



AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
FEBRUARY 11, 2014  
7:00 P.M.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**PUBLIC HEARING** – Sewer/Utility Rate Increase (continued from January 14, 2014 council meeting)

**ANNOUNCEMENTS**

Newsletter Submission Deadline - February 15, 2014

**1. CONSENT AGENDA**

- A. Approve Regular Meeting January 14, 2014 minutes (Exhibit)
- B. Approve 2014 Shared Fire Services Contract
- C. Resolution 2014-07, Writers Group Donation (Exhibit)
- D. Resolution 2014-08, Appointment of Clerk/Treasurer (Exhibit)

**2. REPORTS**

- A. Treasurer's Report (Exhibit)
- B. Water Task Force --proposed bylaws/charge/ appointment of candidates
- C. Update on Tree Debris in Tighe- Schmitz Park
- D. Update on Unemployment Claim of Former Staffer who Resigned
- E. Dog License Grace Period Extension – extend period to April 11, 2014
- F. Volunteer Recognition Party Update

**3. CITY BUSINESS – REGULAR AGENDA**

- A. February Workshop--Office Transition/ Goals for 2014
- B. Set Joint Meeting (workshop?) with Parks Committee in March
- C. 2014 Mowing Contract--hourly option \$45/hour
- D. Leaf Pick up Program--spring pick up?
- E. Amend Tennis Garbage Contract (Exhibit)

F. Resolution 2014-06, New Sewer Rates (Exhibit)

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**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
January 14, 2014**

**MINUTES**

**MEMBERS PRESENT: Mayor Mary Wingfield; Councilmembers: Randy LaFoy, Greg Donovan, Bill Hullsiek, and Kevin Woolstencroft**

**STAFF PRESENT: Alan Kantrud, City Attorney; Chris Mickelson, Clerk/Treasurer**

**OTHERS PRESENT: John Lund, Parks & Planning Commissioner; Roads & Streets Committee Members Mark Anderson and Gene Ruehle.**

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

**AGENDA APPROVAL:**

**Mayor Wingfield** added an Unemployment Claim to the agenda.

**Councilmember Donovan** added the purchase of a new desk and air conditioner unit with cable funds to the agenda.

**MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER DONOVAN TO APPROVE THE AGENDA AS AMENDED. ALL AYES. MOTION PASSED.**

**OPEN PUBLIC FORUM:** No comments received.

**ANNOUNCEMENTS:**

**Mayor Wingfield** announced that a Common Table event would be held on Thursday, January 16th at Birchwood Village Hall. The event starts at 5:30 p.m. World War II veteran Bob Clemens will speak at 7:00 p.m.

**John Lund** discussed Hockey Day which took place from 12:00 p.m. to 3:00 p.m. on Sunday, January 12th at Tighe-Schmitz Hockey Rink.

**The City Council** recognized **John Lund** for all the work he has done on the new warming house at the Tighe-Schmitz Hockey Rink.

**Councilmember LaFoy** announced that a grant of \$1,200 is available through the Ramsey Washington Suburban Cable Commission.

**PUBLIC HEARING ON SEWER RATE INCREASE:**

Public Hearing tabled until the regular City Council Meeting on Tuesday, February 11, 2014.

48 **CITY BUSINESS - REGULAR AGENDA**

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50 **Resolution 2014-06, Sewer Rates**

51

52 **Tabled until February 11, 2014**

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54 **Resolution 2014-01, Accepting a Donation from Artists Group**

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56 **Mayor Wingfield** stated the Artists Group donated \$140.00 to the City for having access to City  
57 Hall for their meetings.

58

59 **MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY WOOLSTENCROFT TO PASS**  
60 **RESOLUTION 2014-01. ALL AYES. MOTION PASSED.**

61

62 **Resolution 2014-02, Approving Hockey Rink Attendants**

63

64 **Councilmember Donovan** asked if the attendants being approved were new additions.

65

66 **Mayor Wingfield** replied that the individuals being approved were new hires.

67

68 **MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY WOOLSTENCROFT TO PASS**  
69 **RESOLUTION 2014-02. ALL AYES. MOTION PASSED.**

70

71 **Resolution 2014-03, Authorizing Ramsey Washington Suburban Cable Commission to Broadcast and**  
72 **Re-Broadcast City Council Meetings**

73

74 **Councilmember LaFoy** amended the resolution to add internet to the list of broadcast formats.

75

76 **MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY DONOVAN TO PASS**  
77 **RESOLUTION 2014-03. ALL AYES. MOTION PASSED.**

78

79 **Resolution 2014-04, Resolution Naming U.S. Bank and the Minnesota Municipal Money Market Fund**  
80 **(aka 4M Fund) as City Official Depositories**

81

82 **MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT, SECONDED BY LAFOY TO PASS**  
83 **RESOLUTION 2014-04. ALL AYES. MOTION PASSED.**

84

85 **Resolution 2014-05, Resolution Naming the White Bear Press as City Official Newspaper**

86

87 **MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY WOOLSTENCROFT TO PASS**  
88 **RESOLUTION 2014-05. ALL AYES. MOTION PASSED.**

89

90 **CITY BUSINESS - CONSENT AGENDA**

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92 **A. Approval of Amended November 12, 2013 Minutes**

93 **B. Approval of Regular Meeting December 10, 2013 Minutes**

94 **C. Approval of Property Tax Hearing Meeting Minutes of December 12, 2013**

95 **D. Approval of Alan Kantrud letter of understanding/fee arrangement (exhibit)**

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**MOTION WAS MADE BY LAFOY, SECONDED BY DONOVAN TO APPROVE THE CONSENT AGENDA. ALL AYES. MOTION PASSED.**

**CITY BUSINESS - REGULAR ORDER**

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

**Mayor Wingfield** stated that Shelly Rueckert provided the City with the January payables. The 2013 year-to-date is not in its final form as it has to be checked against the bank record. A \$180,000 credit for property taxes is not shown currently as being received in December which is not an accurate representation of the City's good financial standing.

**Mayor Wingfield** asked City Attorney Alan Kantrud if he has been in contact with the previous City Attorney's firm in regards to a bill for the previous Attorney's time to determine there were no active files.

**City Attorney Kantrud** stated that he has been in contact with the previous City Attorney's firm, however, he has not yet received justification for the bill. Kantrud advised Council to pull the bill until questions were resolved.

**MOTION WAS MADE BY DONOVAN, SECONDED BY WOOLSTENCROFT TO PAY ALL OTHER BILLS PRESENTED IN THE TREASURER'S REPORT. ALL AYES. MOTION PASSED.**

**Councilmember LaFoy** asked the amount of the bill from the previous City Attorney to investigate if any cases remained open.

**Mayor Wingfield** stated the bill in question was for \$360.00 to determine that three files were closed.

**B. Water Main Break Issues**

**John Manship** provided the council with an overview of his procedure in dealing with a recent water main break. The decision to use the vactor truck rather than dig was made to eliminate excavation damage to other utilities. The broken main was buried deep in red clay. When the vactor truck is full it has to be dumped quickly. The decision was made to dump the truck in the east corner of Tighe-Schmitz Park to reduce the downtime of all other workers. This was the best location because it was close and dumping at the park would cause the least amount of damage.

**John Manship** recommended that the east corner of Tighe-Schmitz Park remain available for dumping if future water main break issues arise. This area would be cleaned up in the spring. This location could potentially be made into a gravel area. This could also be used as a staging point for leaf pick-up.

**John Manship** asked the Council for direction on how to proceed with future water main break issues.

144 **Councilmember Hullsiek** asked if grass seed could be planted on top of the pile in the spring.

145

146 **John Manship** stated that a large pile was dumped; however, a lot of what was dumped had  
147 already been removed. It would be best to remove what's left as it's not flat.

148

149 **Councilmember Hullsiek** inquired as to how many water main breaks take place each year.

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151 **John Manship** stated that two or three breaks a year is common. However, some years there  
152 aren't any water main breaks.

153

154 **Councilmember Donovan** asked for a brief overview of how the vector truck operates.

155

156 **John Manship** stated the truck has a large tank with a vacuum system built on it. High pressure  
157 water acts as a knife that turns the dirt into mud which is then sucked up by the vacuum. When  
158 the truck is full it has to be dumped.

159

160 **John Manship** stated he wanted to address this issue quickly as the main was short and could  
161 have easily caused water to flow into a couple yards causing damage. However, he did not want  
162 to bring in a truck too soon because they cost \$300 an hour to rent. Maybe in the future two  
163 trucks could be used, or one truck could be waiting to mobilize when the first truck was full.

164

165 **Mayor Wingfield** inquired as to where the vector truck was rented.

166

167 **John Manship** stated it was rented through a subcontractor in White Bear Lake.

168

169 **Councilmember Donovan** asked if this truck would be used throughout an entire year.

170

171 **John Manship** stated it is used any time there's a water main break, regardless of season.

172

173 **Mayor Wingfield** stated that she was quoted between \$3,000-\$3,500 for the average cost of a  
174 water main break. Adding in asphalt repair, the cost gets closer to \$5,000. It sounds like adding  
175 in the vector truck adds another \$1,000 to the repair.

176

177 **John Manship** stated the job can be done faster with the vector truck. There might not be a  
178 savings on cost, but the job can be done quicker so individuals' water service is restored faster.  
179 This particular issue was a little more expensive because of the overtime costs associated with  
180 the break occurring overnight.

181

182 **Mayor Wingfield** stated that if the next break occurs in the short future, there probably isn't an  
183 alternative option. However, other options could be investigated for the long term.

184

185 **Councilmember LaFoy** asked if Manship has spoken with other communities.

186

187 **John Manship** stated that the neighboring communities do the exact same thing in the event of  
188 a water main break.

189

190 **Councilmember LaFoy** asked if a consensus of the Council was needed.

191

192 **Mayor Wingfield** stated that a consensus is all that is needed currently, and this spring, better  
193 alternatives can be investigated.

194  
195 **Councilmember Donovan** asked how much was dumped.

196  
197 **John Manship** stated it was roughly two tandem loads and most has already been removed.

198  
199 **Councilmember Donovan** asked if there was anything hazardous in what was being dumped.

200  
201 **John Manship** stated that there was nothing hazardous as it was only rocks and debris.

202  
203 **Councilmember Donovan** voiced some concern over the neighbors of Tighe-Schmitz Park seeing  
204 their neighborhood being used as a dumping ground and asked if other locations were available  
205 in town.

206  
207 **Councilmember Hullsiek** stated that if a resident wanted clean fill, they could take what was  
208 dumped.

209  
210 **John Manship** stated that what is dumped is very wet.

211  
212 **Councilmember Donovan** stated he thought it could potentially be dumped by the Nordling  
213 area. It might be easier to remove in the spring because there's pavement at that site.

214  
215 **John Manship** stated that the issue with that location is it would drain into undesirable areas.  
216 Another possibility could be to fence in an area as a dumping ground and let it sit longer.

217  
218 **Councilmember LaFoy** stated that water main breaks don't occur often enough to require a  
219 dumping ground.

220  
221 **Councilmember Hullsiek** asked if this is something the Water Committee should look at.

222  
223 **Mayor Wingfield** stated that this issue could be directed to that group.

224  
225 **Councilmember Hullsiek** stated that it is a water issue and a citizen group should look at it.

226  
227 **Councilmember Woolstencroft** stated that there really isn't a better place to dump the vector  
228 truck.

229  
230 **Councilmember Donovan** asked if anyone in Grant has been contacted.

231  
232 **Councilmember Woolstencroft** stated that Grant would be too far away from a time  
233 perspective.

234  
235 **John Manship** stated that even a half hour turnaround adds \$600.00 to the job.

236  
237 **Councilmember Hullsiek** stated that Manship did the right thing by dumping the truck where he  
238 did, however, there needs to be more discussions to determine where best to dump in the  
239 future.

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**John Manship** asked that if in the meantime a break were to occur, where the truck should be dumped.

**Mayor Wingfield** stated that the current spot would be best. The issue will continue to be investigated.

### **C. Consider Excessive Use Ordinance**

**Mayor Wingfield** stated that the City has not been successful with nuisance ordinances in recent months, but City Attorney Kantrud has identified some other options. An overview is provided in the packet.

**City Attorney Kantrud** stated that what is in the packet was developed in Maplewood and is part of Maplewood's city code to address nuisance issues. This type of policy could target problem property owners who fail to take responsibility for their issues. This policy requires problem property owners to pay for the additional services they consume. Between this type of policy and what already exists in State Statute, more than enough tools exist to remedy potential problems. Additionally, with lean staffing, it probably isn't possible to have a staff member monitor an entirely new program. Under this policy, anything more than three inspections in one year would require the homeowner to reimburse for all associated costs.

**Councilmember LaFoy** asked if this type of policy would apply to physical property issues.

**City Attorney Kantrud** stated that the policy could be subject to any issue like that. It's used in Maplewood most effectively for code and building violations.

**Mayor Wingfield** asked if this policy could apply to complaints coming in due to unruly neighbors.

**City Attorney Kantrud** stated that policy would have to be modified slightly to accommodate those issues. If patrol officers had to be dispatched to an area numerous times, it could be included in the policy.

**Councilmember LaFoy** stated that his preference would be to add language that would allow for issues such as noise violations to be included in the policy. These issues are what seem to be the real problem.

**City Attorney Kantrud** stated that the policy could be amended to include those issues and asked why law enforcement was not being contacted as noise violations occur.

**Mayor Wingfield** stated that the timing has to be just right. Whatever has happened in the past hasn't worked.

**Councilmember LaFoy** stated that the issues don't get back to the property owner. These issues are caused by renters.

287 **Mayor Wingfield** asked if she, LaFoy and Kantrud should meet and discuss this policy further  
288 and then bring it back to the Council as a finished product.

289  
290 **City Attorney Kantrud** stated this policy was presented as information only and can be changed  
291 in such a way that the City's problems can be addressed.

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293 **D. Staffing Report**

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295 **Councilmember Donovan** stated that the shared services agreement for  
296 Clerk/Treasurer/Administration duties between Oakdale and Birchwood Village was approved  
297 by the City of Oakdale. As the City has been working with St. Anthony Village to transition  
298 services to another individual or group, meetings have taken place with Oakdale to discuss the  
299 shared services agreement which is in the packet.

300  
301 **Councilmember Donovan** stated that himself and Councilmember LaFoy are very comfortable  
302 with Oakdale, and with Chris Mickelson, the Oakdale staff member who's primary responsibility  
303 will be working with Birchwood. The cost works out to be about the same as the cost for St.  
304 Anthony Village's services.

305  
306 Oakdale staff member **Chris Mickelson** introduced himself to the Birchwood Council.

307  
308 **Mayor Wingfield** stated that instead of staffing office work through St. Anthony Village, it will  
309 now be done through Oakdale.

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311 **Councilmember Donovan** stated that the key difference is that Chris will be the single contact  
312 person. He'll rely on the resources that he has at Oakdale and Birchwood will have Chris in the  
313 office as needed.

314  
315 **Councilmember Donovan** requested Council to pass the resolution before them.

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317 **Councilmember LaFoy** stated that through this agreement, the Council is increasing the  
318 professionalism of the City. Before, the City was running a checkbook. Whereas now, the City  
319 has staff with background in city management to ensure the City's books are balanced.

320  
321 **MOTION WAS MADE BY COUNCILMEMBER DONOVAN, SECONDED BY LAFOY TO PASS**  
322 **RESOLUTION 2014-06. ALL AYES. MOTION PASSED.**

323  
324 **Councilmember LaFoy** stated that because a lot of people applied for the Clerk and Treasurer  
325 positions, they should be contacted with notification that they did not receive the position.

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327 **Councilmember Donovan** asked if that was something Clerk/Treasurer could coordinate.

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329 **Clerk/Treasurer Mickelson** stated that he could take care of that correspondence.

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331 **E. Review Snowplowing Concerns**

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333 **Mayor Wingfield** stated that the Council wanted to be more interactive with Ken Johnson and  
334 address snowplowing issues as they occur this winter.

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**Mayor Wingfield** asked Mark Anderson if he has received any feedback from residents as to what they want to see done differently.

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**Mark Anderson** stated there have been a few complaints this season. The first snow fall generated a couple of issues with the amount of snow and the cold that followed which caused everything to stick to the asphalt. There was no bare asphalt until two weeks ago. Comparable cities are dealing with the same problems. The issue of mailboxes being hit by the plow during the first snow event has been addressed. Slippery intersections that have generated a couple complaints have been salted and scraped. Due to the amount of snow that's fallen this season, the roads are narrow. Heavy equipment could be brought in to remove the snow banks, but would have an impact on the budget.

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**Councilmember Donovan** stated that his main concern is the ability for cars to stop at stop signs. Those intersections need to be taken care of. Everyone has been very responsive this season, but the first snowfall created challenges.

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**Mark Anderson** stated he's spoken with Ken Johnson after every snow event this season in an attempt to continually improve plowing procedures. Plowing in Birchwood will only get better. If mailbox placement was better in Birchwood, the plow could do a better job in front of mailboxes, which is something that's being looked into.

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**Councilmember LaFoy** asked if mailboxes that need to be moved back could be marked and then moved in the spring.

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**Councilmember Hullsiek** stated the post office has diagrams that show exactly where mailboxes should be placed.

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**Mark Anderson** stated this could be discussed in the spring newsletter.

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**Councilmember LaFoy** stated he has heard some plowing complaints for the area by Tighe-Schmitz Park. Cars are having difficulty driving up the little hills. The Birchwood Lane area has generated complaints in the past, but this year people in that area are happy with the roads.

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**Mayor Wingfield** stated Ken Johnson has been very responsive in dealing with complaints.

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**Mark Anderson** stated that 14,000 pounds of salt was put down at the intersections in a short period of time, but salt doesn't work well unless the temperature is above 15 degrees.

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**Mayor Wingfield** stated that this is something that will continue to be discussed. Ken Johnson is very accommodating and issues need to be communicated to him as they occur.

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#### **E. Removal of Tree Debris at Tighe-Schmitz Park**

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**Mayor Wingfield** stated that an individual dumped tree trimmings roughly the size of a single car garage in Tighe-Schmitz Park. This individual told the neighbor he'd return to pick up the trimmings and never came back. This took place nearly two months ago. The responsible party

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382 was identified, contacted and said he'd take care of the issue. The debris still hasn't been  
383 removed and is on public property.

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385 **Mayor Wingfield** asked City Attorney Kantrud for the best course of action.

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387 **City Attorney Kantrud** stated that the responsible party should be ticketed for trespassing and  
388 creating a public nuisance. The City could send out someone to take care of the problem, and  
389 then bill the person found to be responsible. Because it's on public property, this can be done  
390 without trespassing. The property cannot be assessed because it is City owned, however, it is  
391 still a restitution issue.

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393 **City Attorney Kantrud** stated that the best course of action would be a letter to the party  
394 spelling out the penalty if the issue has not been resolved by a certain date.

395  
396 **Mark Anderson** stated the pile of brush appeared when leaf clean-up was being conducted in  
397 the fall. Additionally, the individual drove heavy equipment across the park causing deep ruts.

398  
399 **City Attorney Kantrud** stated that criminal damage to property could be added to the list of  
400 charges.

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402 **Mayor Wingfield** stated she wants the individual to know that the issue needs to be remedied.  
403 Failure to take care of this issue will result in fines. The key is to make sure it doesn't happen  
404 again.

405  
406 **City Attorney Kantrud** stated that he would be in contact with the responsible party and a two  
407 week timeline would be given to remediate the issue.

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409 **G. Committee Appointments - Wingfield**

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411 **Mayor Wingfield** suggested the Finance Committee be merged with the Budget Committee as  
412 there is overlap currently with the two committees.

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414 **Mayor Wingfield** asked if the Council had any suggested changes regarding committee  
415 assignments.

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417 **Councilmember Hullsiek** asked to be taken off the Finance Committee and placed on the Water  
418 Committee.

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420 **H. Water Committee Appointments - Wingfield**

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422 **Mayor Wingfield** stated Paul Steinhauser asked to be involved with a citizen group in  
423 Birchwood. Additionally, Craig Aichele, Bob Menke and a couple other individuals are interested  
424 in serving on a Water Committee. The group will meet informally to determine committee  
425 structure. Paul Steinhauser will attend the February meeting to discuss how the group would  
426 like to approach this work.

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428 **Mayor Wingfield** asked for direction as to whether this group should be a formal committee or  
429 ad hoc group.

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**Councilmember LaFoy** stated that if they were to become a formal committee, they would need a charge.

**Mayor Wingfield** stated that is something the group would come up with and could potentially follow the protocol established by the Roads Committee.

**Councilmember Hullsiek** stated that the Roads Committee has been very successful.

**Mayor Wingfield** stated that the people wanting to be involved with the Water Committee will generate good ideas and hit the ground running.

**Councilmember Donovan** stated that he supported the coming together of this group.

**I. Volunteer Recognition Event - Wingfield**

**Mayor Wingfield** stated a group of people will get together in the near future to discuss an event to thank the many volunteers that help out around the City. Gene and Shirley Ruehle have generated some good ideas. The event is going to take place sometime between late March and late April.

**J. City Hall Sidewalk - Wingfield/Donovan**

**Mayor Wingfield** stated that the last four feet to the door of City Hall need repair. Because of the grade, a new walkway would be unable to go straight down to the parking lot.

**Councilmember Donovan** stated previous Councilmembers had looked at improving the walkway. Once any work begins, the entire walkway must be made to ADA requirements. With the proper grade, the path would become about 30 feet long. This is something the Council should look at this spring because it is a safety issue.

**Mayor Wingfield** stated once spring comes, the Council could work with the Road Committee to address this issue.

**Councilmember Donovan** stated there might be grant money available to make the City Hall walkway ADA accessible.

**K. Consider Leaf Pick Up Payment/Cost Sharing Options**

**Mayor Wingfield** stated that when leaf pick up was discussed last summer, it was to serve as a trial run to determine if this is something that should be done annually. The total cost was around \$6,000, which was around \$3,000 more than what was budgeted. Although over budget, many residents have voiced support for the initiative and have stated they would be happy to pay for the service. The service should be paid for in an equitable manner, so that residents who don't use the service are not charged. While it is a benefit to the City, it is also a benefit to the residents who use the service.

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**Councilmember Donovan** supported the option of a voluntary payment. This could potentially be added as a \$20.00 charge to residents' water bills.

**Mayor Wingfield** asked Mark Anderson how much time was spent on an average property.

**Mark Anderson** replied this past fall, residents were unclear as to the rules, which increased the amount of time per property. It could be done in five minutes per property if residents stacked up leaves properly. Rocks, branches and other debris in leaf piles caused the process to take longer.

**Mayor Wingfield** discussed the importance of establishing terms, and if property owners don't follow the established terms, the people collecting leaves need to move on to the next property.

**Councilmember Hullsiek** asked if this collection would take place in the spring and fall or only fall.

**Councilmember Donovan** stated it was his understanding that collection would only take place in the fall.

**Mayor Wingfield** stated it was her understanding leaves would be picked up in the spring as well, but that could be looked into.

**Councilmember Woolstencroft** asked Mark Anderson how much time was spent collecting leaves and how many properties were serviced.

**Mark Anderson** estimated sixty percent of the City used the leaf collection service. In the future, addresses will be tracked to determine who used the service. That should have been done last fall and wasn't organized as well as it should have been.

**Mayor Wingfield** stated the total project time was fifty hours.

**Mark Anderson** stated the truck operator has since located a better dump site which will reduce turnaround from 30 minutes down to 10 minutes.

**Councilmember Hullsiek** asked if leaf pick up could be coordinated with road sweeping.

**Mark Anderson** stated that leaf pick up was coordinated with road sweeping last fall and will continue in the future.

#### **L. Staff Reports**

No staff reports.

#### **M. Unemployment Claim - Wingfield**

**Mayor Wingfield** stated the City has an unemployment claim for compensation for an individual who quit working for the City. The total dollar amount is \$6,000.

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**City Attorney Kantrud** stated he is aware of the claim but has not seen it. This is something that will be addressed between now and February's Council meeting.

**Councilmember Donovan** stated that it is imperative the City responds within a certain timeframe.

**Mayor Wingfield** stated the claim will be contested by the City.

**City Attorney Kantrud** stated that he will take the lead on this issue.

**ADJOURN:**

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT TO ADJURN THE MEETING, SECONDED BY COUNCILMEMBER HULLSIEK. ALL AYES. MOTION PASSED.**

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

ATTEST:

\_\_\_\_\_  
Chris Mickelson  
City Clerk

**CITY OF BIRCHWOOD VILLAGE  
STATE OF MINNESOTA**

**RESOLUTION 2014-06**

**A RESOLUTION SETTING THE SEWER RATES FOR THE  
CITY OF BIRCHWOOD VILLAGE**

WHEREAS, the City of Birchwood Village City Council approved an increase in the sewer rates May 8, 2012; and

WHEREAS, the City of Birchwood Village City Council discussed the possibility of an increase to sewer rates at their November 19, 2013 continued City Council meeting; and

WHEREAS, the City held a public hearing at the January 14, 2014 City Council meeting to continue discussion of a sewer rate increase; and

WHEREAS, the increase in sewer rates would allow for a sufficient base fee to cover non-usage based costs as well as provide funds for future capital needs.

WHEREAS, the Sewer rates will increase in accordance to the schedule below:

Sewer Rates:

Rate per 100 cubic feet	\$ 3.12
Base fee (no minimum use)	\$36.00
Sewer only customers	\$70.00
Close Account/Transfer	\$50.00

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Birchwood Village approves the Sewer rates for the City of Birchwood Village.

Adopted this 11<sup>th</sup> day of February, 2014.

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

\_\_\_\_\_  
Chris Mickelson  
City Clerk

**RESOLUTION 2014-07**

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

**A RESOLUTION ACCEPTING A DONATION CHECK FROM  
WRITERS UNLIMITED**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

The City Council accepts a check donation of \$400.00 from Writers Unlimited.

I certify that the City of Birchwood Village adopted the above Resolution on this 11th day of February, 2014.

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

ATTEST:

\_\_\_\_\_  
Chris Mickelson  
City Clerk

**RESOLUTION 2014-08**

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

**A RESOLUTION APPOINTING CHRISTOPHER MICKELSON AS CITY  
CLERK AND TREASURER FOR THE PERIOD OF JANUARY 15, 2014 THRU  
JANUARY 14, 2016**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that:

**WHEREAS,** The City of Birchwood Village has entered into a Shared Services Agreement with the City of Oakdale for fulfilling the clerk and treasurer responsibilities ("Shared Services Agreement"); and

**WHEREAS,** The City OF Birchwood Village has entered into a Shared Services Agreement with the City of Oakdale appointing Christopher Mickelson as City Clerk and Treasurer for the period of January 15, 2014 thru January 14, 2016 ("Shared Services Agreement").

I certify that the City of Birchwood Village adopted the above Resolution on this 11th day of February, 2014.

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

ATTEST:

\_\_\_\_\_  
Chris Mickelson  
City Clerk

Fund Name: All Funds  
Date Range: 01/10/2014 to 02/07/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/10/2014	Simmons, Mary Sue	Contractor Wage December 2013	28116	\$945.00	100-41400-305	\$945.00
01/10/2014	Brenny, Barbara	dec contract hrs	28117	\$318.00	100-41400-305	\$318.00
01/15/2014	Payroll Period Ending 01/16/2014		28130	\$108.17	100-45200-100	\$108.17
01/15/2014	Payroll Period Ending 01/16/2014		28131	\$25.85	100-45200-100	\$25.85
01/15/2014	Payroll Period Ending 01/16/2014		28132	\$86.89	100-45200-100	\$86.89
01/15/2014	Payroll Period Ending 01/16/2014		28133	\$90.36	100-45200-100	\$90.36
01/15/2014	Payroll Period Ending 01/16/2014		28134	\$67.28	100-45200-100	\$67.28
01/19/2014	S&T Office Supplies	Office Supplies	28109	\$71.98	100-41420-200	\$71.98
01/19/2014	Washington County	salt & sand mix	28110	\$2,003.40	100-43125-210 100-43125-210	\$327.86 \$1,675.54
01/19/2014	Gopher State One Call	Locates (10) - Nov 2013	28111	\$4.35	601-42805-305	\$4.35
01/19/2014	Metropolitan Council Env. Service	Wastewater Service Feb 2014	28112	\$3,701.31	605-43190-217	\$3,701.31
01/19/2014	Press Publications	Pubic Notice - dec notices	28113	\$9.90	100-41130-351	\$9.90
01/19/2014	Menards - Maplewood	Warming House Supplies	28114	\$70.69	210-45200-520	\$70.69
01/19/2014	Tennis Sanitation, LLC	Recycling Nov & Dec 2013	28115	\$1,656.00	100-43300-305	\$1,656.00
01/29/2014	U S Bank	Debt Service Payment	28135	\$629.07	301-47100-610	\$629.07
01/29/2014	Washington County Sheriff	Police - Contracted Services	28136	\$68.38	100-42100-305	\$68.38
01/29/2014	Gopher State One Call	Annual Fee	28137	\$100.00	601-42805-305	\$100.00
01/29/2014	Simon, Nicole	Temporary Administrative Support	28138	\$40.00	100-41420-180	\$40.00
01/30/2014	Brenny, Barbara	January Contract Hours	28139	\$156.00	100-41400-305	\$156.00
01/30/2014	City of Roseville	January Phone Charges	28140	\$48.75	100-41900-300	\$48.75
01/30/2014	City of Roseville	January IT Services	28141	\$368.75	100-41900-300	\$368.75
01/30/2014	CAPRA'S UTILITIES, INC	Repair Broken Water Main at 10 Oakhill Ct. on 12/17/13	28142	\$6,348.00	601-43185-305	\$6,348.00
01/30/2014	Water Conservation Service Inc.	Leak Located on 12/16/13 at Oakhill and Oakridge	28143	\$540.68	601-43180-300	\$540.68

**City of Birchwood Village**

**Disbursements Register**

**02/07/2014**

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/30/2014	CenturyLink	November - December Fax Line	28144	\$131.60	100-41900-300	\$131.60
01/30/2014	MN Dept of Labor and Industry	Mn Bldg Permit Surcharge 4th Qtr 2013	28145	\$37.35	100-42401-430	\$37.35
01/30/2014	City of White Bear Lake	Water purchase 09/30/13 - 12/26/13	28146	\$5,630.40	601-43180-215	\$5,630.40
01/30/2014	On-Site Sanitation Inc	Rental Monthly Unit - January - TS Park	28147	\$108.33	100-45200-305	\$108.33
01/30/2014	TA Schifsky & Sons, INC	Salt/Sand	28148	\$316.80	100-43100-305	\$316.80
01/30/2014	Xcel Energy	Electric For City Hall	28149	\$584.92	100-41940-380	\$584.92
02/03/2014	Payroll Period Ending 01/31/2014		28150	\$180.65	100-45200-100	\$180.65
02/03/2014	Payroll Period Ending 01/31/2014		28151	\$192.08	100-45200-100	\$192.08
02/03/2014	Payroll Period Ending 01/31/2014		28152	\$70.19	100-45200-100	\$70.19
02/03/2014	Payroll Period Ending 01/31/2014		28153	\$118.20	100-45200-100	\$118.20
02/05/2014	S&T Office Supplies	Office Supplies	28154	\$24.90	100-41420-200	\$24.90
02/05/2014	S&T Office Supplies	Office Supplies	28155	\$75.59	100-41420-200	\$75.59
02/06/2014	Washington County	2014 Truth in Taxation Notice	28156	\$90.08	100-41130-351	\$90.08
02/06/2014	Payroll Period Ending 02/06/2014		28157	\$122.93	100-45200-100	\$122.93
02/06/2014	Polar Plumbing	Permit for Warming House	28158	\$60.35	100-45200-520	\$60.35
02/06/2014	Simmons, Mary Sue	Contractor Wage January 2014	28159	\$910.00	100-41400-305	\$910.00
02/06/2014	Eckberg, Lammers, Briggs, Wolff	Legal Service	28160	\$360.00	100-41600-300	\$360.00
02/06/2014	Metropolitan Council Env. Service	Wastewater Service March 2014	28161	\$3,701.31	605-43190-217	\$3,701.31
02/06/2014	On-Site Sanitation Inc	Rental Monthly Unit - January - TS Park	28162	\$94.56	100-45200-305	\$94.56
02/06/2014	Manship Plumbing & Heating Inc	January Payment	28163	\$670.00	601-43180-305	\$670.00
02/06/2014	TSE, INC	City Hall Janitorial 1/23/14	28164	\$19.00	100-41940-305	\$19.00
02/06/2014	City of White Bear Lake	January 2014 Fire Services	28165	\$1,496.25	100-42200-305	\$1,496.25
02/06/2014	KEJ Enterprises	January Snow Plowing	28166	\$2,364.75	100-43125-305	\$2,364.75
02/06/2014	Ronnan, Kenny	Jan 14 (2.5 hrs) Service 2014	28167	\$56.25	100-41950-305	\$56.25

## City of Birchwood Village

## Disbursements Register

02/07/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
02/06/2014	City of White Bear Lake	December 2013 Building Inspections	28168	\$86.00	100-42401-305	\$86.00
02/06/2014	City of White Bear Lake	December 2013 Public Works	28169	\$1,561.50	100-43000-305	\$1,561.50
02/06/2014	TSE, INC	City Hall Janitorial Services 1/6/14	28170	\$19.00	100-41940-305	\$19.00
02/06/2014	Manship Plumbing & Heating Inc	November 2013 Payment	28171	\$790.00	601-43180-305	\$790.00
02/06/2014	Manship Plumbing & Heating Inc	1/18/14 Water Main Break	28172	\$600.00	601-43180-305	\$600.00
02/06/2014	Xcel Energy	Electric For Street Lights	28173	\$1,545.07	100-43160-381	\$1,545.07
02/06/2014	Xcel Energy	Electric For Ice Rink/Warming House	28174	\$238.25	100-45200-381	\$238.25
02/06/2014	Xcel Energy	Electric For Lift Station	EFT2.6.14	\$641.45	100-43190-380	\$641.45
02/07/2014	St. Anthony Village	Shared Services	28176	\$2,747.56	100-41400-305	\$2,747.56
02/07/2014	Menards - Maplewood	Warming House Supplies	28177	\$32.79	210-45200-520	\$32.79
02/07/2014	Menards - Maplewood	Warming House Supplies	28178	\$31.94	210-45200-520	\$31.94
02/07/2014	Menards - Maplewood	Warming House Supplies	28179	\$117.70	210-45200-520	\$117.70
02/07/2014	Menards - Maplewood	Warming House Supplies	28180	\$12.93	210-45200-520	\$12.93
02/07/2014	Menards - Maplewood	Warming House Supplies	28181	\$80.43	210-45200-520	\$80.43
02/07/2014	Menards - Maplewood	Warming House Supplies	28182	\$29.22	210-45200-520	\$29.22
<b>Total For Period</b>				<b>\$43,409.14</b>		
<b>Total Year To Date</b>				<b>\$71,737.69</b>		

Fund Name: All Funds  
Date Range: 12/28/2013 to 02/07/2014

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
12/30/2013	Deposit	Deposit 12-30-13	1129	\$1,846.40	100-32210 100-32240 100-34101 100-36230 100-36240 225-36230	\$96.40 \$20.00 \$50.00 \$130.00 \$1,350.00 \$200.00
12/31/2013	Bank Rec Items	Misc Bank Rec Items	1127	\$903.54	100-33400 100-34101 100-34110 100-34110 100-34170 100-34170 100-34190 100-34190 100-35100 100-36140 100-36210	\$119.00 \$25.00 (\$68.53) (\$16.00) (\$1.59) (\$0.64) (\$65.01) (\$30.00) \$504.16 \$349.90 \$87.25
12/31/2013	End of Year Transfers	End of Year Adjustments	1131	\$10.00	100-32260 100-33400 100-33401 100-36140 100-36230 210-32260 225-36230	(\$100.00) (\$238.00) \$238.00 \$10.00 (\$330.00) \$100.00 \$330.00
12/31/2013	End of Year Transfers	End of Year Transfers	1132	\$163,759.13	210-39200 211-39200 301-39200 303-39200 305-39200 401-39200 610-39200	\$14,426.10 \$325.00 \$50,000.00 \$745.04 \$10,000.00 \$58,262.99 \$30,000.00
01/13/2014	Jennifer and Jason Tel	Warming House Donation	1133	\$200.00	225-36230	\$200.00
01/13/2014	Dog Licenses	Dog Licenses	1134	\$40.00	100-32240	\$40.00
01/13/2014	Michael and Mary Miller	Writers Unlimited Donation	1135	\$400.00	100-36230	\$400.00
01/13/2014	Ramsey/Washington Cable Commission	2013 Reimbursement	1136	\$776.26	100-33625	\$776.26
01/13/2014	Standard Heating	Furnace Permit	1137	\$70.11	100-32210	\$70.11
01/13/2014	Cemstone Products Company	Refund for Warming House Cement	1138	\$412.43	225-36200	\$412.43
01/29/2014	Residents - via St Anthony Village	UB collections	1119	\$5,540.48	210-32260 601-34110 601-34160 601-34170 605-34160 605-34190	\$100.00 \$2,683.76 \$12.67 \$73.14 \$15.91 \$2,655.00
01/30/2014	Residents - via St Anthony Village	UB collections	1121	\$958.42	601-34110 601-34160 601-34170 605-34160	\$449.34 \$27.92 \$10.61 \$26.69

**City of Birchwood Village**

**Receipts Register**

**02/07/2014**

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
					605-34190	\$443.86
01/30/2014	Residents - via St Anthony Village	UB collections	1122	\$1,574.58	601-34110	\$644.34
					601-34160	\$12.67
					601-34170	\$15.90
					605-34160	\$18.54
					605-34190	\$883.13
01/30/2014	Residents - via St Anthony Village	UB collections	1123	\$6,966.19	210-32260	\$200.00
					601-34110	\$3,387.62
					601-34160	\$16.20
					601-34170	\$79.19
					605-34160	\$15.23
					605-34190	\$3,267.95
01/30/2014	Residents - via St Anthony Village	UB collections	1124	\$4,124.28	210-32260	\$100.00
					601-34110	\$1,825.59
					601-34160	\$5.29
					601-34170	\$47.69
					605-34160	\$9.19
					605-34190	\$2,136.52
01/30/2014	Residents - via St Anthony Village	UB collections	1125	\$903.38	601-34110	\$331.28
					601-34160	\$2.64
					601-34170	\$13.70
					605-34160	\$3.72
					605-34190	\$552.04
01/31/2014	Residents - via St Anthony Village	UB collections	1126	\$994.71	601-34110	\$450.42
					601-34160	\$14.69
					601-34170	\$14.19
					605-34160	\$19.35
					605-34190	\$496.06
<b>Total For Period</b>				<b>\$189,479.91</b>		
<b>Total Year To Date</b>				<b>\$747,417.97</b>		

As of 02/07/2014

## General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Building Permits	\$0.00	\$70.11	\$70.11
Dog Licenses	\$0.00	\$40.00	\$40.00
Total Acct 322	\$0.00	\$110.11	\$110.11
Cable Comm. Grant	\$0.00	\$776.26	\$776.26
Total Acct 336	\$0.00	\$776.26	\$776.26
Contrib. and Donations-Private	\$0.00	\$400.00	\$400.00
Total Acct 362	\$0.00	\$400.00	\$400.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$1,286.37</b>	<b>\$1,286.37</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
GENERAL GOVERNMENT	\$0.00	\$3,821.86	(\$3,821.86)
Total Acct 410	\$0.00	\$3,821.86	(\$3,821.86)
Publishing	\$0.00	\$99.98	(\$99.98)
Total Acct 411	\$0.00	\$99.98	(\$99.98)
Clerk - Treasurer	\$0.00	\$5,430.41	(\$5,430.41)
Office Operations/Supplies	\$0.00	\$424.80	(\$424.80)
Postage/Postal Permits	\$0.00	\$125.34	(\$125.34)
Total Acct 414	\$0.00	\$5,980.55	(\$5,980.55)
Legal Services	\$0.00	\$360.00	(\$360.00)
Engineer Service	\$0.00	\$2,494.45	(\$2,494.45)
Total Acct 416	\$0.00	\$2,854.45	(\$2,854.45)
OTHER GENERAL GOVERNMENT	\$0.00	\$917.85	(\$917.85)
Grants	\$0.00	\$919.00	(\$919.00)
City Hall-Gov't Buildings	\$0.00	\$1,061.93	(\$1,061.93)
Cable Eqpmt and Service	\$0.00	\$135.00	(\$135.00)
Total Acct 419	\$0.00	\$3,033.78	(\$3,033.78)
Police	\$0.00	\$68.38	(\$68.38)
Total Acct 421	\$0.00	\$68.38	(\$68.38)
Fire	\$0.00	\$1,496.25	(\$1,496.25)
Total Acct 422	\$0.00	\$1,496.25	(\$1,496.25)
Building Inspection	\$0.00	\$936.35	(\$936.35)
Total Acct 424	\$0.00	\$936.35	(\$936.35)
Animal Control	\$0.00	\$63.69	(\$63.69)
Total Acct 428	\$0.00	\$63.69	(\$63.69)
PUBLIC WORKS	\$0.00	\$1,561.50	(\$1,561.50)
Total Acct 430	\$0.00	\$1,561.50	(\$1,561.50)

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

**02/07/2014**

Streets and Road Mntnc	\$0.00	\$316.80	(\$316.80)
Ice and Snow Removal	\$0.00	\$8,970.15	(\$8,970.15)
Street Lights	\$0.00	\$2,790.02	(\$2,790.02)
Sewer Utility	\$0.00	\$641.45	(\$641.45)
Total Acct 431	\$0.00	\$12,718.42	(\$12,718.42)
Recycle	\$0.00	\$1,656.00	(\$1,656.00)
Total Acct 433	\$0.00	\$1,656.00	(\$1,656.00)
Parks	\$0.00	\$3,251.00	(\$3,251.00)
Total Acct 452	\$0.00	\$3,251.00	(\$3,251.00)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$37,542.21</b>	<b>(\$37,542.21)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

**Tree Canopy Care**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

As of 02/07/2014

<b>Special Rev Projects</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$400.00	\$400.00
Total Acct 322	\$0.00	\$400.00	\$400.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$0.00	\$674.70	(\$674.70)
Total Acct 452	\$0.00	\$674.70	(\$674.70)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$674.70</b>	<b>(\$674.70)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

**Spec Project-Elm Easement**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

As of 02/07/2014

**Spec Rev - Warm House**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
MISCELLANEOUS REVENUES	\$0.00	\$412.43	\$412.43
Contrib. and Donations-Private	\$0.00	\$200.00	\$200.00
Total Acct 362	\$0.00	\$612.43	\$612.43
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$612.43</b>	<b>\$612.43</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	

As of 02/07/2014

<b>Sewer 2004 Bonds</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$629.07	(\$629.07)
Total Acct 471	\$0.00	\$629.07	(\$629.07)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$629.07</b>	<b>(\$629.07)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

**Birchwood In Re-hab Bond**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

As of 02/07/2014

**Sewer Re-hab 2008 Debt**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

As of 02/07/2014

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

As of 02/07/2014

**Capital Projects**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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		\$0.00	

**As of 02/07/2014**

<b>Cap Proj - Catchbasin</b>	<u><b>Budget</b></u>	<u><b>Actual</b></u>	<u><b>Variance</b></u>
<b>Receipts:</b>			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

<b>Water Enterprise Fund</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
<b>Receipts:</b>			
Water Fee	\$0.00	\$9,772.35	\$9,772.35
Penalty - Late Water/Sewer	\$0.00	\$92.08	\$92.08
State and Misc fees	\$0.00	\$254.42	\$254.42
Total Acct 341	\$0.00	\$10,118.85	\$10,118.85
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$10,118.85</b>	<b>\$10,118.85</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$867.14	(\$867.14)
Total Acct 415	\$0.00	\$867.14	(\$867.14)
Utility Locates	\$0.00	\$104.35	(\$104.35)
Total Acct 428	\$0.00	\$104.35	(\$104.35)
Water Utility	\$0.00	\$8,231.08	(\$8,231.08)
Wtr/Swr Emergency	\$0.00	\$8,652.17	(\$8,652.17)
Total Acct 431	\$0.00	\$16,883.25	(\$16,883.25)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$18,087.44</b>	<b>(\$18,087.44)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

<b>Sewer Enterprise Fund</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
<b>Receipts:</b>			
Penalty - Late Water/Sewer	\$0.00	\$108.63	\$108.63
Sewer Fee	\$0.00	\$10,434.56	\$10,434.56
Total Acct 341	\$0.00	\$10,543.19	\$10,543.19
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$10,543.19</b>	<b>\$10,543.19</b>
<b>Other Financing Sources:</b>			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
<b>Disbursements:</b>			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$867.14	(\$867.14)
Total Acct 415	\$0.00	\$867.14	(\$867.14)
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Sewer Utility	\$0.00	\$13,479.43	(\$13,479.43)
Total Acct 431	\$0.00	\$13,479.43	(\$13,479.43)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$14,804.27</b>	<b>(\$14,804.27)</b>
<b>Other Financing Uses:</b>			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014

**Sewer Infrastructure**

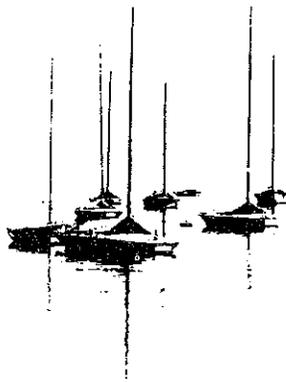
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	

As of 02/07/2014  
Fiscal Year:2013

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$527,588.63	\$362,424.05	\$321,684.61	\$568,328.07
Tree Canopy Care	\$8,350.00	\$0.00	\$8,350.00	\$0.00
Special Rev Projects	\$13,756.91	\$19,426.39	\$21,706.09	\$11,477.21
Spec Project-Elm Easement	\$0.00	\$325.00	\$325.00	\$0.00
Spec Rev - Warm House	\$0.00	\$14,426.10	\$14,426.10	\$0.00
Sewer 2004 Bonds	\$0.00	\$58,706.05	\$28,521.13	\$30,184.92
Birchwood In Re-hab Bond	\$0.00	\$1,673.08	\$928.04	\$745.04
Sewer Re-hab 2008 Debt	\$0.00	\$27,926.30	\$25,427.20	\$2,499.10
Cap Project - PW	\$44,571.00	\$58,262.99	\$97,107.72	\$5,726.27
Capital Projects	\$58,587.99	\$0.00	\$58,587.99	\$0.00
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$31,968.02	\$64,052.55	\$72,186.06	\$23,834.51
Sewer Enterprise Fund	\$115,000.00	\$87,234.62	\$161,405.29	\$40,829.33
Sewer Infrastructure	\$0.00	\$30,000.00	\$0.00	\$30,000.00
<b>Total</b>	<b>\$799,822.55</b>	<b>\$724,457.13</b>	<b>\$810,655.23</b>	<b>\$713,624.45</b>

## Proposed Addition to Tennis Solid Waste Contract

**9.4 Late Payment:** "If one does not pay Tennis Sanitation, L.L.C. with 90 days of due date for trash removal, the matter reverts back to Birchwood for collection and certification on the tax rolls."



# City of White Bear Lake

4701 Highway 61 • White Bear Lake, Minnesota 55110

Phone (651) 429-8526 • Fax (651) 429-8500

[www.whitebearlake.org](http://www.whitebearlake.org)

RECEIVED  
JAN 23 2014

BY: \_\_\_\_\_

January 21, 2014

City of Birchwood Village  
ATTN: Barb Suci  
207 Birchwood Avenue  
Birchwood, MN 55110

Dear Barb:

Enclosed are two copies of the 2014 Fire Service contract addendum. The contract language is consistent with our long standing agreement. You should have received detail information earlier from the City's 2014 budget which supported the calculations.

The 2014 contract represents a \$1,315 decrease from 2013. Due cost containment and a shifting of tax capacity valuation, Birchwood's share of the 2014 contract amount is actually \$358 less than Birchwood's share for fire service protection in 2008.

Please sign copies of the addendum and return one copy of each of the addendum to me. The second copy is for your records.

Please call me at 429-8517 if you have any questions.

Sincerely,

*Don Rambow*

Don Rambow  
Finance Director

Enclosures

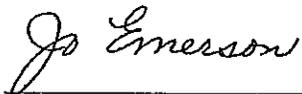
2014 ADDENDUM

Service charges for the year 2014 as determined from Section 6 of the contract, for the City of Birchwood Village shall be:

\$ 17,955

Fire Services

CITY OF WHITE BEAR LAKE



\_\_\_\_\_  
Jo Emerson, Mayor

Attest:



\_\_\_\_\_  
Diane Krinkie, City Clerk

CITY OF BIRCHWOOD VILLAGE

\_\_\_\_\_  
It's Mayor

Attest:

\_\_\_\_\_  
It's Clerk

Dated: \_\_\_\_\_

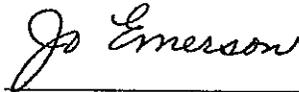
**2014 ADDENDUM**

Service charges for the year 2014 as determined from Section 6 of the contract, for the City of Birchwood Village shall be:

\$ 17,955

Fire Services

CITY OF WHITE BEAR LAKE



\_\_\_\_\_  
Jo Emerson, Mayor

Attest:



\_\_\_\_\_  
Diane Krinkie, City Clerk

CITY OF BIRCHWOOD VILLAGE

\_\_\_\_\_  
It's Mayor

Attest:

\_\_\_\_\_  
It's Clerk

Dated: \_\_\_\_\_

**City of White Bear Lake  
Exhibit A  
2014 Fire Contract**

(O) Fire Operations (Budget less State Fire Aid and Federal Aid)	686,572
Plus Miscellaneous Equipment	
(\$918,914+9,250-200,000-41,592)	
Less: Fire Marshall (Salary and 20% Benefits)	
(\$63,462+12,692)	<u>(76,154)</u>
Net Operations	610,418
Capital Improvements:	
(E) Equipment - See attached schedule.	68,985
Total	679,403
(D) Dispatch	27,389
(A) Administration (5% of net operations)	<u>30,520</u>
Total Fire Cost	<u>737,312</u>
Adjustment for prior actual expenditures to budget for 2012	<u>(36,498)</u>
Net Fire Costs	<u>700,814</u>

Dispatch Cost Analysis

<u>DISPATCHING COSTS</u>		<u>DISPATCH CALLS EST. 2013</u>	
Budget	489,093	POLICE	26,500
		AMBULANCE	3,000
		FIRE	<u>1,750</u>
TOTAL	<u>489,093</u>	TOTAL	<u>31,250</u>
		FIRE DISPATCH COST :	
		5.6% OR	<u>27,389</u>

Cost Allocation

	2013/14		2012	
	Total		Population	
	<u>Tax Capacity</u>		<u>Population</u>	
Township	12,145,257		11,089	
Gem Lake	974,081		397	
Birchwood	1,207,605		872	
Dellwood	3,284,763		1,067	
City	<u>22,624,669</u>		<u>24,074</u>	
Total	<u>40,236,375</u>		<u>37,499</u>	
	Contract Allocation		35% Property Valuation	
	<u>Cost</u>	<u>Percentage</u>	<u>Percentage</u>	<u>Cost Allocation</u>
Township	208,745	29.79	30.18	74,039
Gem Lake	10,761	1.54	2.42	5,938
Birchwood	17,955	2.56	3.00	7,362
Dellwood	32,986	4.71	8.16	20,024
City	<u>430,368</u>	<u>61.41</u>	<u>56.23</u>	<u>137,922</u>
Total	<u>700,814</u>	<u>100.00</u>	<u>100.00</u>	<u>245,285</u>
				65% Population
				<u>Percentage</u>
				<u>Cost Allocation</u>
Township				29.57
Gem Lake				1.06
Birchwood				2.33
Dellwood				2.85
City				<u>64.20</u>
Total				<u>100.00</u>
				<u>455,529</u>

**City of White Bear Lake  
2014 Fire Contract**

<u>Equipment Depreciation</u>	<u>Cost</u>	<u>Trade-In Value</u>	<u>Net Cost</u>	<u>Annual Depr.</u>
<b>2005</b>				
Squad - Depr. 2005-2014 (10 yrs)	24,500	1,250	23,250	2,325
Engine#7 overhaul 2005-2014 (10 yrs)	21,000		21,000	2,100
<b>2006</b>				
Telesquirt - Camera Depr. 2006 - 2015 (10 yrs.)	7,000		7,000	700
Dispatch Share Costs Workstations & Caller ID Depr. 2006 - 2015 (10 yrs.)	21,000		21,000	2,100
<b>2007</b>				
No depreciable equipment remains in formula				
<b>2008</b>				
No depreciable equipment remains in formula				
<b>2009</b>				
No depreciable equipment remains in formula				
<b>2010</b>				
Security equip - Depr. 2010 - 2014 (5yrs)	30,000		30,000	6,000
Tanker renovation - Depr. 2010 - 2014 (5 yrs)	25,000		25,000	5,000
<b>2011</b>				
Squad - Depr. 2011 - 2015 (5yrs)	30,000		30,000	6,000
<b>2012</b>				
Records System 2012 - 2016 (5yrs)	34,000		34,000	6,800
Tanker renovation - Depr. 2012 - 2016 (5 yrs)	150,000		150,000	30,000
<b>2013</b>				
No depreciable equipment placed into formula.				
<b>2014</b>				
Imaging Camera 2014 - 2018 (5 yrs)	9,950		9,950	1,990
Hose & Equip 2014 - 2018 (5yrs)	9,300		9,300	1,990
Pagers & Radios 2014 -2018 (5 yrs)	11,825		11,825	1,990
Squad 2014 -2018 (5 yrs)	24,350		24,350	1,990
<b>Annual Depreciation</b>			<u>68,985</u>	

**Department:** Fire (1210)

**Fund:** General (1000)

**Department Activities and Responsibilities:**

The Fire Department, which is comprised of 55 volunteer members, provides fire suppression and prevention services for the City as well as the communities of White Bear Township, Dellwood, Birchwood Village, and Gem Lake through contract agreements. The total population for the service area is 37,499, with the City's population comprising 64% of the total at 24,074.

The Department also provides fire inspection services for commercial and multi-family buildings, building plan review, and pre-planning programs for businesses within the City, White Bear Township, and Gem Lake.

**Department Staff:**

	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Adopted</u>	2013 <u>Revised</u>	2014 <u>Budget</u>
Chief	.50	.50	.50	.50	.50
Fire Marshall	1.00	1.00	1.00	1.00	1.00
Secretary	.25	.25	.25	.25	.25
Recruitment/Retention	1.00	1.00	1.00	1.00	1.00
Firefighters (Volunteer)	55.00	55.00	55.00	55.00	55.00
Total Fire	<u>57.75</u>	<u>57.75</u>	<u>57.75</u>	<u>57.75</u>	<u>57.75</u>

**Budget Activities:**

In 2013, the Department is celebrating its 125<sup>th</sup> year of providing fire service to the City of White Bear Lake and surrounding communities. Once a fully volunteer department, now a paid on-call department, the overall operating cost of this essential service is very low compared to the alternative of funding full-time employees to staff the service. While the service level of the department is comparable to a full-time staffed department; call frequencies, changing lifestyles and work schedules of members and prospective members of the department cause increasing recruitment and retention issues of finding skilled personnel for the department. To address these major challenges, the City Council accepted a four-year Federal Emergency Management Association (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant. The grant, which started in 2011, provides funding for a recruitment and retention coordinator position specifically focused on assisting the department in attracting new on-call personnel. Furthermore, the grant includes financial incentives through additional life insurance coverage and funding for a medical expense account for each firefighter to encourage long-term service. In addition to the SAFER grant, the department received a grant to help provide smoke detectors and carbon monoxide detectors to residents.

**Department:** Fire (1210)

**Fund:** General (1000)

**Budget Activities (cont.):**

Annually, the City receives State aid to help fund payments made to the Fire Relief Association for retirement funds. The financial support for this distribution is a 2% fee charged on all property insurance policies in Minnesota; however, during the 2013 legislative session the State approved a supplemental aid in the amount of \$49,774 for the City. This additional funding is expected to continue in future years. The State's contributions over the last six years and the related amount of change from the previous year are as follows:

<u>Year</u>	<u>Amount</u>	<u>Change</u>
2013 est.	\$218,214	\$ 62,966
2012	155,248	1,878
2011	153,370	(6,510)
2010	159,880	5,377
2009	154,503	(29,276)
2008	183,779	(34,133)

**Budget Summary:**

The increase of the Revised 2013 Budget from the Adopted Budget is due to changes primarily in the Personal Services section. A staff vacancy during the year reduced the amount in the Salaries and related benefit accounts. The Health Savings Account Contribution is given to temporary staff members who meet specific performance qualifications during a month. The budget for this contribution decreased for the year as requirements for the benefit were not met by all temporary staff each month. The reduction in Worker's Compensation expense is an adjustment to the original budget amount to correctly report the benefit costs for the employees. These savings items are all offset by the increased Fire Relief pension payment required to be made by the City from the State aid money received.

Foam is used in some firefighting activities instead of water because it has more extinguishing properties and coats the items sprayed to prevent re-ignition fires. The Department increased the purchase of foam in the Equipment Supplies budget based on levels used in fires during 2012. The Building Supplies budget revision funds the installation of new cement steps at a City-owned house where firefighters live for quick call response.

Grants offer an opportunity to add extra programs without drastically increasing the expenditures. SAFER grant funds were originally recorded in the Books and Periodicals account to purchase supplies used by the retention and recruitment coordinator; however, some of funds were re-allocated to the Other Supplies, Outside Printing and Advertising accounts to correctly assign costs to grant funds.

**Department:** Fire (1210)

**Fund:** General (1000)

**Budget Summary (cont.):**

The revision in the Contracted Services budget amount is possible through savings in the annual banquet costs and adjusting the estimated amount for monthly cleaning charges to the actual expense.

The Proposed 2014 Budget changes from the 2013 Revised Budget does not have one primary source, multiple accounts contain adjustments as budgets are coordinated to the actual expenditures. The budget in the Personal Services category anticipates full staffing levels in salary and benefits for the year. The Fire Relief contribution amount is estimated at an amount between historical contributions and the payment amount for 2013. The Health Savings Account budget anticipates more temporary employees qualifying for the month contribution through committed performance levels.

Reductions in the Equipment Supplies and Building Supplies accounts return budget estimates to previously budgeted levels after the one time increases for the Revised 2013 Budget. The Uniforms budget provides funding for new member uniforms and the clothing allowance for department members. The budget continues funding the replacement of gear for firefighters under the National Fire Protection Association (NFPA) Standard 1851, which gives advice on the care and maintenance of protective ensembles worn for structural firefighting and proximity firefighting. The standard advises organizations to replace turnout gear for firefighters if the suit is 10 years or older. Department personnel review all turnout gear suits on a regular basis and have found 10 sets of gear in need of replacement during 2013. This expenditure greatly increases the department's budget; however, safety is a high priority of the department and the City so the amount was included in the budget.

The Professional Services budget applies additional funds to current member annual physicals, new member physicals, and new member psychological evaluations. These processes are key elements to having a safe work force who can meet the demands of the department and calls for service.

Funding in the Training budget provides opportunities for department members to attend courses in beginning firefighting, equipment operations, arson investigation and fire inspection. In addition to these programs, department members will continue to participate in an online incident command training course.

The increase in Vehicle Repairs converts the lights on Ladder 9 to LED bulbs to save money for better light quality, bulb efficiency and bulb life. The current halogen lights require too much voltage from the vehicle's generator and they are causing power failures. The LED lights use far less power to operate.

**Department:** Fire (1210)

**Fund:** General (1000)

**Capital Outlay:**

The departmental operating capital purchases are as follows:

<u>Item</u>	<u>2013</u>	<u>2014</u>
Hoses and Adapters	\$4,000	\$5,000
Carbon Monoxide Detectors	800	
Gated Wye Units (3)		800
<b>Total</b>	<u>\$4,800</u>	<u>\$5,800</u>

The 2013 Equipment Acquisition Fund budget allocates funding for the replacement of cross cut saws, supply lines, self-contained breathing apparatus masks, and pagers.

The largest budget item in the 2014 Equipment Acquisition budget provides funding for an upgrade to the Records Management System used in conjunction with the Police and Dispatch departments to maintain information on service response calls.

In addition to the routine replacement of supply lines, masks and radios, the budget includes other items to assist in department operations. The radio headsets for chiefs allow them to work hands free at their command center while managing employees and vehicles at a service call.

The Thermal Imaging camera replaces an old unit with improved technology. The units allow firefighters to find people in a burning structure, assess building safety before sending firefighters in to a burning building, and check walls for fires when a smoke smell is present.

New electric venting fans will clear smoke from a building without pushing exhaust smoke from fan operations back in to the space. An office upgrade at Station 2 will provide station members with new computer and telephone technology.

Both the 2013 and 2014 Budgets include the purchase of a vehicle. The 2013 acquisition provides another vehicle for department officers to quickly respond to a call for service with necessary gear without having to stop by the station to get either a vehicle or equipment. The 2014 purchase is a replacement vehicle of an older response vehicle. The department will consider both new and used vehicle options when making a decision to ensure budget compliance while meeting the vehicle use requirements.

**Department:** Fire (1210)

**Fund:** General (1000)

**Capital Outlay provided through the Equipment Acquisition Fund:**

<u>Item</u>	<u>2013</u>	<u>2014</u>
Vehicles	\$17,050	\$21,000
Cross cut saws (2)	3,000	
Supply line	1,000	1,000
Self-Contained Breathing Apparatus masks	2,500	2,500
Portable radios and pagers	8,200	11,825
Radio headsets (3)		1,800
Thermal imaging camera		9,950
Station 2 computer and telephone technology		4,000
Vent fans (2)		3,350
Records Management computer system		25,000
Total	<u>\$31,750</u>	<u>\$80,425</u>

**Goals:**

- I. Expand fire safety awareness to children and senior residents through use of the fire safety trailer.
- II. Develop leadership and professionalism among department officers through training opportunities in preparation for supervisory attraction.
- III. Expand staged response program utilization.
- IV. Improve resident life safety by continuing to provide smoke detectors, carbon monoxide detectors, and stove top fire extinguishers free of charge to the public.
- V. Evaluate the continued viability of the 1993 1,250 gallon per minute Engine #7 pumper.

**Department:** Fire (1210)

**Fund:** General (1000)

**Performance Indicators:**

	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2014 <u>Budget</u>
Number of Fire and Rescue Calls	487	496	526	503
Number of Staged Responses	288	278	332	300
General Alarms	22	29	21	24
Plan Reviews	170	127	125	140
Inspections	620	589	560	590
Follow-up Inspections for Minor Changes	82	112	108	110
Fire Education Classes	123	105	95	110
Juvenile Fire Setter Classes	12	7	5	8
Department Vehicle Accidents	3	3	2	0
Accidental Fire Deaths	0	0	0	0
Maintain Class 3 IOS Rating -Best in MN	X	X	X	X

FUNCTION:		FUND:	DEPT. & DIV:		ACCT. NO.:	
Public Safety		General	Public Safety Fire		1000 - 1210	
SUMMARY OF EXPENDITURES						
CODE NO.	ITEMS	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 REVISED	2014 BUDGET
		\$	\$	\$	\$	\$
	<b>PERSONAL SERVICES</b>					
6105	Salaries-reg. employees	141,375	168,021	172,835	162,720	177,042
6117	Overtime - reg. employees	1,037	1,309	1,020	1,020	1,040
6119	Salaries-temp. employees	100,205	114,529	114,000	112,000	114,000
6122	PERA	13,851	15,920	16,240	12,797	17,166
6124	FICA/Medicare	13,657	18,209	18,870	14,983	19,067
6126	Fire Relief	153,370	155,248	150,000	218,214	200,000
6128	Insurance contrib.	20,711	21,022	17,942	14,410	14,410
6131	Health Savings Acct. Contrib.	21,567	50,529	74,100	65,000	70,000
6136	Volunteer Life Insurance			5,070	4,000	4,000
6138	Worker's compensation	53,648	54,319	54,319	34,181	34,181
	Total Personal Services	519,421	599,106	624,396	639,325	650,906
	<b>SUPPLIES</b>					
6210	Office supplies	2,369	2,705	2,700	2,900	3,392
6220	Equipment supplies	3,679	4,503	4,500	6,000	4,240
6230	Vehicle supplies	2,684	3,571	5,800	5,800	5,465
6240	Building supplies	3,646	3,558	5,600	8,700	3,770
6250	Other supplies	21,341	44,019	3,700	6,000	5,370
6272	Motor fuels	15,546	14,857	14,500	14,500	13,662
6280	Books & periodicals	1,806	2,582	5,745	3,745	3,978
6290	Uniforms	34,310	24,177	38,810	38,890	42,760
6295	Small tools	1,740	2,657	2,000	2,000	3,000
	Total Supplies	87,121	102,629	83,355	88,535	85,637
	<b>OTHER SERVICES &amp; CHARGES</b>					
6401	Professional services	23,954	10,630	23,185	20,365	23,415
6402	Data processing	3,461	3,178	5,740	5,990	5,650
6411	Telephone	4,189	4,027	4,150	4,300	4,051
6412	Cellular	3,162	3,838	4,000	4,200	3,957
6422	Electric	18,749	19,208	19,000	19,825	17,902
6423	Natural gas	6,902	4,858	7,500	6,550	7,066
6434	General Liab. insurance	9,137	9,274	9,413	9,413	9,413
6436	Vehicle Liab. insurance	12,460	12,647	12,837	12,837	12,837
6445	Postage	562	685	800	700	800
6449	Inhouse printing	336	255	500	500	500
6450	Outside printing	460	659	600	1,100	1,100
6460	Subscription/memberships	1,600	1,482	2,000	2,000	2,000
6470	Training	18,989	15,942	19,805	19,805	20,950
6492	Advertising	2,001	834	1,300	2,705	2,800
6505	Equipment maint. service	7,060	9,493	9,550	9,550	9,357
6508	Shop maint. service	12,422	20,976	12,675	12,675	12,675
6510	Vehicle maint. service	19,854	7,016	18,950	18,950	23,470
6515	Building maint. service	9,040	7,176	7,500	7,500	7,348
6555	Equipment rental	240		400	400	377
6560	Other contractual svc	11,317	11,571	11,650	10,700	10,903
	Total Other Services & Charges	165,895	143,749	171,555	170,065	176,571
	<b>CAPITAL OUTLAY</b>					
7140	Equipment	5,383	8,051	4,800	4,800	5,800
	Total Capital Outlay	5,383	8,051	4,800	4,800	5,800
	Total	777,820	853,535	884,106	902,725	918,914

# CITY WHITE BEAR LAKE

4701 HIGHWAY 61  
WHITE BEAR LAKE, MN 55110  
651-429-8526 fax 651-429-8500

Invoice No.

9146

## INVOICE

### Customer

Address CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
City BIRCHWOOD State MN ZIP 55110

Date 1/21/2014  
CODE 1001.4832.3

Qty	Description	Unit Price	TOTAL
1	2014 FIRE SERVICES CONTRACT	\$17,955.00	\$17,955.00

PAYMENT TERMS:  
12 MONTHLY PAYMENTS OF \$1,496.25

### Payment Details

- Cash  
 Check

#VALUE!

SubTotal \$17,955.00

**TOTAL** **\$17,955.00**

Office Use Only

PLEASE MAKE CHECKS PAYABLE TO THE CITY OF WHITE BEAR LAKE

PAYMENT TERMS: NET DUE UPON RECEIPT OF INVOICE