval of  
167 the budget in December.  
168

169 **Lund** asked for clarification that the \$2,300.00 for tree removal is going to be removed from the Parks  
170 budget; **Mitchell** said that is correct, but that doesn't mean the money can be allocated elsewhere in the  
171 Parks budget. **Mitchell** noted that the City is going to incur the expense and that the \$2,300.00 will be  
172 placed in the general fund. **Harper** concurred, stating that the preliminary levy has been certified and  
173 can't be increased. **Cavanor** asked whether that means the Parks budget will be reduced by the  
174 \$2,300.00 amount; **M. Peterson** said that would be a correct assumption at this point.  
175

176 **Harper** asked the Committee to identify which line items would be considered park improvements that  
177 could be paid for with dock fees. **Lund** said Line 8 (Materials & Supplies) would be the only other line  
178 item. **Sampair** thought Line 43 (snow thrower) might be considered park improvements; **Mitchell**  
179 thought Line 32 (sand/pea gravel for play equipment) and Line 35 (tennis court maintenance) might also  
180 fall into that category. **Harper** responded that this discussion demonstrates the need for the Council to  
181 get a budget to the Council before the preliminary levy is set. **Harper** also noted that the City needs to  
182 define what is meant by "park improvements" and that the Parks Committee could proposed a  
183 definition for the Council to review and consider.  
184

185 **CAIN GARAGE RENTAL:** **Powers** advised the Council that Lori Carter decided not to rent the Cain garage;  
186 apparently the space was not what they expected it to be. The remaining bid of \$21.00 per month is by  
187 John Velin. **Harper** noted that she was abstaining from the vote due to Velin being her husband. **Powers**  
188 also noted that staff is getting a new lock and pulleys for the garage door to make it easier to lift, and  
189 said the staff was going to install a new garage door that would have been paid for from the \$825.00  
190 lease amount from Carter; since she has changed her mind, the lower lease amount from Velin wouldn't  
191 cash flow a door. **Carson** asked what was the price difference between the door and lock/pulley; **Powers**

192 noted that the door cost \$308.00 and the lock/pulley around \$100.00. **Carson** asked about the amount  
193 remaining in this year's budget for building repair; **Powers** responded that under City Hall – Government  
194 Buildings there is \$4,853.24 remaining. **Harper** noted that in her discussions with City Treasurer Reiter it  
195 was thought that particular account will be in deficit by year's end and recommended finding another  
196 fund for that expenditure.

197

198 **Peterson/Carson 4-0 (Harper abstaining) to rent the Cain Garage to John Velin at \$21.00 per month, to**  
199 **be available immediately with payment to start in December.**

200

201 **Carson/Peterson 4-0 (Harper abstaining) to authorize an expenditure of the Capital Fund not to exceed**  
202 **\$450.00 for purchase of a new garage door for the Cain Garage.**

203

204 **NEXT MEETING – NOVEMBER 22:** **Mitchell** said that the next meeting on November 22 will be a budget  
205 workshop; if the public has any questions about the levy and budget they should attend. **Mitchell** also  
206 requested that a short presentation on how individual property taxes get set be conducted, as well as  
207 discussion on the new Homestead Market Value Exclusion, which replaces the Homestead Credit.

208

209 **ADJOURN:** **Harper/Carson unanimous to adjourn the meeting @10:02pm.**

210

211

212

213 \_\_\_\_\_  
Dale Powers

214 City Clerk

**Birchwood Village Treasurer's Report  
12-08-11 (CC Meeting 12-13-11)**

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. 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-**

- **Nordling Park Project Cost \$1426.62.** (invoices presented for payment of \$1078 to date). The \$1,078 has been re-coded to the Special Revenue Fund for park project expenses.
- **Park Expenses YTD \$15,754 – exceeds 2011 Budget of \$13,000.** Separate Disbursement Ledger has been provided for review. Special Revenue Fund, designated by ordinance to be used for park project not operations of parks.
- **REMINDER-AUDIT ITEM** – recall by year end &/or early next year there are certain designations to be made for the various city fund balances. (i.e. committed, designated, reserved, etc).
- **Year End prep** – My review of account codes and balances has begun (as advised by OSA for year-end CTAS procedures). Both Clerk and Councilmember Harper will be reviewing all CTAS entries as well.
- **Councilmember Pay** – Will be paid (check date 12/15/2011) for Year 2011, excluding mayor salary as used to fund Music In The Park per council acceptance.
- **Debt Service Accounts show a negative balance of approximately 10K** – this amount will be transferred to the Sewer Fund account at year's end.

Special Assessments for sewer debt service have sent to the county as required by end of November. Those PIF (Paid In Full) will be removed from tax roll for 2012 – LAST DAY TO PAY IN FULL IS NOVEMBER 15<sup>th</sup>. Two PID's need an abatement for the 2011 payment of Special Assessment for sewer (debt service assessments for their PID's. By statute a resolution is needed for tax abatement. See Resolution for detailed explanation.

Please call/email with any questions.

*Cindie J Reiter,*

Birchwood City Treasurer

**Special Assessment – Pay 2011** 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 12/08/2011

Fiscal Year:2011

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,678.05	\$354,800.39	\$341,275.11	\$527,203.33
Special Rev Projects	\$7,550.65	\$8,535.46	\$2,478.93	\$13,607.18
Sewer 2004 Bonds	\$0.00	\$12,690.74	\$2,511.47	\$10,179.27
Birchwood In Re-hab Bond	\$0.00	\$985.07	\$0.00	\$985.07
Sewer Re-hab 2008 Debt	\$0.00	\$31,880.73	\$53,684.17	(\$21,803.44)
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$65,527.99	\$579.00	\$6,000.00	\$60,106.99
Cap Proj - Catchbasin	\$0.00	\$32,543.00	\$32,543.00	\$0.00
Water Enterprise Fund	\$45,623.45	\$50,230.46	\$69,090.71	\$26,763.20
Sewer Enterprise Fund	\$173,186.41	\$72,518.37	\$71,696.64	\$174,008.14
<b>Total</b>	<b>\$847,137.55</b>	<b>\$564,763.22</b>	<b>\$579,280.03</b>	<b>\$832,620.74</b>

Fund Name: All Funds  
Date Range: 11/09/2011 to 12/13/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
11/09/2011	Ronnan, Kenny	Videographer - Service Oct 2011 (3.25)	26865	\$45.50	100-41950-305	\$45.50
11/09/2011	Manual Becerra	Replacement for ck #26848 (UB REfund)	26866	\$77.05	601-43180-810	\$77.05
11/10/2011	IRS - US Treasury	FEDTaxes - Oct 2011	FED102011	\$934.48	100-41400-110 100-41400-160 100-41400-162 100-41400-164 100-41400-166	\$412.55 \$56.90 \$243.31 \$56.90 \$164.82
11/10/2011	MN Department of Revenue	State W/H Oct 2011	MN102011	\$207.61	100-41400-115	\$207.61
11/10/2011	PERA	Staff Retirement PE 10/15/11	PERA103111	\$271.98	100-41400-120 100-41400-121	\$146.06 \$125.92
11/14/2011	IRS - US Treasury	FEDTaxes - 2009 Penalty	FEDfee2009	\$507.33	100-49200-430	\$507.33
11/15/2011	Payroll Period Ending 10/31/2011		26863	\$1,062.36	100-41400-100	\$1,062.36
11/15/2011	Payroll Period Ending 10/31/2011		26864	\$384.47	100-41400-100	\$384.47
11/15/2011	Qwest/CenturyLink	Phone/Fax lines Nov 2011	26867	\$107.67	100-41940-321	\$107.67
11/15/2011	Xcel Energy	Street Lightsc -Nov 2011	26868	\$1,236.05	100-43160-381	\$1,236.05
11/15/2011	U S Bank	Safety Deposit Box - ACH	SBOX 2011	\$25.00	100-41500-430	\$25.00
11/22/2011	Metropolitan Council Env. Service	Wastewater Service December 2011	26874	\$3,676.74	605-43190-217	\$3,676.74
11/22/2011	Waste Management of WI-MN	Recycle - Oct 2011	26875	\$936.90	100-44100-305	\$936.90
11/22/2011	City of White Bear Lake Bldg Inspec	Bldg Inspections -Oct 2011	26876	\$2,096.00	100-42401-305	\$2,096.00
11/22/2011	City of White Bear Lake Public Work	Lift Stn Mntnc /Water Testing/Wet Well Cln/Wtr shut off	26877	\$1,419.10	601-43180-305 601-43180-305 601-43185-305 605-43190-305	\$121.90 \$263.80 \$217.40 \$816.00
11/22/2011	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Nov 2011	26878	\$108.33	100-45200-305	\$108.33
11/22/2011	Xcel Energy	City Hall Gas/Elec - Nov 2011	26879	\$175.45	100-41940-381	\$175.45
11/22/2011	Xcel Energy	Tighe Sc hmidt Park Electric -Nov 2011	26880	\$12.77	100-41940-381	\$12.77
11/22/2011	Menards - Maplewood	City - Replacement Garage Door	26881	\$308.58	100-41940-220	\$308.58

**City of Birchwood Village**

**Disbursements Register**

**12/08/2011**

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
11/23/2011	U S Bank	Debt Service Bond Pymt - 2008 Series	EFT1123211	\$21,181.86	305-47100-600	\$17,169.69
					305-47100-610	\$4,012.17
11/30/2011	Payroll Period Ending 11/15/2011		26882	\$1,062.36	100-41400-100	\$1,062.36
11/30/2011	Payroll Period Ending 11/15/2011		26883	\$459.41	100-41400-100	\$459.41
12/01/2011	IRS - US Treasury	FEDTaxes PE 11/30/2011	FED112011	\$919.63	100-41400-110	\$380.52
					100-41400-160	\$58.77
					100-41400-162	\$251.32
					100-41400-164	\$58.77
					100-41400-164	\$170.25
12/01/2011	MN Department of Revenue	State W/H Nov 2011	MN112011	\$221.95	100-41400-115	\$221.95
12/01/2011	PERA	Staff Retirement PE 10/31/11	PERA111511	\$267.52	100-41400-120	\$143.67
					100-41400-121	\$123.85
12/01/2011	PERA	Staff Retirement PE 11/15/11	PERA113011	\$279.70	100-41400-120	\$150.21
					100-41400-121	\$129.49
12/13/2011	Eckberg, Lammers, Briggs, Wolff	Legal Service - Oct 2011	26869	\$412.44	100-41600-300	\$412.44
12/13/2011	Toshiba Business Solutions, USA Inc	Qtrly Mntnc Aug-Nov Fee	26870	\$43.71	100-41420-305	\$43.71
12/13/2011	TSE, INC	City Hall Janitorial - 11/1/2011	26871	\$19.00	100-41940-305	\$19.00
12/13/2011	Hugo Plumbing & Pump Srv, Inc.	Fountain - Winterization (2)	26872	\$230.00	100-45200-300	\$230.00
12/13/2011	Steve Dean	Tree removal @ Ash Path - Dead Boxelder	26873	\$149.98	100-43135-305	\$149.98
12/13/2011	S&T Office Supplies	Paper	26884	\$72.10	100-41420-200	\$72.10
12/13/2011	Ken Johnson	Plow & Sand Streets 11/19/11	26885	\$225.00	100-43125-305	\$225.00
12/13/2011	Ken Johnson	Mowing & Fall Clean Up Nov 2011	26886	\$640.00	100-45010-305	\$640.00
12/13/2011	Ken Johnson	Street Sweeping Nov 2011	26887	\$1,850.00	100-43100-305	\$1,850.00
12/13/2011	TSE, INC	City Hall Cleaning 11/15/11	26888	\$19.00	100-41940-305	\$19.00
12/13/2011	Menards - Maplewood	Parks - Hockey Rink Shovels	26889	\$79.96	100-45200-210	\$79.96
12/13/2011	Xcel Energy	Lift Strn Electric -Nov 2011	26890	\$373.91	605-43190-381	\$373.91
12/13/2011	CARPENTERS SMALL ENGINE	Snow thrower - hockey rink	26891	\$2,678.11	100-45200-240	\$2,678.11
12/13/2011	Gopher State One Call	Locates Nov 2011 (10 email)	26892	\$14.50	601-42805-305	\$7.25
					605-42805-305	\$7.25

## City of Birchwood Village

## Disbursements Register

12/08/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
12/13/2011	Elfering & Associates	Eng Srvc- Nov 2011	26893	\$495.00	100-41650-300 601-42805-300 605-42805-300	\$445.50 \$24.75 \$24.75
12/13/2011	Metropolitan Council Env. Service	Wastewater Service January 2012	26894	\$3,313.35	605-43190-217	\$3,313.35
12/13/2011	Menards - Maplewood	Parks - Hockey Rink Supplies	26895	\$81.91	100-45200-210	\$81.91
12/13/2011	Menards - Maplewood	Parks - Hockey Rink Supplies (JL reimb. 2.72)	26898	\$69.26	100-45200-210	\$69.26
12/13/2011	City of Birchwood Village	City hall Utility Bill	26899	\$42.84	100-41940-380	\$42.84
12/13/2011	MN Dept of Health Drinking Water	Water Supply Connection Srvc 3rd Qtr Fee	26900	\$562.00	601-43180-430	\$562.00
12/13/2011	Steve Dean	Oak Limb removal @ Ash EAsement	26901	\$257.10	100-43135-305	\$257.10
12/13/2011	Steve Dean	REmoval - Diseased Trees - City Prop 8 Elm & 1 Oak	26902	\$792.73	100-43135-305	\$792.73
12/13/2011	City of White Bear Lake Fire	Fire Srvc -Dec 2011	26903	\$1,673.24	100-42200-305	\$1,673.24
12/13/2011	City of White Bear Lake Police	Law Enforcement - Dec 2011	26904	\$7,375.38	100-42100-305	\$7,375.38
12/13/2011	Bello Roofing and Remodeling	Chimney Repair - Deposit	26905	\$500.00	100-41940-400	\$500.00
12/13/2011	Bello Roofing and Remodeling	Chimney Repair - Final Pymt	26906	\$800.00	100-41940-400	\$800.00

**Total For Period****\$60,756.32****Total Year To Date****\$575,576.68**

As of 12/31/2011

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$323,000.00	\$315,353.96	(\$7,646.04)
Total Acct 310	\$323,000.00	\$315,353.96	(\$7,646.04)
Building Permits	\$0.00	\$10,658.82	\$10,658.82
Dog Licenses	\$0.00	\$25.00	\$25.00
Zoning App Fee	\$0.00	\$206.00	\$206.00
Total Acct 322	\$0.00	\$10,889.82	\$10,889.82
State Grants and Aids	\$0.00	\$119.00	\$119.00
Total Acct 334	\$0.00	\$119.00	\$119.00
Recycle Grant	\$0.00	\$1,678.00	\$1,678.00
Cable Comm. Grant	\$0.00	\$7,595.06	\$7,595.06
Local Agency Grants	\$0.00	\$13,404.00	\$13,404.00
Total Acct 336	\$0.00	\$22,677.06	\$22,677.06
City Hall & Garage Rent	\$0.00	\$1,175.00	\$1,175.00
Total Acct 341	\$0.00	\$1,175.00	\$1,175.00
Fines	\$0.00	\$418.63	\$418.63
Total Acct 351	\$0.00	\$418.63	\$418.63
Miscellaneous	\$0.00	\$1,175.18	\$1,175.18
Total Acct 361	\$0.00	\$1,175.18	\$1,175.18
Interest Earnings	\$0.00	\$600.13	\$600.13
Contrib. & Donations-Private	\$0.00	\$600.00	\$600.00
Refunds and Reimbursements	\$0.00	\$1,791.61	\$1,791.61
Total Acct 362	\$0.00	\$2,991.74	\$2,991.74
<b>Total Revenues</b>	<b>\$323,000.00</b>	<b>\$354,800.39</b>	<b>\$31,800.39</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,000.00	\$1,774.80	\$225.20
Total Acct 411	\$2,000.00	\$1,774.80	\$225.20
City Council	\$2,800.00	\$3,879.15	(\$1,079.15)
Total Acct 413	\$2,800.00	\$3,879.15	(\$1,079.15)
Clerk - Treasurer	\$52,855.00	\$56,671.11	(\$3,816.11)
Elections	\$470.00	\$470.00	\$0.00
Office Operations/Supplies	\$4,500.00	\$5,661.87	(\$1,161.87)
Postage/Postal Permits	\$0.00	\$642.09	(\$642.09)
Total Acct 414	\$57,825.00	\$63,445.07	(\$5,620.07)
Financial Administration	\$16,000.00	\$15,444.70	\$555.30
Assessing	\$5,200.00	\$5,917.85	(\$717.85)
Total Acct 415	\$21,200.00	\$21,362.55	(\$162.55)

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

12/08/2011

Legal Services	\$8,000.00	\$6,641.13	\$1,358.87
Engineer Service	\$6,000.00	\$5,491.45	\$508.55
Total Acct 416	\$14,000.00	\$12,132.58	\$1,867.42
Per Diem	\$495.00	\$0.00	\$495.00
Total Acct 418	\$495.00	\$0.00	\$495.00
Grants	\$0.00	\$2,222.00	(\$2,222.00)
Planning and Zoning	\$0.00	\$46.00	(\$46.00)
City Training & Development	\$7,590.00	\$2,848.89	\$4,741.11
City Hall-Gov't Buildings	\$17,300.00	\$14,432.07	\$2,867.93
City Insurance	\$7,600.00	\$13,133.00	(\$5,533.00)
Cable Eqpmt and Service	\$0.00	\$903.00	(\$903.00)
Newsletter	\$1,000.00	\$300.00	\$700.00
Total Acct 419	\$33,490.00	\$33,884.96	(\$394.96)
Police	\$88,500.00	\$88,505.00	(\$5.00)
Total Acct 421	\$88,500.00	\$88,505.00	(\$5.00)
Fire	\$20,100.00	\$20,078.00	\$22.00
Total Acct 422	\$20,100.00	\$20,078.00	\$22.00
Building Inspection	\$0.00	\$7,053.98	(\$7,053.98)
Total Acct 424	\$0.00	\$7,053.98	(\$7,053.98)
Animal Control	\$0.00	\$857.00	(\$857.00)
Total Acct 428	\$0.00	\$857.00	(\$857.00)
PUBLIC WORKS	\$3,000.00	\$0.00	\$3,000.00
Total Acct 430	\$3,000.00	\$0.00	\$3,000.00
Streets & Road Mntnc	\$21,500.00	\$9,371.72	\$12,128.28
Ice and Snow Removal	\$0.00	\$10,318.73	(\$10,318.73)
Tree Care/Inspection	\$1,500.00	\$449.93	\$1,050.07
Tree Removal	\$4,000.00	\$3,722.09	\$277.91
Drainage - Structure Care	\$2,000.00	\$2,159.25	(\$159.25)
Street Signs	\$1,000.00	\$265.74	\$734.26
Street Lights	\$13,800.00	\$13,455.96	\$344.04
Water Utility	\$0.00	\$473.90	(\$473.90)
Sewer Utility	\$0.00	\$269.90	(\$269.90)
Total Acct 431	\$43,800.00	\$40,487.22	\$3,312.78
Weed Control	\$0.00	\$135.00	(\$135.00)
Total Acct 432	\$0.00	\$135.00	(\$135.00)
Sanitation - Recycling	\$12,000.00	\$10,110.68	\$1,889.32
Total Acct 441	\$12,000.00	\$10,110.68	\$1,889.32
Lawn Care/Mntnc	\$7,000.00	\$5,065.00	\$1,935.00
Total Acct 450	\$7,000.00	\$5,065.00	\$1,935.00
Recreation	\$1,500.00	\$1,421.42	\$78.58
Total Acct 451	\$1,500.00	\$1,421.42	\$78.58
Parks	\$13,000.00	\$15,754.65	(\$2,754.65)
Total Acct 452	\$13,000.00	\$15,754.65	(\$2,754.65)
CONSERVATION - NATURAL RESOURC	\$1,609.00	\$1,609.16	(\$0.16)
Total Acct 461	\$1,609.00	\$1,609.16	(\$0.16)

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

**12/08/2011**

Unallocated Expenditures	\$681.00	\$579.89	\$101.11
Total Acct 492	\$681.00	\$579.89	\$101.11
<b>Total Disbursements</b>	<b>\$323,000.00</b>	<b>\$328,136.11</b>	<b>(\$5,136.11)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$13,139.00	
<b>Beginning Cash Balance</b>		<b>\$513,678.05</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$527,203.33</b>	

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

12/08/2011

As of 12/31/2011

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock Permit Fee	\$0.00	\$8,535.00	\$8,535.00
Total Acct 322	\$0.00	\$8,535.00	\$8,535.00
Interest Earnings	\$0.00	\$0.46	\$0.46
Total Acct 362	\$0.00	\$0.46	\$0.46
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$8,535.46</b>	<b>\$8,535.46</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Recreation	\$0.00	\$1,400.00	(\$1,400.00)
Total Acct 451	\$0.00	\$1,400.00	(\$1,400.00)
Parks	\$0.00	\$1,078.93	(\$1,078.93)
Total Acct 452	\$0.00	\$1,078.93	(\$1,078.93)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$2,478.93</b>	<b>(\$2,478.93)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$7,550.65</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$13,607.18</b>	

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

**12/08/2011**

As of 12/31/2011

**Sewer 2004 Bonds**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$12,690.74	\$12,690.74
Total Acct 361	\$0.00	\$12,690.74	\$12,690.74
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$12,690.74</b>	<b>\$12,690.74</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$2,511.47	(\$2,511.47)
Total Acct 471	\$0.00	\$2,511.47	(\$2,511.47)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$2,511.47</b>	<b>(\$2,511.47)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$10,179.27</b>	

As of 12/31/2011

**Birchwood In Re-hab Bond**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$985.07	\$985.07
Total Acct 361	\$0.00	\$985.07	\$985.07
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$985.07</b>	<b>\$985.07</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$985.07</b>	

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

12/08/2011

As of 12/31/2011

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$31,880.73	\$31,880.73
Total Acct 361	\$0.00	\$31,880.73	\$31,880.73
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$31,880.73</b>	<b>\$31,880.73</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$53,684.17	(\$53,684.17)
Total Acct 471	\$0.00	\$53,684.17	(\$53,684.17)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$53,684.17</b>	<b>(\$53,684.17)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>(\$21,803.44)</b>	

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

12/08/2011

As of 12/31/2011

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$41,571.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$41,571.00</b>	

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

12/08/2011

As of 12/31/2011

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Interest Earnings	\$0.00	\$579.00	\$579.00
Total Acct 362	\$0.00	\$579.00	\$579.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$579.00</b>	<b>\$579.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$6,000.00	
<b>Beginning Cash Balance</b>		<b>\$65,527.99</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$60,106.99</b>	

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

12/08/2011

As of 12/31/2011

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Local Agency Grants	\$0.00	\$13,404.00	\$13,404.00
Total Acct 336	\$0.00	\$13,404.00	\$13,404.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$13,404.00</b>	<b>\$13,404.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$19,139.00	
Disbursements:			
Engineer Service	\$0.00	\$4,735.00	(\$4,735.00)
Total Acct 416	\$0.00	\$4,735.00	(\$4,735.00)
Drainage - Structure Care	\$0.00	\$27,808.00	(\$27,808.00)
Total Acct 431	\$0.00	\$27,808.00	(\$27,808.00)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$32,543.00</b>	<b>(\$32,543.00)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$0.00</b>	

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

12/08/2011

As of 12/31/2011

**Water Enterprise Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$43,036.85	\$43,036.85
Penalty - Late Water/Sewer	\$0.00	\$1,273.64	\$1,273.64
State & Misc fees	\$0.00	\$1,925.44	\$1,925.44
Total Acct 341	\$0.00	\$46,235.93	\$46,235.93
DELQ - Water-Sewer fees	\$0.00	\$3,614.73	\$3,614.73
Total Acct 361	\$0.00	\$3,614.73	\$3,614.73
Interest Earnings	\$0.00	\$379.80	\$379.80
Total Acct 362	\$0.00	\$379.80	\$379.80
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$50,230.46</b>	<b>\$50,230.46</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Engineer Service	\$0.00	\$472.00	(\$472.00)
Total Acct 416	\$0.00	\$472.00	(\$472.00)
Other Protection	\$0.00	\$1,375.00	(\$1,375.00)
Utility Locates	\$0.00	\$237.40	(\$237.40)
Total Acct 428	\$0.00	\$1,612.40	(\$1,612.40)
Water Utility	\$0.00	\$43,574.71	(\$43,574.71)
Wtr/Swr Emergency	\$0.00	\$23,276.47	(\$23,276.47)
Sewer Utility	\$0.00	\$62.79	(\$62.79)
Total Acct 431	\$0.00	\$66,913.97	(\$66,913.97)
Unallocated Expenditures	\$0.00	\$92.34	(\$92.34)
Total Acct 492	\$0.00	\$92.34	(\$92.34)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$69,090.71</b>	<b>(\$69,090.71)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$45,623.45</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$26,763.20</b>	

As of 12/31/2011

**Sewer Enterprise Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$68,662.68	\$68,662.68
Total Acct 341	\$0.00	\$68,662.68	\$68,662.68
Sewer Re-hab A&B	\$0.00	\$15.00	\$15.00
Sewer Lift	\$0.00	\$18.31	\$18.31
DELQ - Water-Sewer fees	\$0.00	\$3,307.12	\$3,307.12
Total Acct 361	\$0.00	\$3,340.43	\$3,340.43
Interest Earnings	\$0.00	\$515.26	\$515.26
Total Acct 362	\$0.00	\$515.26	\$515.26
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$72,518.37</b>	<b>\$72,518.37</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$237.40	(\$237.40)
Total Acct 428	\$0.00	\$237.40	(\$237.40)
Water Utility	\$0.00	\$62.79	(\$62.79)
Wtr/Swr Emergency	\$0.00	\$8,542.31	(\$8,542.31)
Sewer Utility	\$0.00	\$62,854.14	(\$62,854.14)
Total Acct 431	\$0.00	\$71,459.24	(\$71,459.24)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$71,696.64</b>	<b>(\$71,696.64)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$173,186.41</b>	
<b>Cash Balance as of 12/31/2011</b>		<b>\$174,008.14</b>	

**RESOLUTION 2011- 24**

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

**A RESOLUTION ABATING THE PORTION OF A PREVIOUSLY PAID SPECIAL  
ASSESSMENT THAT EXCEEDS THE AMOUNT OWED**

WHEREAS, in the certification process for the City's debt service projects it was discovered that two property owners have overpaid for the debt service special assessment on their property taxes; and

WHEREAS, PID 30.030.21.22.0032 requires an abatement in the amount of \$251.00 as this property owner made a lump sum payment several years ago which should have resulted in early payoff for 2011; and

WHEREAS, PID 30.030.21.13.0071 requires an abatement in the amount of \$415.71 because this property was found to have a special assessment certified for two sewer rehab projects (#s 0531003 & 05822610) at one address, which is incorrect; this error was confirmed by the City Engineer; and

WHEREAS, when these situations are identified to the City, the City Council by resolution abates the erroneous amount paid and forwards said resolution to Washington County.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that the following dollar amounts, representing the amount of a special assessment bill that exceeds the amount due and proper, are hereby abated on the following affected properties, identified herein by PID number:

- 1. PID 30.030.21.22.0032 (145 Wildwood Avenue): \$251.00
- 2. PID 30.030.21.13.0071 (600 Wildwood Avenue): \$415.71

I certify that the City of Birchwood Village adopted the above Resolution on this 13th day of December, 2011.

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

ATTEST:

\_\_\_\_\_  
Dale Richard Powers, MA, AICP  
City Clerk

# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: OCT 11

Name: MORGAN JOSEPH PAUL  
Last First Middle

Address: 336 LABORE RD 205 LITTLE CANADA 55117  
Street (Apt) City/State Zip

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

Contact Information: ( ) N/A [REDACTED]  
Home Telephone Mobile/Cellular/Work/Other

How did you learn about our company? PREVIOUS EMPLOYEE

POSITION SOUGHT: LEVEL 1 RINK ATTENDANT Available Start Date: WHEN WEATHER PERMITS

Desired Pay Range: 10 + hr (3rd yr) Are you currently employed? YES  
Hourly or Salary

**EDUCATION**

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	WHITE BEAR LAKE	1998 YES	
College or University	VERMILION	2002	AA
Specialized Training, Trade School, etc...	CENTURY	1999 2005	EMT-B CODING ASSOCIATES
Other Education			

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

2 years of PREVIOUS RINK ATTENDANT EXPERIENCE w/ BIRCHWOOD. EMT / MEDICAL TRAINING. DOWNHILL SKI RACE COACH.

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title
06 SEP 11 - CURRENT	TWIN CITIES APPLISTERY	FRIDLEY, MN	MANUFACTURER

Job notes, tasks performed and reason for leaving:

INDUSTRIAL SEWING MANUFACTURER - MEDICAL, MILITARY,  
AND TRAVEL BAGS.

Dates Employed	Company Name	Location	Role/Title
2009 - 2011	TARPS INC	SAVAGE, MN	MANUFACTURER

Job notes, tasks performed and reason for leaving:

INDUSTRIAL SEWING MANUFACTURER - SEMI TARPS, TRAILOR  
TARPS, STAGE TARPS, MACHINE COVERS, BOAT COVERS, POOL COVERS,  
ECT..

Dates Employed	Company Name	Location	Role/Title
2009 / 2010	BIRCHWOOD VILLAGE	BIRCHWOOD	LEVEL 1 RINK ATTENDANT

Job notes, tasks performed and reason for leaving:

SHOVEL, FLOOD, BABY SIT, NEIGHBORHOOD RINK EMBASSADOR.

Dates Employed	Company Name	Location	Role/Title
2009	SKI JAMMERS	WYZATA, MN	RACE COACH

Job notes, tasks performed and reason for leaving:

INSTRUCT GROUP OF MIDDLE SCHOOL AGED CHILDREN  
ON SLALOM & GIANT SLALOM RACING TECHNIQUES.

# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: November 9<sup>th</sup>, 2011

Name: Kippen Last Jack First H Middle

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

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

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

How did you learn about our company? Chad Carlson and the Carlson family

POSITION SOUGHT: Rink Attendant Available Start Date: ASAP

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

**EDUCATION**

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	<u>DLHS Detroit Lakes, MN</u>	<u>'07</u>	
College or University	<u>Lake Superior College '07</u> <u>Dakota College at Bottineau</u>	<u>→ 2010</u>	<u>Recreation mgmt</u>
Specialized Training, Trade School, etc...			
Other Education			

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

Competed in two seasons of Junior A Hockey with Bozeman ILDogs and Helena Bighorns in the NORPAC hockey league 2008-2010.

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title
MAY 2011 -	White Bear Sailing School	White Bear Lake	INSTRUCTOR

Job notes, tasks performed and reason for leaving:

Helped with the instruction of sailing to kids age 6 to 16 and Adult groups. Managed Beach front. Maintained boats and docks. SEASON END.

Dates Employed	Company Name	Location	Role/Title
MAY '07 - 2010	Fair Hills Resort	Detroit Lakes, MN	Rec. Director / <del>water</del> SK: instructor

Job notes, tasks performed and reason for leaving:

As a Recreation Director I organized activities/games for kids age 8-14 during their stay at the resort, Saturday - Friday, each week. I also helped with various maintenance jobs in the years worked there. Mowing, cleaning, Boats, Docks. SEASON END left for Hockey.

Dates Employed	Company Name	Location	Role/Title
Aug 2011 -	Carmichael Family	Duluth, MN	PLA. → Personal Care

Job notes, tasks performed and reason for leaving:

Help and assist young Artistic Boy with school and social skills. Attend school with him and shadow him throughout the day. Currently still employed. ~~100~~

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: 11/9/11

Name: Howland Nicholas Allan  
Last First Middle

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

Alternate Address: PO Box 10865 White Box Lake, MN 55110  
Street City/State Zip

Contact Information: ( ) ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~  
Home Telephone Mobile Telephone Email

How did you learn about our company? Birkwood Resident - Chad Carson

**POSITION SOUGHT:** Rink Attendant Available Start Date: Asap

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

**EDUCATION**

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	Detroit Lakes HS Detroit Lakes, MN	Yes, 2006	
College or University	University of Minnesota Twin Cities	Yes, Spring 2011	Commercial Recreation
Specialized Training, Trade School, etc...			
Other Education	CPR/First Aid Certified		

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

I have lots of experience working with youth in a variety of settings. Strong leadership and organizational skills. Very good with people. Dependable, motivated and neat with a strong passion for teaching and coaching. Very handy -> can fix or build just about anything. Quick learner and a perfectionist. Grown up around hockey with experience building and maintaining outdoor rinks.

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title
9/10 - current	White Bear Sailing School	Dellwood, MN	Waterfront Director Head Coach

Job notes, tasks performed and reason for leaving:

Managed a staff of 10. Worked directly with parents and kids. Reported to an executive board on a monthly basis. Maintained facilities including a fleet of 20+ sailboats and 3 motor-boats. I ~~was~~ <sup>am</sup> also in charge of marketing and advertising for W.B.S.S.

Dates Employed	Company Name	Location	Role/Title
6/01 - 8/10	Fair Hills Resort	Detroit Lakes MN	Water Ski / Sailing Inst. Maintenance

Job notes, tasks performed and reason for leaving:

Taught sailing and water ski lessons to individuals between the ages of 3-65. Performed many other tasks around the resort, including grounds maintenance, youth recreation director. Left after 9 summers to try something new after graduating college.

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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**275.065 PROPOSED PROPERTY TAXES; NOTICE.**

Subdivision 1. **Proposed levy.** (a) Notwithstanding any law or charter to the contrary, on or before September 15, each taxing authority, other than a school district, shall adopt a proposed budget and shall certify to the county auditor the proposed or, in the case of a town, the final property tax levy for taxes payable in the following year.

(b) On or before September 30, each school district that has not mutually agreed with its home county to extend this date shall certify to the county auditor the proposed property tax levy for taxes payable in the following year. Each school district that has agreed with its home county to delay the certification of its proposed property tax levy must certify its proposed property tax levy for the following year no later than October 7. The school district shall certify the proposed levy as:

(1) a specific dollar amount by school district fund, broken down between voter-approved and non-voter-approved levies and between referendum market value and tax capacity levies; or

(2) the maximum levy limitation certified by the commissioner of education according to section 126C.48, subdivision 1.

(c) If the board of estimate and taxation or any similar board that establishes maximum tax levies for taxing jurisdictions within a first class city certifies the maximum property tax levies for funds under its jurisdiction by charter to the county auditor by September 15, the city shall be deemed to have certified its levies for those taxing jurisdictions.

(d) For purposes of this section, "taxing authority" includes all home rule and statutory cities, towns, counties, school districts, and special taxing districts as defined in section 275.066. Intermediate school districts that levy a tax under chapter 124 or 136D, joint powers boards established under sections 123A.44 to 123A.446, and Common School Districts No. 323, Franconia, and No. 815, Prinsburg, are also special taxing districts for purposes of this section.

(e) At the meeting at which the taxing authority, other than a town, adopts its proposed tax levy under paragraph (a) or (b), the taxing authority shall announce the time and place of its subsequent regularly scheduled meetings at which the budget and levy will be discussed and at which the public will be allowed to speak. The time and place of those meetings must be included in the proceedings or summary of proceedings published in the official newspaper of the taxing authority under section 123B.09, 375.12, or 412.191.

**Subd. 1a. Overlapping jurisdictions.** In the case of a taxing authority lying in two or more counties, the home county auditor shall certify the proposed levy and the proposed local tax rate to the other county auditor by October 5, unless the home county has agreed to delay the certification of its proposed property tax levy, in which case the home county auditor shall certify the proposed levy and the proposed local tax rate to the other county auditor by October 10. The home county auditor must estimate the levy or rate in preparing the notices required in subdivision 3, if the other county has not certified the appropriate information. If requested by the home county auditor, the other county auditor must furnish an estimate to the home county auditor.

Subd. 1b. [Repealed, 1992 c 511 art 3 s 9]

**Subd. 1c. Levy; shared, merged, consolidated services.** If two or more taxing authorities are in the process of negotiating an agreement for sharing, merging, or consolidating services between those taxing authorities at the time the proposed levy is to be certified under subdivision 1, each taxing authority involved in the negotiation shall certify its total proposed levy as

provided in that subdivision, including a notification to the county auditor of the specific service involved in the agreement which is not yet finalized. The affected taxing authorities may amend their proposed levies under subdivision 1 until October 10 for levy amounts relating only to the specific service involved.

**Subd. 1d. Failure to certify proposed levy.** If a taxing authority fails to certify its proposed levy by the due dates specified under subdivisions 1, 1a, and 1c, the county auditor shall use the authority's previous year's final levy under section 275.07, subdivision 1, for purposes of determining its proposed property tax notices and public advertisements under this section.

**Subd. 2.** [Repealed, 1Sp1989 c 1 art 9 s 85]

**Subd. 3. Notice of proposed property taxes.** (a) The county auditor shall prepare and the county treasurer shall deliver after November 10 and on or before November 24 each year, by first class mail to each taxpayer at the address listed on the county's current year's assessment roll, a notice of proposed property taxes. Upon written request by the taxpayer, the treasurer may send the notice in electronic form or by electronic mail instead of on paper or by ordinary mail.

(b) The commissioner of revenue shall prescribe the form of the notice.

(c) The notice must inform taxpayers that it contains the amount of property taxes each taxing authority proposes to collect for taxes payable the following year. In the case of a town, or in the case of the state general tax, the final tax amount will be its proposed tax. The notice must clearly state for each city that has a population over 500, county, school district, regional library authority established under section 134.201, and metropolitan taxing districts as defined in paragraph (i), the time and place of a meeting for each taxing authority in which the budget and levy will be discussed and public input allowed, prior to the final budget and levy determination. The taxing authorities must provide the county auditor with the information to be included in the notice on or before the time it certifies its proposed levy under subdivision 1. The public must be allowed to speak at that meeting, which must occur after November 24 and must not be held before 6:00 p.m. It must provide a telephone number for the taxing authority that taxpayers may call if they have questions related to the notice and an address where comments will be received by mail, except that no notice required under this section shall be interpreted as requiring the printing of a personal telephone number or address as the contact information for a taxing authority. If a taxing authority does not maintain public offices where telephone calls can be received by the authority, the authority may inform the county of the lack of a public telephone number and the county shall not list a telephone number for that taxing authority.

(d) The notice must state for each parcel:

(1) the market value of the property as determined under section 273.11, and used for computing property taxes payable in the following year and for taxes payable in the current year as each appears in the records of the county assessor on November 1 of the current year; and, in the case of residential property, whether the property is classified as homestead or nonhomestead. The notice must clearly inform taxpayers of the years to which the market values apply and that the values are final values;

(2) the items listed below, shown separately by county, city or town, and state general tax, net of the residential and agricultural homestead credit under section 273.1384, voter approved school levy, other local school levy, and the sum of the special taxing districts, and as a total of all taxing authorities:

- (i) the actual tax for taxes payable in the current year; and
- (ii) the proposed tax amount.

If the county levy under clause (2) includes an amount for a lake improvement district as defined under sections 103B.501 to 103B.581, the amount attributable for that purpose must be separately stated from the remaining county levy amount.

In the case of a town or the state general tax, the final tax shall also be its proposed tax unless the town changes its levy at a special town meeting under section 365.52. If a school district has certified under section 126C.17, subdivision 9, that a referendum will be held in the school district at the November general election, the county auditor must note next to the school district's proposed amount that a referendum is pending and that, if approved by the voters, the tax amount may be higher than shown on the notice. In the case of the city of Minneapolis, the levy for Minneapolis Park and Recreation shall be listed separately from the remaining amount of the city's levy. In the case of the city of St. Paul, the levy for the St. Paul Library Agency must be listed separately from the remaining amount of the city's levy. In the case of Ramsey County, any amount levied under section 134.07 may be listed separately from the remaining amount of the county's levy. In the case of a parcel where tax increment or the fiscal disparities areawide tax under chapter 276A or 473F applies, the proposed tax levy on the captured value or the proposed tax levy on the tax capacity subject to the areawide tax must each be stated separately and not included in the sum of the special taxing districts; and

(3) the increase or decrease between the total taxes payable in the current year and the total proposed taxes, expressed as a percentage.

For purposes of this section, the amount of the tax on homesteads qualifying under the senior citizens' property tax deferral program under chapter 290B is the total amount of property tax before subtraction of the deferred property tax amount.

(e) The notice must clearly state that the proposed or final taxes do not include the following:

(1) special assessments;

(2) levies approved by the voters after the date the proposed taxes are certified, including bond referenda and school district levy referenda;

(3) a levy limit increase approved by the voters by the first Tuesday after the first Monday in November of the levy year as provided under section 275.73;

(4) amounts necessary to pay cleanup or other costs due to a natural disaster occurring after the date the proposed taxes are certified;

(5) amounts necessary to pay tort judgments against the taxing authority that become final after the date the proposed taxes are certified; and

(6) the contamination tax imposed on properties which received market value reductions for contamination.

(f) Except as provided in subdivision 7, failure of the county auditor to prepare or the county treasurer to deliver the notice as required in this section does not invalidate the proposed or final tax levy or the taxes payable pursuant to the tax levy.

(g) If the notice the taxpayer receives under this section lists the property as nonhomestead, and satisfactory documentation is provided to the county assessor by the applicable deadline, and

the property qualifies for the homestead classification in that assessment year, the assessor shall reclassify the property to homestead for taxes payable in the following year.

(h) In the case of class 4 residential property used as a residence for lease or rental periods of 30 days or more, the taxpayer must either:

- (1) mail or deliver a copy of the notice of proposed property taxes to each tenant, renter, or lessee; or
- (2) post a copy of the notice in a conspicuous place on the premises of the property.

The notice must be mailed or posted by the taxpayer by November 27 or within three days of receipt of the notice, whichever is later. A taxpayer may notify the county treasurer of the address of the taxpayer, agent, caretaker, or manager of the premises to which the notice must be mailed in order to fulfill the requirements of this paragraph.

(i) For purposes of this subdivision and subdivision 6, "metropolitan special taxing districts" means the following taxing districts in the seven-county metropolitan area that levy a property tax for any of the specified purposes listed below:

- (1) Metropolitan Council under section 473.132, 473.167, 473.249, 473.325, 473.446, 473.521, 473.547, or 473.834;
- (2) Metropolitan Airports Commission under section 473.667, 473.671, or 473.672; and
- (3) Metropolitan Mosquito Control Commission under section 473.711.

For purposes of this section, any levies made by the regional rail authorities in the county of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington under chapter 398A shall be included with the appropriate county's levy.

(j) The governing body of a county, city, or school district may, with the consent of the county board, include supplemental information with the statement of proposed property taxes about the impact of state aid increases or decreases on property tax increases or decreases and on the level of services provided in the affected jurisdiction. This supplemental information may include information for the following year, the current year, and for as many consecutive preceding years as deemed appropriate by the governing body of the county, city, or school district. It may include only information regarding:

- (1) the impact of inflation as measured by the implicit price deflator for state and local government purchases;
- (2) population growth and decline;
- (3) state or federal government action; and
- (4) other financial factors that affect the level of property taxation and local services that the governing body of the county, city, or school district may deem appropriate to include.

The information may be presented using tables, written narrative, and graphic representations and may contain instruction toward further sources of information or opportunity for comment.

Subd. 3a. [Repealed, 1Sp2003 c 21 art 4 s 13]

Subd. 4. **Costs.** If the reasonable cost of the county auditor's services and the cost of preparing and mailing the notice required in this section exceed the amount distributed to the county by the commissioner of revenue to administer this section, the taxing authority must

reimburse the county for the excess cost. The excess cost must be apportioned between taxing jurisdictions as follows:

- (1) one-third is allocated to the county;
- (2) one-third is allocated to cities and towns within the county; and
- (3) one-third is allocated to school districts within the county.

The amounts in clause (2) must be further apportioned among the cities and towns in the proportion that the number of parcels in the city and town bears to the number of parcels in all the cities and towns within the county. The amount in clause (3) must be further apportioned among the school districts in the proportion that the number of parcels in the school district bears to the number of parcels in all school districts within the county.

Subd. 5. [Repealed, 1Sp1989 c 1 art 9 s 85]

Subd. 5a. [Repealed, 2009 c 88 art 3 s 10]

**Subd. 6. Adoption of budget and levy.** (a) The property tax levy certified under section 275.07 by a city of any population, county, metropolitan special taxing district, regional library district, or school district must not exceed the proposed levy determined under subdivision 1, except by an amount up to the sum of the following amounts:

- (1) the amount of a school district levy whose voters approved a referendum to increase taxes under section 123B.63, subdivision 3, or 126C.17, subdivision 9, after the proposed levy was certified;
- (2) the amount of a city or county levy approved by the voters after the proposed levy was certified;
- (3) the amount of a levy to pay principal and interest on bonds approved by the voters under section 475.58 after the proposed levy was certified;
- (4) the amount of a levy to pay costs due to a natural disaster occurring after the proposed levy was certified, if that amount is approved by the commissioner of revenue under subdivision 6a;
- (5) the amount of a levy to pay tort judgments against a taxing authority that become final after the proposed levy was certified, if the amount is approved by the commissioner of revenue under subdivision 6a;
- (6) the amount of an increase in levy limits certified to the taxing authority by the commissioner of education or the commissioner of revenue after the proposed levy was certified;
- (7) the amount required under section 126C.55;
- (8) the levy to pay emergency debt certificates under section 475.755 authorized and issued after the proposed levy was certified; and
- (9) the amount of unallotment under section 16A.152 that was recertified under section 275.07, subdivision 6.

(b) This subdivision does not apply to towns and special taxing districts other than regional library districts and metropolitan special taxing districts.

(c) Notwithstanding the requirements of this section, the employer is required to meet and negotiate over employee compensation as provided for in chapter 179A.

**Subd. 6a. Approval of commissioner.** (a) A taxing authority may appeal to the commissioner of revenue for authorization to levy an amount over the amount of the proposed levy. The taxing authority must provide evidence satisfactory to the commissioner that it has incurred costs for the purposes specified in paragraph (b). The commissioner may approve an increase in the taxing authority's levy of up to the amount of costs incurred or a lesser amount determined by the commissioner. The commissioner's decision is final.

(b) A levy addition may be made under paragraph (a) for the following costs incurred after the proposed levy is certified: (1) the unreimbursed costs to satisfy judgments rendered against the taxing authority by a court of competent jurisdiction in a tort action in excess of \$50,000 or ten percent of the current year's proposed certified levy whichever is less; and (2) the costs incurred in clean up of a natural disaster. For purposes of this subdivision, "natural disaster" includes the occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from causes such as earthquake, fire, flood, windstorm, wave action, oil spill, water contamination, air contamination, or drought.

Subd. 6b. [Repealed, 2009 c 88 art 3 s 10]

Subd. 6c. [Repealed, 2009 c 88 art 3 s 10]

**Subd. 7. Certification of compliance.** At the time the taxing authority certifies its tax levy under section 275.07, it shall certify to the commissioner of revenue its compliance with this section. The certification must contain the information required by the commissioner of revenue to determine compliance with this section. If the commissioner determines that the taxing authority has failed to substantially comply with the requirements of this section, the commissioner of revenue shall notify the county auditor. The decision of the commissioner is final. When fixing rates under section 275.08 for a taxing authority that has not complied with this section, the county auditor must use the taxing authority's previous year's levy, plus any additional amounts necessary to pay principal and interest on general obligation bonds of the taxing authority for which its taxing powers have been pledged if the bonds were issued before 1989.

Subd. 8. [Repealed, 2009 c 88 art 3 s 10]

Subd. 9. [Repealed, 2009 c 88 art 3 s 10]

Subd. 10. [Repealed, 2009 c 88 art 3 s 10]

**History:** 1988 c 719 art 5 s 30; 1Sp1989 c 1 art 2 s 11; art 9 s 31-38; 1990 c 604 art 3 s 23-26; 1991 c 130 s 28,37; 1991 c 199 art 2 s 20; 1991 c 265 art 9 s 64-66; 1991 c 291 art 5 s 1-3; 1992 c 499 art 8 s 21; art 12 s 24,29; 1992 c 511 art 3 s 2-7; art 5 s 8; 1992 c 603 s 24; 1993 c 224 art 1 s 30; 1993 c 271 s 3; 1993 c 375 art 3 s 24; art 7 s 9-12,29; art 12 s 10; 1994 c 416 art 1 s 25-27; 1994 c 510 art 1 s 8; 1994 c 587 art 3 s 10; art 7 s 5; 1994 c 628 art 3 s 23,24; 1995 c 264 art 3 s 14,15; art 4 s 4; art 16 s 12; 1Sp1995 c 3 art 1 s 52; art 16 s 13; 1996 c 305 art 1 s 60; 1996 c 455 art 5 s 1,2; 1996 c 471 art 3 s 16-18,52; art 11 s 2; 1997 c 31 art 3 s 9; 1997 c 231 art 4 s 1-8,12; art 14 s 2; 1998 c 254 art 1 s 79; 1998 c 389 art 3 s 12,13; 1998 c 397 art 11 s 3; 1999 c 159 s 126; 2000 c 260 s 44; 1Sp2001 c 5 art 3 s 47-49; 2002 c 377 art 4 s 22; 2002 c 390 s 2; 2003 c 130 s 12; 1Sp2003 c 21 art 4 s 6; 2004 c 294 art 1 s 9; 1Sp2005 c 3 art 1 s 21-24; 2007 c 121 art 2 s 1,6; 2007 c 146 art 5 s 9,10; 2008 c 154 art 2 s 17; art 13 s 38,39; 2008 c 277 art 1 s 59; 2008 c 366 art 6 s 33,34; 2009 c 88 art 3 s 2-4; 2010 c 389 art 1 s 16; art 8 s 10

# MINNESOTA • REVENUE

August 9, 2011

**To: County Board Chairs, County Auditors, School District Superintendents, City Finance Officials of Cities over 500 Population, and Metro Special Taxing Districts**

**RE: (1) Repeal of Exemption from the Truth in Taxation Public Meeting and Publication Requirements**  
**(2) Truth in Taxation Requirements for Taxes Payable in 2012**  
**(3) Payable 2012 Proposed Property Taxes Parcel Specific Notice**  
**(4) Repeal of the Published (Posted) Notices**  
**(5) The Certification of Compliance with Truth in Taxation for the Taxes Payable Year 2012**

All counties, all school districts, all cities over 500 population, and all metropolitan special taxing districts are required to hold public meetings for the taxes payable year 2012, to give notice of their public meetings, and to certify their compliance with the Truth in Taxation Law. The meeting, in which the public is allowed to speak and the budget and levy is discussed, may be part of a regularly scheduled meeting but must occur after 6:00 PM. The meeting date does not need to be coordinated with the home county auditor to avoid conflicting with meetings occurring in overlapping taxing authorities.

## **Repeal of Exemption from the Public Meeting and Publication Requirements**

In previous years it was possible for local jurisdictions to avoid holding a Truth in Taxation public meeting if their current year levy did not exceed their previous year levy by a percentage equal to the implicit price deflator. This exemption has been repealed..

## **Truth in Taxation Requirements for Taxes Payable in 2012**

The Department of Revenue's website contains documents that should be used as guides for scheduling and holding public meetings, adopting/certifying a proposed and a final property tax levy, and monitoring compliance with the Truth in Taxation Law. These companion documents include the "Payable 2012 Truth in Taxation Instructions," the "Calendar for Proposed Property Taxes, Public Meetings, and Final Property Taxes for Payable 2012," and the "Truth in Taxation Checklist – Payable 2012." These documents are on the Department of Revenue's web page.

## **Payable 2012 Proposed Property Taxes Parcel Specific Notice**

The website also contains documents that have been prepared for the county auditors and county treasurers to use in preparing the payable 2012 proposed property taxes parcel specific notices. These include various examples of the prescribed form of parcel specific notices, the

*Continued...*

Property Tax Division  
Mail Station 3340  
St. Paul, MN 55146-3340

Tel: 651-556-6095  
Fax: 651-556-3128  
TTY: Call 711 for Minnesota Relay  
*An equal opportunity employer*

“Instructions for Parcel Specific Notices for the Taxes Payable Year 2012,” and the “Example of the Determination of the 2012 Proposed Property Tax Notice Amounts.”

### **Repeal of the Published (Posted) Notices**

The requirement to publish or post a notice of a Truth in Taxation public meeting has been repealed. Local jurisdictions are still required to provide TNT public meeting information (with the proposed levy certification) to the county auditor to include with the parcel specific notice. However, the meeting dates no longer need to be coordinated to avoid local governments holding meetings at the same time.

### **Certification of Compliance with Truth in Taxation**

Each county, school district, city over 500 population, and metropolitan special taxing district must complete a PT FORM TNT-2012 “Certification of Truth in Taxation – Taxes Payable 2012” and submit it to the Department of Revenue after it has adopted its final levy and certified the final levy to the county auditor. The form must be completed in full and signed by the authorized representative of the local government. This document is on the Department of Revenue’s web page.

If your taxing authority has increased its payable 2012 final property tax levy above its proposed property tax levy by any of the allowable “add-on” levies, the “Supplement to PT FORM TNT-2012” must also be completed and submitted to the Department of Revenue. The allowable “add-on” levies are identified on the Supplement. If this does not apply to your taxing authority, do not complete or return the Supplement. This document is also on the Department of Revenue’s web page.

Please submit the PT FORM TNT-2012 and the Supplement (if applicable), to the Department of Revenue, Property Tax Division, Mail Station 3340, St. Paul, Minnesota 55146-3340. A copy of a completed Supplement should also be submitted to the county auditor.

The deadline for submitting the PT FORM TNT-2012 and Supplement (if applicable) to the county auditor is January 1, 2012. However, please submit the documents as soon as you adopt your taxing authority’s final property tax levy. This will prevent questions concerning the final property tax levy arising after the county auditor has begun to spread the levy.

If you have any questions concerning this letter, please feel free to contact me.

Sincerely,

**Shawn Wink**  
State Program Administrator Principal  
Tel: (651) 556-6095  
Email: [shawn.wink@state.mn.us](mailto:shawn.wink@state.mn.us)

**RESOLUTION 2011-22**  
**CITY OF BIRCHWOOD VILLAGE**  
**WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION ADOPTING THE FINAL LEVY ON REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA PAYABLE IN FISCAL YEAR 2012

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is required to maintain a budget for its fiscal operations; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota has the legal authority to use its taxing authority to levy necessary funds to operate the City; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is continually monitoring its budget and develops a fiscal budget based on a calendar year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Washington County, Minnesota that the 2011 levy on real property located within the corporate limits of the City of Birchwood Village, Washington County, Minnesota, payable on property taxes in the year 2012, be set at \$ \_\_\_\_\_ .00

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 13th day of December 2011.

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

Attest:

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

5d

**RESOLUTION 2011-23**

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

A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE MUNICIPAL OPERATIONS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA FOR FISCAL YEAR 2012

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is required to maintain a budget for its fiscal operations; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota has the legal authority to use its taxing authority to levy necessary funds to operate the City; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is continually monitoring its budget and develops a fiscal budget based on a calendar year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Washington County, Minnesota that the final budget for the municipal operations of the City of Birchwood Village, Washington County, Minnesota, for fiscal year 2012, and as indicated in the attached exhibit, is hereby adopted.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 13th day of December 2011.

\_\_\_\_\_  
Mary Wingfield, Mayor

Attest:

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

**INSERT PART 2  
OF 2 HERE**



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

**MEMORANDUM**

DATE: December 8, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: Utility Late Fee Ordinance

=====

As part of last year's review of utility rates, the City Council heard from Shelly Rueckert, City of Little Canada Finance Director (Little Canada provides utility billing services to the City) on what other cities charge for interest on delinquent utility bills. As a result of the presentation, the City Council directed the City Attorney to develop a draft ordinance and enabling resolution providing for a 5% late fee per quarter on the outstanding delinquent balance, for presentation at the next Council meeting. City Attorney Kevin Sandstrom provided the enclosed exhibits, but in the transition to a new Council the matter was somehow lost. Staff presented this matter to the Council at its October 11, 2011 meeting. The Council directed this matter be placed for public hearing (per the Council's Rules of Procedure) and decision at the December 13, 2011 Council Meeting.

**State of Minnesota  
County of Washington  
City of Birchwood Village  
Resolution No. 2011 – 25**

**Resolution Adopting Ordinance No. 2011-05 Amending Fee Ordinance**

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

WHEREAS, the City has conducted a thorough study of its utility fees in relation to the costs associated with administering such services, including late fees typically charged by other municipalities upon delinquent utility billings; and

WHEREAS, the proposed code revisions to enact a utility late fee are set forth in Ordinance No. 2011-05 entitled Utility Late Fee Ordinance.

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

1. The Council hereby approves and adopts Ordinance No. 2011-05, Utility Late Fee Ordinance.

Adopted by the City Council on this 13th day of December, 2011.

Approved:

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

Attested:

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

City of Birchwood Village  
Ordinance No. 2011-05

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

**UTILITY LATE FEE ORDINANCE**

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications, services, or other matters handled by the City; and

WHEREAS, the City has conducted a thorough study of its utility fees in relation to the costs associated with administering such services, including late fees typically charged by other municipalities upon delinquent utility billings.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE ORDAINS:**

Chapter 701 of the Municipal Code of the City of Birchwood Village is hereby amended to add the following provision:

701.095 Water and Sewer Utility Late Fee. The City shall charge and collect a late fee in the amount of 5.0% per quarter on the outstanding delinquent balance owed on a resident's water and sewer utility billing.

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Adopted by the City of Birchwood Village City Council this 13th day of December, 2011.

Attest: \_\_\_\_\_, Mayor  
Alan Mitchell

Attest: \_\_\_\_\_, City Clerk  
Dale Powers



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

**MEMORANDUM**

DATE: December 8, 2011  
TO: City Council  
FROM: Personnel Committee (Mayor Alan Mitchell & Deputy Mayor Jane Harper)  
RE: Market Survey – Clerk’s Salary

=====

As part of the clerk’s performance review the Personnel Committee recommended that the Council undertake a market survey to determine whether an additional adjustment (over the 4% increase awarded in September 2011) is appropriate to bring the salary in line with comparable positions. The City Council authorized Council Member Harper to engage the services of an employment agency to do a market survey on comparable positions. MPS Staffing conducted that survey and its report is attached.

**Findings**

The Personnel Committee reviewed this report and finds that the clerk’s current pay of \$22.67 per hour (\$35,360 annually) is commensurate with that of comparable positions. The cash compensation is at about 62% of market. One point of distinction, however, is that only 10 % of those surveyed reported offering no health benefits. Birchwood does not offer health benefits. Although the report showed a correlation between cash compensation and many compensation influencers such as tenure in job and organization size, it did not show the correlation of health benefits with compensation. Also, one cannot conclude from the survey whether or not the 10% of the organizations not offering health benefits were full-time or part-time jobs.

**Recommendation**

Based on the Market Survey report, the Personnel Committee concludes that with the 4% raise awarded to the clerk in July 2011, the clerk’s cash compensation is consistent with the broader market of comparable jobs and recommends that no additional pay increase be granted at this time. The Personnel Committee also recommends that in 2012 the city council explore the issue of offering health insurance to employees.

Respectfully submitted,

Al Mitchell & Jane Harper, Personnel Committee



PayScale Report • City of Birchwood City Clerk  
Stillwater, Minnesota, United States  
Local Government

Report date Friday, November 4, 2011  
Prepared for Sara Dado  
Company MPS Staffing



Report Contents

City of Birchwood City Clerk  
Stillwater, Minnesota, United States

a. Compensation and Benefits Summary

- i. salaried
  - total cash compensation*
  - base salary*
  - annualized compensation*
  - bonus*
- ii. hourly
  - hourly rate*
  - annualized compensation*
  - bonus*
- iii. benefits summary

b. Report Description

- i. about your report
- ii. job summary
- iii. specified search criteria
- iv. how to use this report

c. Compensation Influencers

- i. employment setting
- ii. skills and experience
- iii. training and education
- iv. location

d. Anonymous Profiles

- i. data summary
- ii. anonymous matching profiles

e. Methodology

Compensation and Benefits Summary

City of Birchwood City Clerk  
 Stillwater, Minnesota, United States  
 See page 4 for search criteria

This PayScale compensation report represents a snapshot of the labor market for the position: **City of Birchwood City Clerk**. To ensure the most accurate report, confirm that the PayScale Job and profile details on the following page describe this position and organization accurately.

PayScale Job: City Clerk

Typical years experience in field of 2-3 years. Skills/Specialties include Payroll Administration, Research Analysis, Budgeting, Records Management, Drafting Correspondence. Typically holds GED or High School Diploma.

Salaried

	Reporting	Average	10th	25th	50th	75th	90th
Total Cash Compensation		\$43,763	\$30,601	\$36,045	\$43,341	\$52,326	\$62,347
Base Salary	62%	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Bonus	18%	\$453.13	\$56.45	\$146.35	\$373.12	\$920	\$2,152

*Currency: U.S. Dollar (USD)*

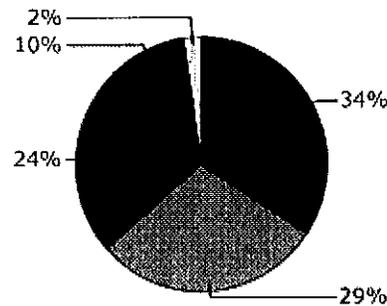
Hourly

	Reporting	Average	10th	25th	50th	75th	90th
Hourly Rate	38%	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Bonus	18%	\$453.13	\$56.45	\$146.35	\$373.12	\$920	\$2,152

Benefits Summary

Health Benefits for this Position:

- Dental & Medical / Health 34% receive ●
- Dental, Medical / Health & Vision 29% receive ●
- Medical / Health 24% receive ●
- None 10% receive ●
- Medical / Health & Vision 2% receive ●
- 41 reporting



Other Popular Benefits for this Position:

- Paid Holidays / Vacation
- Paid Sick Leave
- Life Insurance/Disability
- 401(k)
- Casual Dress/Atmosphere

Report Description ..... City of Birchwood City Clerk  
Stillwater, Minnesota, United States

### PayScale Job: City Clerk

Typical years experience in field of 2-3 years. Skills/Specialties include Payroll Administration, Research Analysis, Budgeting, Records Management, Drafting Correspondence. Typically holds GED or High School Diploma.

### Specified Job Details

This report is based on the following job details.

#### Profile Details Ordered by Matching Precedence

- |  |   |
|--|---|
| 1. PayScale Job Title: City Clerk  | 5. Typical Degree Level: GED or High School Diploma   |
| 2. Location: Minneapolis-St. Paul-Bloomington, Minnesota / Wisconsin Metropolitan Area | 6. Number of Employees: 75  |
| 3. Years Experience Range: 2-3   | 7. Certification/License: - any -   |
| 4. Organization's Product/Business: Local Government                                   | 8. Organization Type: Government - State & Local  |
|  | 9. Skill/Specialty: Payroll Administration, Research Analysis, Budgeting, Records Management, Drafting Correspondence |

### Report Stats

- Report date: **November 4, 2011**
- Effective date: **October 5, 2011**
- Profiles analyzed: **167**
- Report Rating (1 to 5): **2.6**. Report based on matched data, but not closely on all important factors. Significant differences from the profile were corrected. Inspect the Data Summary to determine suitability of report.

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

The following section provides unique data on factors that influence compensation for this position. Use this information to evaluate how pay varies based on position requirements (experience level, education, certifications, etc.). Note: Compensation influencer data will vary based on job type (i.e. number of hospital beds for nurses vs. coding language for software programmers).

Employment Setting

Salary By Organization's Product/Business

	Average	10th	25th	50th	75th	90th
<i>Base Salary - Your Search</i>	<i>\$43,284</i>	<i>\$30,224</i>	<i>\$35,624</i>	<i>\$42,864</i>	<i>\$51,783</i>	<i>\$61,730</i>
Local Government	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Accountancy	\$40,633	\$27,933	\$33,163	\$40,214	\$48,941	\$58,696
Government / Public Law Offices	\$40,008	\$27,466	\$32,651	\$39,610	\$48,159	\$57,612
Utilities - Water	\$42,360	\$29,477	\$34,803	\$41,942	\$50,753	\$60,626

Currency: U.S. Dollar (USD)

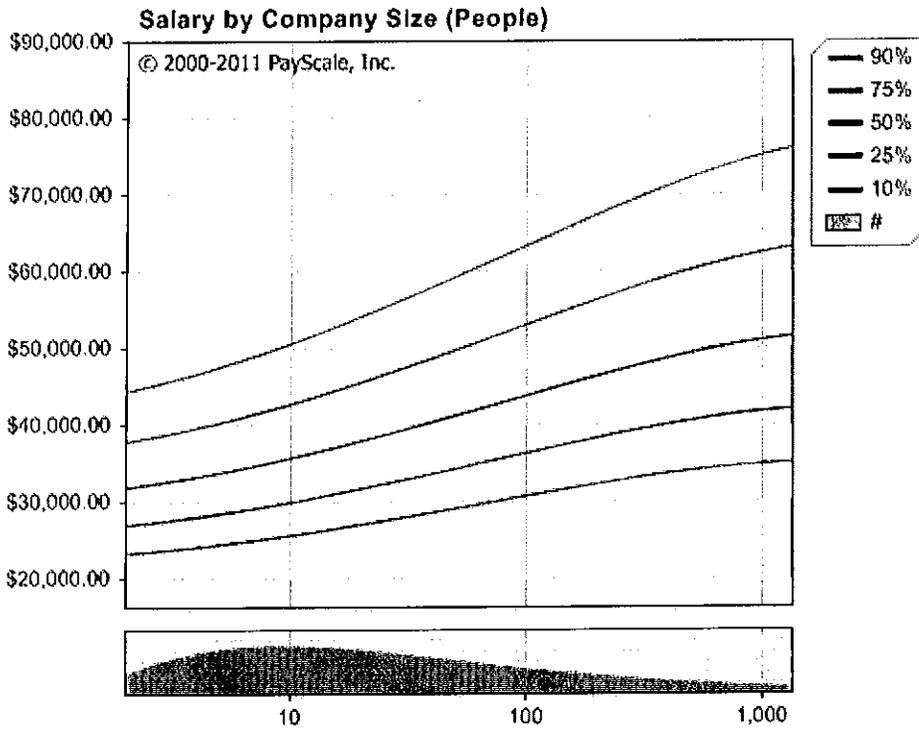
Salary by Employer Type

	Percent	Average	10th	25th	50th	75th	90th
<i>Base Salary - Your Search</i>		<i>\$43,284</i>	<i>\$30,224</i>	<i>\$35,624</i>	<i>\$42,864</i>	<i>\$51,783</i>	<i>\$61,730</i>
Government - State & Local	85.7%	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Government - Federal	7.1%	\$47,011	\$32,374	\$38,419	\$46,536	\$56,552	\$67,730
Company	4.2%	\$43,072	\$31,063	\$36,122	\$42,740	\$50,687	\$59,325
Other Organization	2.0%	\$42,879	\$30,856	\$35,923	\$42,545	\$50,504	\$59,191

Currency: U.S. Dollar (USD)

Compensation Influencers

City of Birchwood City Clerk  
 Stillwater, Minnesota, United States



Salary by Company Size (People)

	Percent	Average	10th	25th	50th	75th	90th
Base Salary - Your Search		\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
1 to 5	21.4%	\$33,225	\$24,036	\$27,871	\$32,947	\$39,134	\$45,998
6 to 12	17.9%	\$35,900	\$25,645	\$29,906	\$35,579	\$42,535	\$50,296
13 to 34	20.9%	\$38,840	\$27,473	\$32,184	\$38,479	\$46,218	\$54,862
35 to 124	18.9%	\$43,141	\$30,136	\$35,515	\$42,724	\$51,603	\$61,503
125 or more	20.9%	\$50,699	\$34,182	\$40,994	\$50,170	\$61,461	\$73,916

Currency: U.S. Dollar (USD)

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

Hourly Rate By Product Activity

	Average	10th	25th	50th	75th	90th
<i>Hourly Rate - Your Search</i>	<i>\$20.81</i>	<i>\$14.53</i>	<i>\$17.13</i>	<i>\$20.61</i>	<i>\$24.90</i>	<i>\$29.68</i>
Local Government	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Accountancy	\$19.54	\$13.43	\$15.94	\$19.33	\$23.53	\$28.22
Government / Public Law Offices	\$19.23	\$13.20	\$15.70	\$19.04	\$23.15	\$27.70
Utilities - Water	\$20.37	\$14.17	\$16.73	\$20.16	\$24.40	\$29.15

*Currency: U.S. Dollar (USD)*

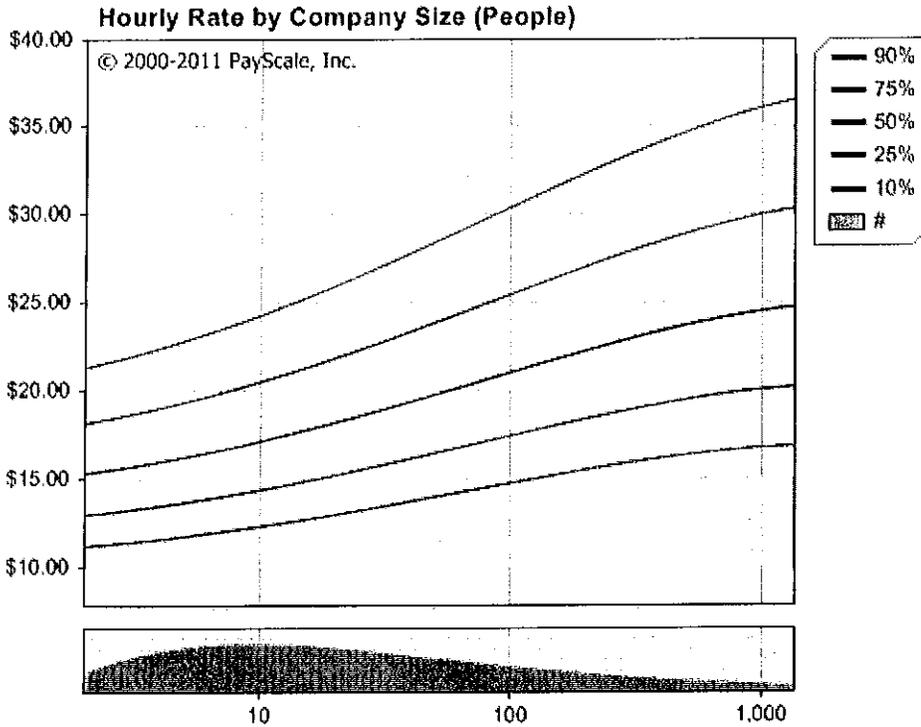
Hourly Rate by Employer Type

	Percent	Average	10th	25th	50th	75th	90th
<i>Hourly Rate - Your Search</i>		<i>\$20.81</i>	<i>\$14.53</i>	<i>\$17.13</i>	<i>\$20.61</i>	<i>\$24.90</i>	<i>\$29.68</i>
Government - State & Local	85.7%	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Government - Federal	7.1%	\$22.60	\$15.56	\$18.47	\$22.37	\$27.19	\$32.56
Company	4.2%	\$20.71	\$14.93	\$17.37	\$20.55	\$24.37	\$28.52
Other Organization	2.0%	\$20.62	\$14.83	\$17.27	\$20.45	\$24.28	\$28.46

*Currency: U.S. Dollar (USD)*

Compensation Influencers

City of Birchwood City Clerk  
 Stillwater, Minnesota, United States



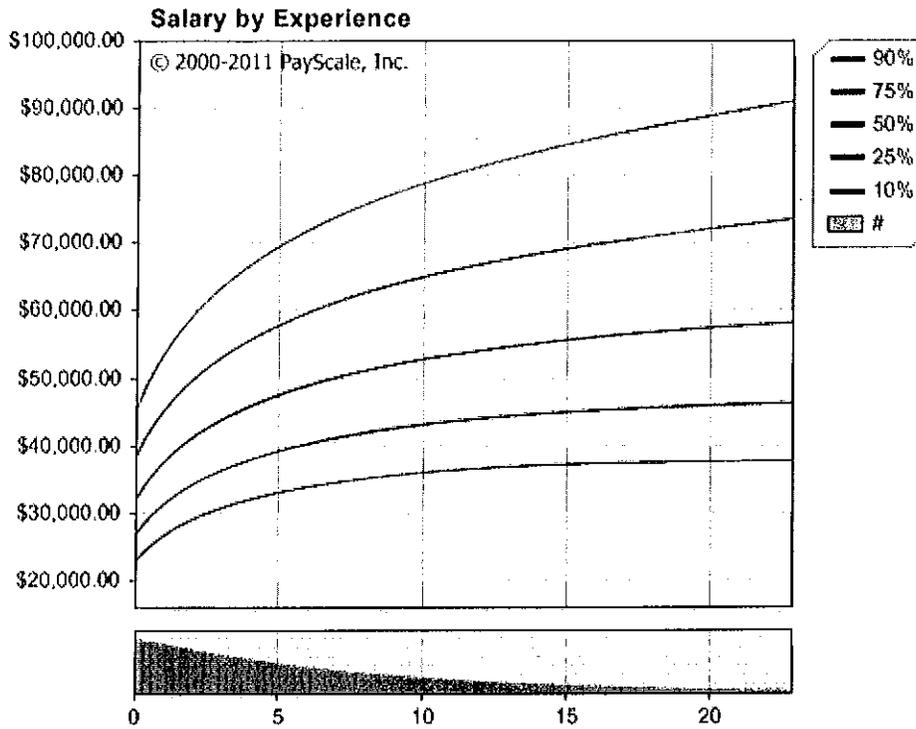
Hourly Rate by Company Size (People)

	Percent	Average	10th	25th	50th	75th	90th
Hourly Rate - Your Search		\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
1 to 5	21.4%	\$15.97	\$11.56	\$13.40	\$15.84	\$18.81	\$22.11
6 to 12	17.9%	\$17.26	\$12.33	\$14.38	\$17.11	\$20.45	\$24.18
13 to 34	20.9%	\$18.67	\$13.21	\$15.47	\$18.50	\$22.22	\$26.38
35 to 124	18.9%	\$20.74	\$14.49	\$17.07	\$20.54	\$24.81	\$29.57
125 or more	20.9%	\$24.37	\$16.43	\$19.71	\$24.12	\$29.55	\$35.54

Currency: U.S. Dollar (USD)

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

Skills and Experience



Salary By Experience

	Percent	Average	10th	25th	50th	75th	90th
Base Salary - Your Search		\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Less than 2 years	22.1%	\$37,963	\$26,739	\$31,404	\$37,619	\$45,208	\$53,573
2 to 3 years	17.5%	\$44,382	\$30,915	\$36,477	\$43,945	\$53,162	\$63,467
4 to 6 years	19.3%	\$48,883	\$33,653	\$39,910	\$48,366	\$58,888	\$70,765
7 to 12 years	22.1%	\$53,415	\$36,080	\$43,155	\$52,799	\$64,905	\$78,686
13 years or more	18.9%	\$58,808	\$37,682	\$46,185	\$57,995	\$73,059	\$90,360

Currency: U.S. Dollar (USD)

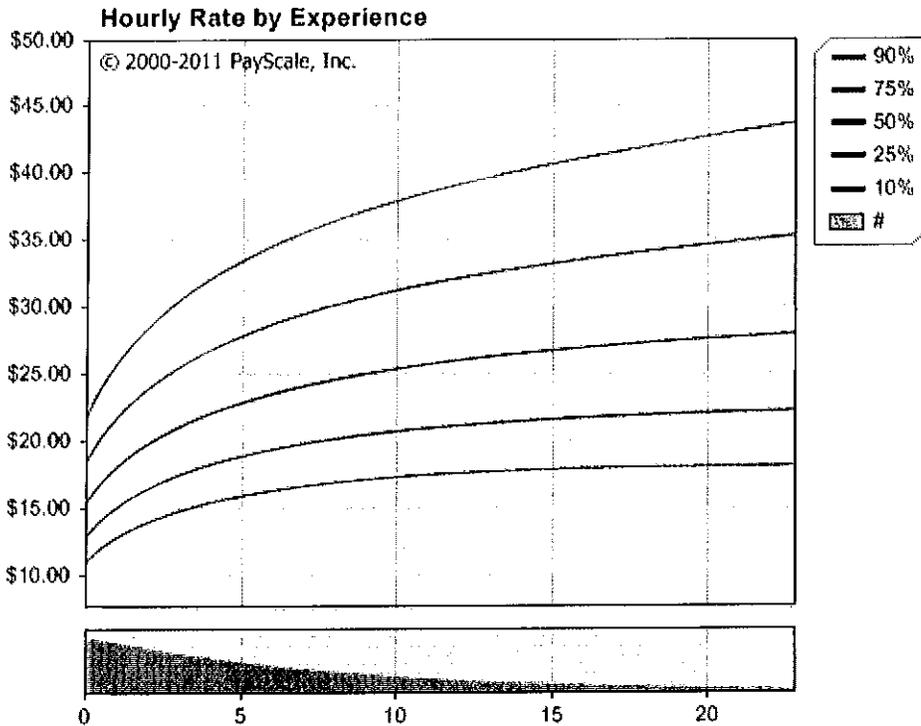
Salary By Skill

	Average	10th	25th	50th	75th	90th
Base Salary - Your Search	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Accounting	\$43,875	\$30,273	\$35,872	\$43,424	\$52,781	\$63,275

Currency: U.S. Dollar (USD)

Compensation Influencers

City of Birchwood City Clerk  
 Stillwater, Minnesota, United States



Hourly Rate By Experience

	Percent	Average	10th	25th	50th	75th	90th
Hourly Rate - Your Search		\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Less than 2 years	22.1%	\$18.25	\$12.86	\$15.10	\$18.09	\$21.73	\$25.76
2 to 3 years	17.5%	\$21.34	\$14.86	\$17.54	\$21.13	\$25.56	\$30.51
4 to 6 years	19.3%	\$23.50	\$16.18	\$19.19	\$23.25	\$28.31	\$34.02
7 to 12 years	22.1%	\$25.68	\$17.35	\$20.75	\$25.38	\$31.20	\$37.83
13 years or more	18.9%	\$28.27	\$18.12	\$22.20	\$27.88	\$35.12	\$43.44

Currency: U.S. Dollar (USD)

Hourly Rate By Skill

	Average	10th	25th	50th	75th	90th
Hourly Rate - Your Search	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Accounting	\$21.09	\$14.55	\$17.25	\$20.88	\$25.38	\$30.42

Currency: U.S. Dollar (USD)

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

Training and Education

Salary by Degree

	Percent	Average	10th	25th	50th	75th	90th
<i>Base Salary - Your Search</i>		\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Bachelor's Degree	45.5%	\$46,678	\$32,699	\$38,468	\$46,217	\$55,808	\$66,607
Associate Degree	26.4%	\$45,096	\$31,707	\$37,238	\$44,657	\$53,833	\$64,170
High School	10.1%	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Master's Degree (non-M.B.A)	8.2%	\$48,746	\$34,090	\$40,136	\$48,262	\$58,322	\$69,648
J.D.	4.6%	\$50,240	\$34,013	\$40,674	\$49,694	\$60,895	\$73,435
M.B.A.	4.1%	\$51,324	\$35,658	\$42,094	\$50,786	\$61,630	\$73,978

Currency: U.S. Dollar (USD)

Hourly Rate by Degree

	Percent	Average	10th	25th	50th	75th	90th
<i>Hourly Rate - Your Search</i>		\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Bachelor's Degree	45.5%	\$22.44	\$15.72	\$18.49	\$22.22	\$26.83	\$32.02
Associate Degree	26.4%	\$21.68	\$15.24	\$17.90	\$21.47	\$25.88	\$30.85
High School	10.1%	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Master's Degree (non-M.B.A)	8.2%	\$23.44	\$16.39	\$19.30	\$23.20	\$28.04	\$33.48
J.D.	4.6%	\$24.15	\$16.35	\$19.55	\$23.89	\$29.28	\$35.31
M.B.A.	4.1%	\$24.67	\$17.14	\$20.24	\$24.42	\$29.63	\$35.57

Currency: U.S. Dollar (USD)

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

Location

Salary By Metropolitan Area

	Average	10th	25th	50th	75th	90th
<i>Base Salary - Your Search</i>	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Oklahoma City Metro Area	\$37,889	\$26,038	\$30,921	\$37,500	\$45,635	\$54,721
Saint Louis Metro Area	\$40,307	\$27,560	\$32,784	\$39,868	\$48,709	\$58,717
Atlanta-Sandy Springs-Marietta Metro Area	\$41,899	\$28,485	\$33,958	\$41,413	\$50,813	\$61,645
Richmond Metro Area	\$40,354	\$28,004	\$33,113	\$39,963	\$48,378	\$57,696
Kansas City Metro Area	\$40,009	\$27,950	\$32,953	\$39,636	\$47,813	\$56,831
Minneapolis-St. Paul-Bloomington Metro Area	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Hinesville-Fort Stewart Metro Area	\$35,112	\$24,308	\$28,798	\$34,789	\$42,072	\$49,994

Currency: U.S. Dollar (USD)

Salary By State

	Average	10th	25th	50th	75th	90th
<i>Base Salary - Your Search</i>	\$43,284	\$30,224	\$35,624	\$42,864	\$51,783	\$61,730
Iowa	\$34,892	\$24,580	\$28,895	\$34,598	\$41,478	\$48,923
Georgia	\$36,118	\$24,522	\$29,311	\$35,745	\$43,671	\$52,468
Missouri	\$35,368	\$24,252	\$28,853	\$35,020	\$42,581	\$50,911
Minnesota	\$38,020	\$26,567	\$31,342	\$37,683	\$45,373	\$53,751
Oklahoma	\$34,252	\$23,586	\$28,006	\$33,919	\$41,164	\$49,164
Florida	\$36,485	\$25,210	\$29,879	\$36,129	\$43,803	\$52,313
Kansas	\$34,835	\$24,184	\$28,615	\$34,515	\$41,697	\$49,555

Currency: U.S. Dollar (USD)

Compensation Influencers ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

Hourly Rate By Metropolitan Area

	Average	10th	25th	50th	75th	90th
<i>Hourly Rate - Your Search</i>	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Oklahoma City Metro Area	\$18.22	\$12.52	\$14.87	\$18.03	\$21.94	\$26.31
Saint Louis Metro Area	\$19.38	\$13.25	\$15.76	\$19.17	\$23.42	\$28.23
Atlanta-Sandy Springs-Marietta Metro Area	\$20.14	\$13.69	\$16.33	\$19.91	\$24.43	\$29.64
Richmond Metro Area	\$19.40	\$13.46	\$15.92	\$19.21	\$23.26	\$27.74
Kansas City Metro Area	\$19.24	\$13.44	\$15.84	\$19.06	\$22.99	\$27.32
Minneapolis-St. Paul-Bloomington Metro Area	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Hinesville-Fort Stewart Metro Area	\$16.88	\$11.69	\$13.85	\$16.73	\$20.23	\$24.04

*Currency: U.S. Dollar (USD)*

Hourly Rate By State

	Average	10th	25th	50th	75th	90th
<i>Hourly Rate - Your Search</i>	\$20.81	\$14.53	\$17.13	\$20.61	\$24.90	\$29.68
Iowa	\$16.78	\$11.82	\$13.89	\$16.63	\$19.94	\$23.52
Georgia	\$17.36	\$11.79	\$14.09	\$17.19	\$21.00	\$25.23
Missouri	\$17.00	\$11.66	\$13.87	\$16.84	\$20.47	\$24.48
Minnesota	\$18.28	\$12.77	\$15.07	\$18.12	\$21.81	\$25.84
Oklahoma	\$16.47	\$11.34	\$13.46	\$16.31	\$19.79	\$23.64
Florida	\$17.54	\$12.12	\$14.36	\$17.37	\$21.06	\$25.15
Kansas	\$16.75	\$11.63	\$13.76	\$16.59	\$20.05	\$23.82

*Currency: U.S. Dollar (USD)*

Anonymous Matching Profiles ..... City of Birchwood City Clerk  
 Stillwater, Minnesota, United States

The following section provides a sampling of anonymous profiles used in this report. These are real-world profiles showing examples of compensation packages, skill sets, and experience levels of employed individuals that match your search criteria. Use this information to compare your position(s) to real people in the same position.

Profile Data Summary

This chart shows a breakdown of the **45** anonymous profiles that most closely matched your specified criteria. A sample of these profiles are listed on the following pages.

<b>Metropolitan Areas:</b>		<b>Years Experience Ranges:</b>		<b>Organization Sizes:</b>	
Minneapolis-St. Paul- Bloomington, Minnesota / Wisconsin Metro Area	2%	1 year	18%	1 to 7	13%
Saint Louis, Missouri / Illinois Metro Area	13%	2 to 3 years	18%	8 to 17	13%
Oklahoma City, Oklahoma Metro Area	13%	4 to 5 years	22%	18 to 34	13%
Cedar Rapids, Iowa Metro Area	4%	6 to 10 years	16%	35 to 59	18%
Dover, Delaware Metro Area	4%	11 to 19 years	13%	60 to 199	13%
Kansas City, Missouri / Kansas Metro Area	4%	20 to 29 years	7%	200 to 1,249	11%
Other	33%	Other	7%	Unspecified	18%
Unspecified	24%				
		<b>Cities:</b>	<b>Organization's Product/Business:</b>		
		Newcastle	9%	Local Government	33%
		Harrington	4%	Government	29%
		Crescent	4%	Municipality	20%
		St. Louis	4%	Other	18%
		Other	78%		
<b>States:</b>		<b>Job Titles:</b>	<b>Date Ranges:</b>		
Minnesota	9%	City Clerk	100%	2011 Q3	13%
Missouri	24%			2011 Q2	18%
Iowa	22%			2011 Q1	9%
Oklahoma	13%			2010 Q4	13%
Kansas	4%			2010 Q3	16%
Delaware	4%			2010 Q2	16%
Other	22%			2010 Q1	13%
				2009 Q4	2%
<b>Organization Types:</b>					
Government - State & Local	93%				
Government - Federal	4%				
Unspecified	2%				

Anonymous Matching Profiles ..... City of Birchwood City Clerk  
Stillwater, Minnesota, United States

Sample Profiles

Profile No. 1

Hourly Rate \$21.48  
Work Week: 40  
Overtime Rate \$32.22  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 5  
Employer's Product/Business: Municipality  
Number of Employees: 35  
Job/Position/Title City Clerk  
Years In Field/Career 5  
Commute Commute Time: 10  
Job Location State or Province: Missouri  
Country: United States  
All other Benefits/Perks Life Insurance/Disability, Paid Holidays / Vacation, Paid Sick Leave, Defined Benefit (DB)  
Retirement Plan, Flex-Time / Flexible Schedule, Free Drinks/Coke/Juice/Water, Casual  
Dress/Atmosphere, Education/Training/Tuition/Certification Reimbursement  
Health Benefit Dental, Medical / Health  
Vacation Time 2  
Job 5 Years Ago Job 5 Years Ago: Administrative Assistant  
Reasons we chose this profile same regional state, same industry, same company type

Profile No. 2

Hourly Rate \$13.00  
Work Week: 40  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 4  
Employer's Product/Business: City  
Number of Employees: 2  
Job/Position/Title City Clerk  
Years In Field/Career 3  
Job Location State or Province: Minnesota  
Country: United States  
All other Benefits/Perks Paid Holidays / Vacation, Paid Sick Leave, Defined Contribution (DC) Retirement Plan, Flex-Time /  
Flexible Schedule, Casual Dress/Atmosphere  
Health Benefit Medical / Health  
Vacation Time 2  
Reasons we chose this profile same state, same urban or rural city, same experience level, same industry, same company type

Anonymous Matching Profiles

City of Birchwood City Clerk  
Stillwater, Minnesota, United States

Profile No. 3

Annual Salary \$38,000  
Salary Type: Standard Full-Time 40+ Hours Per Week  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 5  
Employer's Product/Business: Government  
Number of Employees: 300  
Job/Position/Title City Clerk  
Years In Field/Career 5  
Commute Commute Time: 10  
Job Location State or Province: Missouri  
Country: United States  
All other Benefits/Perks Life Insurance/Disability  
Health Benefit Dental, Vision, Medical / Health  
Job 5 Years Ago Job 5 Years Ago: City Clerk  
Reasons we chose this profile same regional state, same industry, same company type

Profile No. 4

Hourly Rate \$11.50  
Work Week: 24  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 2  
Employer's Product/Business: City  
Number of Employees: 9  
Job/Position/Title City Clerk  
Years In Field/Career 2  
Commute Commute Time: 15  
Job Location State or Province: Missouri  
Country: United States  
School, Degree, or Major Degree: No Degree  
Year Graduated: 2009  
Vacation Time 2  
Job 5 Years Ago Job 5 Years Ago: Home Care Staffing Coordinator  
Reasons we chose this profile same regional state, same experience level, same industry, same company type

Anonymous Matching Profiles

City of Birchwood City Clerk  
Stillwater, Minnesota, United States

Profile No. 5

Hourly Rate \$16.66  
Work Week: 37.5  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 5  
Employer's Product/Business: Municipality  
Number of Employees: 8  
Job/Position/Title City Clerk  
Years In Field/Career 5  
Job Location State or Province: Iowa  
Country: United States  
School, Degree, or Major Degree: Certificate (Cert)  
Year Graduated: 1970  
All other Benefits/Perks Defined Contribution (DC) Retirement Plan  
Health Benefit Dental, Medical / Health  
Vacation Time 2  
Job 5 Years Ago Job 5 Years Ago: Payroll Coordinator  
Reasons we chose this profile same regional state, same industry, same company type

Profile No. 6

Hourly Rate \$25.00  
Work Week: 25  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 2  
Employer's Product/Business: City  
Number of Employees: 25  
Job/Position/Title City Clerk  
Years In Field/Career 5  
Job Location State or Province: Minnesota  
Country: United States  
Certification Elementary Teacher Certification (Grade 1-5)  
School, Degree, or Major Degree: Bachelor of Science (BS / BSc)  
Major: Elementary Education  
Year Graduated: 1992  
Health Benefit None  
Vacation Time 0  
Job 5 Years Ago Job 5 Years Ago: Elementary School Teacher  
Reasons we chose this profile same state, same industry, same company type

Anonymous Matching Profiles

City of Birchwood City Clerk  
Stillwater, Minnesota, United States

Profile No. 7

Hourly Rate \$13.00  
Work Week: 32  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 1  
Employer's Product/Business: Government  
Number of Employees: 1  
Job/Position/Title City Clerk  
Years In Field/Career 1  
Commute Commute Time: 20  
Job Location State or Province: Missouri  
Country: United States  
All other Benefits/Perks Casual Dress/Atmosphere  
Health Benefit None  
Vacation Time 1  
Job 5 Years Ago Job 5 Years Ago: Office Administrator  
Reasons we chose this profile same regional state, same industry, same company type

Profile No. 8

Annual Salary \$42,000  
Salary Type: Standard Full-Time 40+ Hours Per Week  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 0  
Employer's Product/Business: Government  
Job/Position/Title City Clerk  
Years In Field/Career 0  
Job Location State or Province: Missouri  
Country: United States  
School, Degree, or Major Degree: Master of Public Administration (MPA)  
Year Graduated: 2011  
All other Benefits/Perks Life Insurance/Disability, Paid Holidays / Vacation, Paid Sick Leave, Defined Benefit (DB)  
Retirement Plan, Free Drinks/Coke/Juice/Water, Education/Training/Tuition/Certification  
Reimbursement  
Health Benefit Dental, Vision, Medical / Health  
Vacation Time 2  
Skill/Specialty Knowledge of Department of Public Welfare (DPW) Programs  
Job 5 Years Ago Job 5 Years Ago: Waiter/Waitress  
Reasons we chose this profile same regional state, same industry, same company type

Anonymous Matching Profiles ..... City of Birchwood City Clerk  
Stillwater, Minnesota, United States

Profile No. 9

Hourly Rate \$14.00  
Work Week: 40  
Overtime Rate \$21.00  
Overtime Hours: 5  
Current Employer Employer Type: Government - Federal  
Years with Employer: 2  
Employer's Product/Business: city hall  
Number of Employees: 5  
Job/Position/Title City Clerk  
Years In Field/Career 2  
Commute Commute Time: 10  
Job Location State or Province: Missouri  
Country: United States  
School, Degree, or Major Degree: Associate of Business Administration (ABA)  
Major: Business  
Year Graduated: 2005  
Vacation Time 2  
Job 5 Years Ago Job 5 Years Ago: Marketing Coordinator  
Reasons we chose this profile similar company type, same regional state, same experience level, same industry

Profile No. 10

Hourly Rate \$29.92  
Work Week: 40  
Overtime Rate \$1.50  
Overtime Hours: 2  
Current Employer Employer Type: Government - State & Local  
Years with Employer: 25  
Employer's Product/Business: Local Government  
Number of Employees: 8  
Job/Position/Title City Clerk  
Years In Field/Career 25  
Commute Commute Time: 5  
Job Location State or Province: Minnesota  
Country: United States  
Certification Certified Municipal Clerk  
All other Benefits/Perks Paid Holidays / Vacation  
Health Benefit Dental, Medical / Health  
Vacation Time 5  
Reasons we chose this profile same state, same industry, same company type

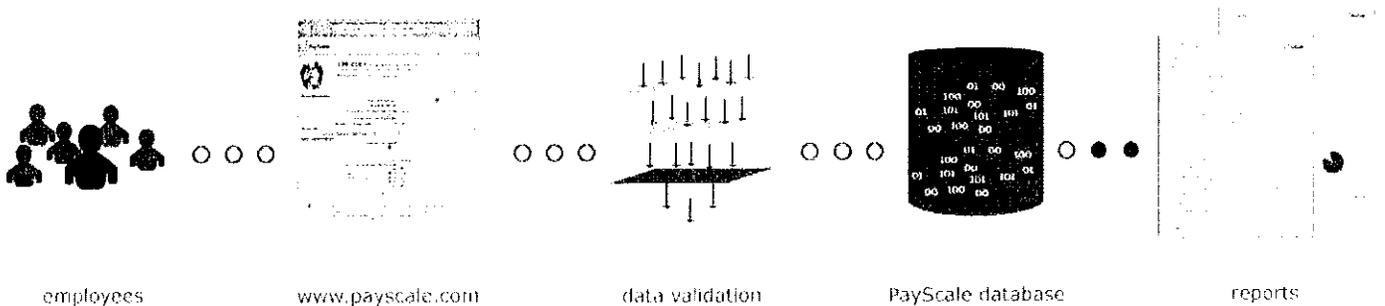
Methodology ..... City of Birchwood City Clerk  
Stillwater, Minnesota, United States

**Data Collection.** PayScale administers the largest real-time salary survey in the world with more than a quarter-of-a-million new survey records being added to its database every month on positions from every industry, organization size and type.

The data PayScale collects from employees through its website at [www.payscale.com](http://www.payscale.com) are cross-checked with multiple alternative sources including BLS and other major surveys. PayScale does not pay individuals or companies to participate in its surveys.

PayScale maintains an active database of over 5 million incumbents (individual job profiles with salaries), which is updated nightly in order to reflect the most up-to-date information available.

**Data Validation.** Profiles are reviewed using advanced, patent-pending algorithms to check for outliers or illogical data sequences before being utilized in our reports. Any data profile deemed questionable, incomplete, or duplicate is not used in calculating compensation reports. PayScale research has shown that its reports are not only within expected ranges, but can be more accurate than reports from other data providers because the reported data is more precisely matched to both the type and size of organization, and the skills and experience of the position.



**Data Analysis.** PayScale's database maintains each individual profile in its entirety, preserving the detailed data points that make each record unique. PayScale does not modify or blend profile data, use inflation or cost of living adjustments, or age data. This way, PayScale avoids the shortcomings of surveys that use "averages of averages" or "surveys of surveys" approaches to market data reporting.

**Data Reporting.** PayScale's system reports data matched to the user's specific query. In job categories and industries with hard-to-find data, a minimum of six matched records must be available to calculate a report and the system shows you this information. In most cases, many more data points are available that precisely match the user's query using more factors than other surveys offer. Outliers below the 10th or above the 90th percentiles are not reported. Please see <http://www.payscale.com/pro/FAQ> for more details.

Thank you for choosing PayScale. We value your patronage and hope that you have found this report to be helpful and informative. PayScale is dedicated to providing you with the most accurate, relevant and timely compensation data available.

Sincerely,



Mike Metzger,  
Chief Executive Officer

Contact Us:  
Phone: 1-888-699-0702  
Fax: +1-206-625-2114  
542 1st Avenue S, Suite 400  
Seattle, Washington 98104

**Dale Powers  
2011-2012 Performance Goals  
August 2011**

The following goals are not an inclusive list of the clerk's activities for the upcoming twelve month period. They are meant to be areas of special focus and are in addition to the typical duties contained in the City Clerk/Coordinator position description.

**A Priority – Highest Priority**

1. Ensure that code and policy books are up-to-date and posted to the city website. (3<sup>rd</sup> quarter 2011) Completed.
2. Ensure that all city services are under a current contract; retain an up-to-date contract book. (ongoing) Completed, except for ongoing negotiation with the City of White Bear Lake on shared services, which is being handled by the City Engineer; file established for current "in force" contracts.
3. Ensure that paperwork for all current activities is filed appropriately for easy retrieval. (ongoing) This is an established practice.
4. Work with Parks Committee on bringing focus and direction to the Committee's responsibilities and provide administrative guidance. Ensure a smooth and timely hiring process for hockey attendants and other park employees. (ongoing) There is regular communication with the Committee Chair. While this goal could be more effectively accomplished by attending monthly Committee meetings, the City Council did not authorize additional hours for this. The hiring process for seasonal parks staff continues to be smooth and timely.
5. Work with Planning Commission to update the city code for exterior Storage, Complaint investigation Process, Interim Use Permit and other specific land use ordinances as directed by the City Council. (3<sup>rd</sup> and 4<sup>th</sup> quarter 2011) This matter is awaiting a draft Interim Use Permit from Mayor Mitchell. I wanted to call one PC meeting so the Commission could review all of these items and make recommendations to the City Council. I am hopeful that this meeting can be held before spring.
6. Meet semi-annually with White Bear Lake Planning and Building staff to discuss work process. (3<sup>rd</sup> quarter 2011, 1<sup>st</sup> quarter 2012). Council Member Harper and I met with WBL Planning and Building staff last fall to discuss work process. Given staffing issues with WBL Building, a need for another meeting before building season is apparent and will be scheduled for late March-early April 2012.
7. Provide work direction and oversight of park employees in coordination with City Council liaison to Parks Committee and the Parks Committee Chairperson. (ongoing) This is being accomplished through oral communication with John Lund (primarily) and Barb Carson (occasionally). It is not thought that the Council wants me to provide line-level (direct) supervision of park employees. If this is not the case, please advise.
8. Complete a new contract with the City of White Bear Lake for desired services related to the City's water system. (4<sup>th</sup> quarter 2011) Negotiations with WBL are being handled by City Engineer Kristie Elfering; some thought should be given to taking this goal off of my list, as I have no control over the goal's timeliness.
9. Recommend to the City Council an implementation strategy and timeline for City Hall improvements. (1<sup>st</sup> quarter 2012). There are three remaining improvements to the City Hall: a handicapped ramp and front door; making the upstairs bathroom fully ADA-compliant; and painting the meeting space. Since the cost of the ramp/door exceeds \$20,000, staff previously recommended putting aside funds over a multiple year period for subsequent construction.

Staff will procure an estimate for making the upstairs bathroom ADA-compliant for review , comment, and consideration during the stated time frame. It is not anticipated that painting the meeting space will involve a large expenditure; it is anticipated that labor can be provided by volunteers and not contracted out, which will save the City a few dollars.

10. Continue building effective working relationships with other City staff, committee chairs, vendors, and contractors. (ongoing) This goal is difficult to quantify.
11. Develop a list of possible volunteer services in the City and solicit volunteers to perform those services, including Sentence to Service crews. Publish in newsletter (ongoing). This goal needs explanation. For example, I had an idea of "Adopt A Hydrant" whereby property owners with hydrants on their property would volunteer to clear snow away from them; that idea was shot down by Ken Johnson. Another question is whether I have the authority to develop this list and to solicit volunteers, or does the Council want to approve the service and the solicitation. I do not want to step outside my authority.

#### B Priority – As time permits.

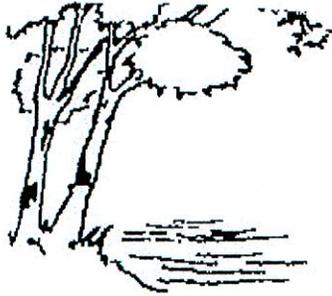
1. Continue to clean and organizes historic files according to the adopted records retention policy. (ongoing) This is being done as time permits.
2. Take proactive action when discovering activities in the City that are out of compliance with city code. (ongoing) To the extent that the discovery process is from others and not me, this is already being done. Given the City's previous experience with proactive code enforcement, I did not think the Council wanted me to patrol the City. If this is a misimpression, please advise.
3. Work with the City Treasurer to complete the electronic funds transfer process. (4<sup>th</sup> quarter 2011). Cindie advises me that this goal is going slowly, and I believe she is under the impression that direct deposit is not a component of this goal. Some thought should be given to taking this goal off of my list, as I do not have any control over the timeliness of its completion.
4. Continue work on improving the City's website. (ongoing). You be the judge.

#### Stretch Goal

1. Conduct a resident satisfaction survey. No work has been done on this.
2. Work with the City Treasurer and the City Council liaison for Budget and Finance to prepare the annual budget. (2<sup>nd</sup> quarter 2012). This has to wait until late 2<sup>nd</sup> quarter 2012.

COMMENT: I believe I have accomplished as many of the above goals as possible, given the timeliness of the goal, the available hours to accomplish the goal, and the control I have over the goal. I have identified goals that are outside my control and recommend removing them from this list. Some goals require a shifting of hours from the normal Clerk's hours. While the Council advised me to use my own discretion on attending Parks Committee meetings, I do not want the Council to believe I am abusing that discretion by attending every monthly meeting. It needs to be stated, however, that the best way to provide the Committee with focus and direction is by attending their meetings and providing them focus and direction.

gc



CITY OF BIRCHWOOD VILLAGE  
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Birchwood Village, MN 55110  
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[birchwoodvillage@comcast.net](mailto:birchwoodvillage@comcast.net)

**MEMORANDUM**

DATE: December 7, 2011  
TO: Honorable Mayor and Council  
FROM: Dale Powers, City Clerk-Coordinator  
RE: KEJ Enterprises Contract for locates, general road repair, sign repair/replacement, emergency tree removal, etc. expiration

=====

In keeping with one of my performance goals (ensure that all city services are under a current contract), the City Clerk is informing the City Council that the above-referenced contract will expire at the end of the year. A copy of the current contract is included in the agenda packet as an exhibit. While it goes without saying that the new contract will be more comprehensively written, staff is concerned about the inclusion of Gopher State One Call locates in the contract. There are a number of reasons for the concern:

- Since the City provided KEJ with a locating wand, one of the elements of an employee-employer relationship is introduced. The City currently is paying \$1,700 annually to provide workers compensation for independent contractors who do not provide coverage. Staff has discussed this matter with the two vendors that are creating the most exposure to liability and advised them that when they utilize temporary help to provide evidence of workers compensation coverage for their employees. They do not need to provide evidence of coverage on themselves. However, if Ken Johnson is hurt while providing locating services to the City, an argument could be made that he was acting as an employee of the City due to his use of City-provided equipment. Staff recommends that, if the City Council desires to maintain KEJ as its provider of Gopher State One Call locating services, that KEJ be required to purchase the locating wand from the City to further establish the independent contractor status of KEJ.
- It was discovered that there is a billing discrepancy between 2010 and 2011 for locate services. This year, KEJ has not billed the City for any locating services. Ken Johnson told staff that in 2010 he billed the City for every locate request sent to him by the City, even if he did not provide any locating in response to the ticket. This year, Ken advised me that if he responded to the ticket but did not need to actually locate anything, he did not bill the City. Staff is concerned that there is no paper trail indicating a response to the Gopher State ticket, which may provide issues going forward when to providing tangible evidence of KEJ responding to a locate ticket.
- It has come to my attention that the only locating KEJ provides for the City is as it relates to sewer and water locates. City Engineer Kristie Elfering advised me that Saint Paul Regional Water has expressed a desire to provide sewer and water locates as part of its contract with the City. Elfering will be discussing this matter with the Council during the City Engineer's Report.

**Staff recommends pursuing an agreement with Saint Paul Regional Water for sewer and water locate services.**

# PROPOSAL

## KEJ Enterprises

611 Florence Ave  
Mahtomedi, Minn 55115  
(651) 775-0843 FAX (651) 695-3785 Ken Johnson

TO **City of Birchwood**  
207 Birchwood Ave  
Birchwood, Minn 55110  
(651) 426-3403

We hereby submit specifications and estimates for,

**Hourly maintenance contract for period from  
January 1<sup>st</sup> 2011 thru December 31<sup>st</sup> 2011.**

Maintenance includes locates (with city locator), general road repair (pothole patching), sign repair/replacement, emergency tree removal ect...

All materials to be provided by city (signs, posts, blacktop, ect...).

Labor rates will be \$45.00 per hour.

All work will be at the request of city hall or city clerk.

See attached list for additional equipment rates.

Payment to be made as follows;

Billed end of month, payment due by 15<sup>th</sup> of month

**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 [Signature] 11/11/10 city (MAYOR)

POL COUNCIL ACTION  
11/4/10

Signature [Signature] KEJ ENTERPRISES contractor

Date 11/11/10



# Memo

**TO:** Honorable Mayor and City Council Members  
**FROM:** Kristie Elfering, City Engineer  
**DATE:** December 6, 2011  
**RE:** Water System Services

Staff continues to work towards identifying a means of addressing the water system operation and maintenance items and providing a clearly outlined contract with a provider that would meet those needs. While we continue to remain in contact with White Bear Lake as the current water system operator, Saint Paul Regional Water Services (SPRWS) recently provided a quote for undertaking that responsibility.

The quote provided by SPRWS outlined the following deliverables:

- Provide a Certified Water Operator and complete all required responsibilities associated with that position as required by the Minnesota Department of Health.
- Provide a 24/7 contact number and response to events reported by the City staff and/or residents. The scope would include twelve (12) responses yearly.
- Perform maintenance and flush each hydrant once per year. The City would be provided with a maintenance report.
- Clean and exercise each of the water main line valves on an annual basis.
- Install water meters as requested by the City. The scope includes installation of four (4) meters per year.
- Turn on/off water service valves (curb stops) at the direction of the City. The scope includes six (6) events per year.
- Provide Gopher State One call response and locating services for the water system and sanitary sewer system. The scope includes seventy-five (75) events per year.
- Update the City electronic version of the maps, so that all information is electronic and paper copies of the record drawings are not relied on.

The fee for the above scope of services is \$1,500 per month for a total cost of \$18,000 per year. Currently the City receives these services through multiple vendors. An approximation of the cost is as follows:

- White Bear Lake Public Works - \$7,000/year
  - Water Operator and Testing

- Hydrant Flushing
  - Turning curb stops
- KEJ – 2010 Cost: \$1,600
  - Gopher State One locates
- SI-Serco
  - Meter Installation
- Contractor
  - Valve Exercise/Cleaning – Est. \$5,000
  - Hydrant Maintenance – Est. \$22,000

I have asked SPRWS for additional information on some of the items proposed. I first asked for clarification on what exactly the mapping item would include. Birchwood is not expanding the system and therefore no new mains will need to be added to a map. Their response should provide additional detail on what the City would be getting for including that item in the scope of services.

In addition, I asked SPRWS if they would be willing to undertake the valve exercise/cleaning and hydrant flushing/maintenance on an hourly basis. Both the valve exercising and the hydrant flushing should be done on an annual basis, however it would be difficult to determine how much cleaning and maintenance would be needed each year. Clarification on this item should provide the City with additional assumptions that SPRWS is making on the fee.

SPRWS said that they would provide a response prior to the Council meeting, but not in time for the packets to be distributed. I will provide an update when that information is received.

As noted above, we have also been working with White Bear Lake to gauge their interest in providing services for the water system. In speaking to Mark Burch with White Bear Lake, they would consider continuing to provide services as they have staff availability. He suggested continuing to pay for services on an hourly basis. The following are the hourly rates for Public Works Staff for 2011 compared to the proposed rates for SPRWS for 2012:

	<u>White Bear Lake</u>	<u>SPRWS</u>
Maintenance II	\$37.75/hour	\$48.03
Maintenance III	39.50/hour	52.73
Truck	28.20/hour	9.73

If the City would like to pursue a contract with White Bear Lake I would recommend that the City Clerk contact the City Manager. If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the December 13<sup>th</sup>, 2011 Council meeting.

11A

**CITY OF BIRCHWOOD VILLAGE**

**2011 APPOINTMENTS**

<b>Acting Mayor</b>	<b>Jane Harper</b>
<b>Official Depository</b>	<b>US Bank, N. A.</b>
<b>Official Newspaper</b>	<b>White Bear Press</b>
<b>City Engineer</b>	<b>Elfering &amp; Associates</b>
<b>City Attorney</b>	<b>Eckberg, Lammers, Wolf &amp; Vierling</b>
<b>Water Superintendent</b>	<b>White Bear Lake Public Works</b>
<b>City Historian</b>	<b>Scott Freeberg</b>
<b>Animal Control</b>	<b>Animal Control &amp; Management</b>
<b>Tree Inspector</b>	<b>Steve Dean</b>
<b>Plumbing, Sewer, Water and Heating Inspector</b>	<b>Lake Area Inspections</b>
<b>White Bear Lake Conservation District</b>	<b>Debbie Harrod and TBD</b>
<b>Cable Commission</b>	<b>Greg Donovan and Randy LaFoy</b>
<b>Planning Commission</b>	<b>Chair Len Pratt; John Winters, Randy Felt, Don Hankins, Doug Danks</b>
<b>Parks and Natural Resources Committee</b>	<b>Chair John Lund; Cynthia Tomlinson, Kathy Malles, Gene Ruehle, Debbie Harrod, Craig Aichele, TBD (3)</b>
<b>Finance Committee (?)</b>	<b>Alan Mitchell, Jane Harper, Bob Manke, Clint Dixon</b>
<b>Budget Committee (?)</b>	<b>Alan Mitchell, Jane Harper, Larry Walker</b>
<b>Building Inspector &amp; Zoning Administrator</b>	<b>Lake Area Inspections</b>
<b>Transit Commissioner</b>	<b>Milo Haus and Mark Peterson</b>
<b>Board of Adjustments</b>	<b>Planning Commission</b>
<b>Police</b>	<b>White Bear Lake Police Department</b>
<b>Fire</b>	<b>White Bear Lake Fire Department</b>

## 2011 Council Assignments

Alan Mitchell-> ADMINISTRATION: Intercommunity Relations, Weed Inspector, Personnel, Contracts, Rules of Procedure, Code of Conduct

Jane Harper-> PLANNING: Deputy Mayor, Budget-Finance-Audit, Sewer & Water, Planning Commission Liaison, Comprehensive Plan, Capital Improvement Plan

Barb Carson-> PARKS: Parks Committee Liaison, City Hall Maintenance, Assistant Weed Inspector, Invasive Species, Hockey Rink-Tennis Courts-Parks

Mark Peterson-> PUBLIC WORKS: Roads-Streets, Stormwater & Drainage, Rain Gardens, Public Lake Tracts, White Bear Transit Commission

Anthony Sampair-> PUBLIC SAFETY: Police & Fire, Civil Defense & Pandemic Planning, Hazardous Materials, Ambulance, Recycling