



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 19, 2014
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

2015 PRELIMINARY BUDGET - PUBLIC HEARING

- A. Adopt 2015 Preliminary Budget*

WATER UTILITY RATE SETTING - PUBLIC HEARING

- A. Adopt a \$10.00 per Quarter Water Utility User Fee*

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting July 8, 2014 Minutes*
- B. Approval of Updated TSE, Inc. Community Employment Services Agreement*

CITY BUSINESS – REGULAR AGENDA

- A. Approval of Treasurer's Report*
- B. City Investment Strategy Discussion*
- C. Ramsey-Washington Suburban Cable Commission Discussion
 - a. Authorize Councilmember LaFoy to serve as Representative
 - b. Announce opening for Alternate position to be filled at the September Council Meeting

* Denotes items that have supporting documentation provided

- D. Elm Easement Spillway Discussion
- E. Approve the Hiring of City Clerk Mickelson to Position of Full-Time City Administrator at a Wage Consistent with 2015 Budget
- F. Address Council Vacancy
- G. First Reading of Ordinance 2014-08-01, Adding Keeping of Miniature Pot-Bellied Pigs as Pets Language to City Code*

ADJOURN

* Denotes items that have supporting documentation provided

A	B	City of Birchwood Village Revenue and Expenditure Trends										M											
		2011		2012		2013 FINAL		2014		2015													
		Actual	Budget	Actual	Budget	Levy	Other Revenue	Propose	Propose	Propose	Propose												
1																							
2																							
3																							
4																							
5	General Property Taxes (levy)	315,354	325,000	320,067	336,013																		
6	LICENSES AND PERMITS																						
7	Business Licenses and Permits		100	0																			
8	Building Permits	10,659	8,500	7,792																			
9	Plan Check Fee		0	0																			
10	Variances	206	0	412																			
11	Dog Licenses	25	1,000	617																			
12	INTERGOVERNMENTAL REVENUES																						
13	Federal Grants and Aids	0	0	0																			
14	State Grants and Aid	0	0	0																			
15	State of MN Pera	238	238	238																			
16	Local Grants and Aids	13,404	0	0																			
17	Recycle Grant	1,678	1,650	1,678																			
18	Cable Commission Grant	7,595	7,000	6,496																			
19	CHARGES FOR SERVICES	0	0	0																			
20	GENERAL GOVERNMENT																						
21	City Hall Rent	350	500	375																			
22	Certified Bills		0	0																			
23	Delinquent Utilities - Garb/CEC		0	248																			
24	PUBLIC SAFETY																						
25	HIGHWAYS AND STREETS																						
26	CULTURE AND RECREATION																						
27	Park Fees	0	0	0																			
28	OTHER CHARGES																						
29	State & Misc Fees		0	0																			
30	Sales Tax		0	0																			
31	FINES AND FORFEITS																						
32	Fines	735	1,000	453																			
33	Forfeits																						
34	MISCELLANEOUS REVENUES																						
35	Surcharge		0	0																			
36	Interest Earnings	33	1,000	41																			
37	Contrib. & Donations-Private	725	400	765																			
38	Refunds and Reimbursements	250	0	2,428																			
39	Sale of Investments		0	0																			
40	Recycling Charge (Maht/Willemie)		0	0																			
41	Cable/Excess Franchise Fee		0	0																			
42	Miscellaneous	2,741	500	62																			
43	NON-LEVY REVENUE	21,888	21,888	21,605																			
44	ALL REVENUE - including levy	353,993	346,888	341,672	336,013																		
45	TOTAL REVENUES	353,993	368,776	363,277	336,013																		

\$ 326,299.00

	A	B	E	F	G	H	I	J	M
92	Fees (banking)	100-41500-430	393	400	375	400		400	\$ 400.00
93	Subtotal		15,536	400	375	400	0	400	\$ 400.00
94	Insurance - City								
95	Insurance								
96	General Liability Ins.	100-41945-361	6,980	4,355	3,754	3,800		3,800	\$ 4,000.00
97	Property Insurance	100-41945-362	2,619	2,500	2,183	2,200		2,200	\$ 2,400.00
98	Worker's Comp (for employees & contractors per audit)	100-41945-150	2,447	1,800	3,234	1,100		1,100	\$ 1,100.00
99	Vehicle Insurance	100-41945-363	69	72	69	70		70	
100	Excess Liability	100-41495-364	900	927	900	900		900	\$ 1,000.00
101	Crime Coverage	100-41495-365	118	125	118	120		120	\$ 150.00
102	Municipal			745	0	0		0	
103	Insurance Subtotal		13,133	10,524	10,258	8,190	0	8,190	\$ 8,650.00
104	Assessing								
105	Contracted Services	100-41550-305	5,324	5,325	5,436	5,450		5,450	\$ 5,450.00
106	Legal Services								
107	Professional Services	100-41600-300	7,004	8,000	6,679	7,200		7,000	\$ 7,000.00
108	Engineer Service								
109	Professional Services	100-41650-300	5,491	6,000	6,223	10,000		7,000	\$ 7,000.00
110	Per Diem (Planning Commission)	100-41800	475	1,560	985	1,560		600	\$ 500.00
114	Planning & Zoning	100-41910-300	46	0	206	0		200	\$ -
115	Services Subtotal		18,340	20,885	19,529	24,210	0	20,250	\$ 19,950.00
116	City Training & Development								
117	Training		1,609	700	210	1,200			
118	Transportation	100-41920-330	247	100	0	100		100	
119	Dues & Subscriptions	100-41920-433	992	1,000	1,038	1,035		1,063	\$ 1,040.00
120	Grants (pandemic 2008)		200	0	0	0		0	
121	Grants Counsel Center 2012/2012 WC Heritage Soc.	100-41905-435	2,022	3,200	2,941	1,825		2,000	\$ 2,000.00
122	T & D Subtotal		5,070	5,000	4,189	4,160	0	3,163	\$ 3,040.00
123	City Hall-Gov't Buildings								
124	Repair, Operating & Maint Supplies	100-41940-220	3,843	3,300	2,532	2,350		500	\$ 500.00
125	Professional Services	100-41940-300	6,904	0	0	0		0	
126	Contracted Services	100-41940-305	924	700	624	700		500	\$ 500.00
127	Telephone	100-41940-321	1,298	1,300	1,439	1,450			
128	Utility Services	100-41940-380	3,298	4,000	2,219	2,500		3,500	\$ 4,500.00
129	Buildings & Structures	100-41940-520	0	0	0	0		0	
130	Computer/Internet	100-41940-320	0	0	0	0		4,500	\$ 5,200.00
131	Gov't Bldgs Subtotal		16,267	9,300	6,814	7,000	0	9,000	\$ 10,700.00
132	Cable Eqpmnt and Service								
133	Contracted Services	100-41950-305	1,064	1,200	839		800		
134	Communication	100-41950-320	0	0	0	0		0	
135	Newsletter								
136	Operating Supplies	100-41960-210	0	0	0	25		25	
137	Contracted Services	100-41960-350	446						
138	Printing and Binding	100-41960-350	0	400	228	100		100	
139	Communication Subtotal		1,510	1,600	1,067	125	800	125	\$ -
140	TOTAL Gen Government		140,392	118,059	114,652	113,300	800	127,883	\$ 125,120.00

	A	B	E	F	G	H	I	J	M
141 PUBLIC SAFETY									
142 Police									
143 Contracted Services		100-42100-305	88,505	90,935	89,776	91,348		48,000	\$ 51,000.00
144 Fire									
145 Contracted Services		100-42200-305	20,078	20,500	21,317	20,593		21,000	\$ 20,000.00
146 Building Inspection (non levy)									
147 Small Tools and Minor Equipment			175						
148 Contracted Services		100-42401-305	8,237	8,700	9,623		8,200	8,000	Non Levy
149 Fees (variance, cond. use permits)		100-42401-430	170	700	104		200	100	\$ 100.00
150 Other Protection									
151 Contracted Services (Code Red)		100-42800-305	0	68	241	100		100	\$ 100.00
152 Dept. of Labor Fees			0	0	0				
153 County Environmental Charge			0	0	0				
154 Animal Control		100-42810-305	857	925	882	697	200	600	\$ 900.00
155 Operating Supplies			0	0	0				
156 Refuse Collection			0	0	0				
157 Refunds & Reimbursements			0	0	0				
158 PUBLIC SAFETY TOTAL			118,022	121,828	121,943	112,738	8,600	77,800	\$ 72,100.00
159 PUBLIC WORKS									
160 Improv Other than Bldg			0	0	0				
161 Survey Public Spaces			0	6,800	4,124	0		0	\$ -
162 Highways, Streets & Roadways									
163 Repair & Maint. Supplies		100-43100-220		1,000	244	750		1,000	\$ 1,000.00
164 Contracted Services (Pot Holes)		100-43100-305	10,292	6,000	2,805	4,500		5,000	\$ 5,000.00
165 Street Sweeping		100-43123-305		4,000	3,785	4,000		4,000	\$ 4,000.00
166 Seal Coat				0	0	12,500			
167 Crack Sealing			0	0	0	5,000		5,000	
168 Street Signs (Council action to place in Oavn Fund)			266	3,000	0	1,500			
Street Maintenance Subtotal			10,558	14,000	6,834	28,250	17,500	10,000	\$ 10,000.00
170 Street Lights									
171 Utility Services		100-43160-380	14,679	15,000	14,002	15,600	0	15,000	\$ 18,000.00
172 Drainage - Structure Care									
173 Stormwater Pond									
174 Contracted Services (pd Jan 2013 \$2358 - 12 Exp)		100-43150-305	2,042	2,800	0	800		1,600	\$ 1,600.00
175 Fees (mpca)		100-43150-430	117	600	0	400		400	\$ 400.00
Subtotal			2,159	3,400	0	1,200	0	2,000	\$ 2,000.00
177 Ice and Snow Removal									
178 Operating Supplies (salt, sand)		100-43125-210	0	5,000	2,791	5,000		5,000	\$ 5,000.00
179 Contracted Services		100-43125-305	10,319	12,000	5,800	11,000		11,000	\$ 11,000.00
Snow & Ice Subtotal			40,140	17,000	8,591	16,000	0	16,000	\$ 16,000.00
181 Water Utility		100-43180-810	474	0	0	0		0	
182 Refunds & Reimbursements			270	0	0	0		0	
183 Sewer Utility									
184 Refunds & Reimbursements		100-43190-810	0	0	0	0		0	
185 Weed Control \$135 moved to line 232			0	0	0	0		0	
186 TOTAL - Public Works			744	56,200	33,551	61,050	17,500	43,000	\$ 46,000.00

	A	B	E	F	G	H	I	J	M
187	CULTURE & RECREATION								
188	Recreation								
189	Operating Supplies		96	100	0	0		0	
190	Dues & Subscriptions	100-45100-433	0	200	200	200		200	200.00
191	Community Events (Volunteer Recognition)	100-45100-440	1,325	1,700	1,500	1,700		1,500	200.00
192	TOTAL Recreation			2,000	1,700	1,900		1,700	400.00
193	Parks								
194	Wages and Salaries (Spvsst-volunteer 2012 unpaid)	100-45200-100	5,490	5,900	2,883	7,500		10,000	10,000.00
195	Federal Tax - Employee								
196	State Tax - Employee								
197	Unemployment Compensation								
198	Medicare - Employer								
199	Social Security - Employer								
200	Social Security - Employee								
201	Medicare - Employee								
202	Office Supplies								
203	Operating Supplies	100-45200-210	979	350	97	450		200	
204	Repair & Maint. Supply/Contractual	100-45200-400	223	1,530	1,030	1,600		2,000	500.00
205	Professional Services		374	0	590				
206	Contracted Services	100-45200-305	3,438	360	4,526	1,600		1,000	1,000.00
207	Utility Services	10045200-380	901	900	973	1,150		1,000	1,000.00
208	Fees	100-45200-530	0	0	0			800	
209	Buildings & Structures		1,336	1,660	1,390	1,700			
210	Furniture and Fixtures		0	0	0				
211	Garbage Pickup		0	600	0				
212	Tree Removal		0	0	0	0		0	
213	Per Diem / Projects		0	0	0	0	9,900	1,000	
214									
	Parks GF Subtotal		12,741	11,300	11,489	14,000	9,900	16,000	12,500.00
215	TOTAL Parks & Recreation		14,162	13,300	13,189	15,900	9,900	17,700	12,900.00
216	SANITATION								
217	Tree Care - Inspection & Removal								
218	Contracted Services	100-43130-305	450	800	711	0		0	
219	Tree Removal								
220	Operating Supplies	10043135-210	0	250	0				
221	Diseased Trees		0	0	0	0		0	
222	Contracted Services	100-43135-305	3,991	2,300	2,393	5,000		5,000	5,000.00
223	Sanitation - Recycling								
224	Contracted Services	100-43300-305	11,047	11,050	11,389	12,000		10,000	10,000.00
225	Recycling grant projects			1,650	0	0		0	
226	Lawn Care/Maintenance								
227	Contracted Services	100-45010-305	5,065	6,000	4,900	6,000		13,000	10,000.00
228	Weed Control - MILFOIL		135	1,700	927	1,200			
229	TOTAL - Sanitation		20,688	23,750	20,320	24,200	0	28,000	25,000.00
230	CONSERVATION - NATURAL RESOURCE								
231	Fees, Dues & Subscriptions	100-46100-430	1,609	1,700	1,697	2,082		1,916	1,885.00
232	USGS Lake Study		0	4,000	4,500	0		0	

	A	B	E	F	G	H	I	J	M
233	TOTAL - Conservation		1,609	5,700	6,197	2,082	0	1,916	\$ 1,885.00
234	UNALLOCATED EXPENDITURES								
235	Other Pay		2,122						
236	Operating Supplies		0						
237	Refunds & Reimbursements		0						
238	Sales Tax		0						
239	Miscellaneous		6,061	3,051	0	7,240			\$ 13,294.00
240	Surcharge		0						
241	Gopher State and Locates		0						
242	Purchase of Investment		0						
243	Transfer to Capital Projects Fund	100-49360-720	0					30,000	\$ 30,000.00
244	Transfer to Sewer Fund		0						
245	Transfer to Water Fund		0						
246	TOTAL - Other Unallocated		8,183	3,051	0	7,240	0	30,000	\$ 43,294.00
	TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		371,336	341,888	309,852	336,510	36,800	326,299	\$ 376,299.00
247									
248						373,310			
249									
250									
251									
252	Levy					2,012			
253	Proposed \$\$ Change				\$ 325,000				\$ 336,013
254	Proposed % Change								\$ 11,013
									3.38

Final Budget Approved

RESOLUTION 2014-18

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

SETTING A \$10.00 PER QUARTER WATER UTILITY USER FEE

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, August 19, 2014, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Bill Hullsiek, Randy LaFoy, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, The City of Birchwood Village experienced four water main breaks in the winter of 2013-2014; and

WHEREAS, The Water Enterprise Fund has carried a negative balance as a result of these water main breaks; and

WHEREAS, The City of Birchwood Village held a public hearing on July 19, 2014 to discuss the implementation of a \$10.00 Water Utility user fee; and

WHEREAS, This Water Utility fee would make the Water Enterprise Fund solvent.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves setting a \$10.00 per quarter Water Utility user fee.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 19th day of August, 2014.

Mary Wingfield, Mayor

Attest:

Chris Mickelson
City Clerk



MEMORANDUM

TO: City Council, City of Birchwood Village
FROM: Chris Mickelson, City Clerk
DATE: July 2, 2014
SUBJECT: Water Rate Update

The City of Birchwood Village's water rates were adjusted in 2011 to cover water operating expenses and repairs. The fund currently is not sustaining itself despite significant efficiencies created with naming John Manship as the City's water operator in 2013. The deficit is significant due in large part to four water main breaks this past winter.

Historically, the water fund has carried a balance of at least \$30,000 by the end of any given fiscal year. The current balance is -\$3,500.00. The tiered rates usually allow the city to recover from emergency expenses over the course of the summer due to high water usage. The significant rainfall amounts to date suggest that residents' water consumption will remain low and the fund will not recover sufficiently before the winter season when usage drops off.

The proposed base rate restructuring allows the city to better cover costs regardless of low consumption periods. It also is more equitable, as all residents share equally in the cost of city services. A flat fee of \$10/household/quarter is recommended, along with changing the use fee for the minimum users to actual consumption--this coincides with all other user rates. The net result should generate \$14,000 per year and make the water enterprise fund solvent by the first of the year with accumulations continuing, assuming the past winter was an anomaly for repair costs.

As of 08/15/2014
Fiscal Year:2014

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$568,328.07	\$202,548.98	\$270,771.65	\$500,105.40
Special Rev Projects	\$11,477.21	\$2,335.00	\$1,359.70	\$12,452.51
Spec Rev - Warm House	\$0.00	\$962.43	\$962.43	\$0.00
Sewer 2004 Bonds	\$30,184.92	\$0.00	\$27,780.07	\$2,404.85
Birchwood In Re-hab Bond	\$745.04	\$0.00	\$183.00	\$562.04
Sewer Re-hab 2008 Debt	\$2,499.10	\$590.44	\$2,930.09	\$159.45
Cap Project - PW	\$5,726.27	\$40,739.44	\$36,206.80	\$10,258.91
* Water Enterprise Fund	\$23,834.51	\$34,494.75	\$62,952.92	(\$4,623.66)*
Sewer Enterprise Fund	\$40,829.33	\$68,337.60	\$58,836.84	\$50,330.09
Sewer Infrastructure	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Total	\$713,624.45	\$350,008.64	\$461,983.50	\$601,649.59

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
July 8, 2014**

MINUTES

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

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

OTHERS PRESENT: Mark Anderson, Roads Committee; Paul Steinhauser, Water Task Force; Charles Kaufmann, 543 Wildwood Avenue; Urho and Pam Rahkola, 545 Wildwood Avenue

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

AGENDA APPROVAL:

Mayor Wingfield added a discussion on animal control fees to the agenda.

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

OPEN PUBLIC FORUM:

No comments from the public were received.

ANNOUNCEMENTS:

Mayor Wingfield announced that the Fourth of July parade went well and donations to the Birchwood Community Club were appreciated.

Councilmember LaFoy thanked Mayor Wingfield for her hard work during the week of the Fourth of July.

Councilmember Hullsiek thanked the Community Club for hanging American flags on light poles throughout Birchwood.

Mayor Wingfield announced that Councilmember Greg Donovan passed away on Thursday, July 3rd. His memorial service will be on Friday, July 11th at 1:00 p.m.

WATER TASK FORCE

A. Water Rate Discussion

Paul Steinhauser provided the Council with an update on the Water Task Force's recent activities.

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY MAYOR WINGFIELD TO APPOINT COUNCILMEMBER HULLSIEK AS COUNCIL LIASON AND MIKE HANSON AS A REPRESENTATIVE OF THE WATER TASK FORCE. ALL AYES. MOTION PASSED.

Mayor Wingfield stated that because of four water main breaks this past winter, the water enterprise fund has a negative balance. A \$10/quarter user fee will be considered at the August City Council meeting.

PLANNING COMMISSION

A. Charles and Carol Kaufmann - 543 Wildwood Avenue - A request for a 4-foot variance from the 10-foot side yard setback requirement and an exception to the minimum front setback requirement per Code section 302.020.4

Clerk Mickelson provided an update on Charles and Carol Kaufmann's variance request.

Charles Kaufmann spoke on behalf of his variance request.

Pam and Urho Rahkola voiced concerns regarding Kaufmann's variance request.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT, SECONDED BY COUNCILMEMBER HULLSIEK TO DENY CHARLES AND CAROL KAUFMANN'S 4-FOOT VARIANCE REQUEST FROM THE 10-FOOT SIDE YARD SETBACK REQUIREMENT FOR LACK OF PRACTICAL DIFFICULTY. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO DENY CHARLES AND CAROL KAUFMANN'S EXCEPTION TO THE MINIMUM FRONT SETBACK REQUIREMENT FOR LACK OF PRACTICAL DIFFICULTY. ALL AYES. MOTION PASSED.

ROADS COMMISSION

A. City Hall Sidewalk Discussion

Mark Anderson presented to the Council a City Hall sidewalk improvement plan drawn by Rob Stangler at T.A. Schifsky.

The City Hall Sidewalk Discussion was tabled until the continuation of the regular City Council meeting on July 22, 2014.

CITY BUSINESS - CONSENT AGENDA

A. Approval of Regular Meeting June 10, 2014 Minutes

Mayor Wingfield added that the parade was on Friday, July 4th rather than Saturday, July 4th.

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE CONSENT AGENDA. ALL AYES. MOTION PASSED.

CITY BUSINESS - REGULAR AGENDA

A. Approval of Treasurer's Report

MOTION WAS MADE BY COUNCILMEMBER LAFOY, SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE TREASURER'S REPORT. ALL AYES. MOTION PASSED.

B. Discussion on Lift Station Improvements

Councilmember Hullsiek stated that the lift station improvement plan involves upgrading the current lift station controls and SCADA systems.

The Lift Station Improvement Discussion was tabled until the continuation of the regular City Council meeting on July 22, 2014.

C. Elm Easement Spillway Discussion

The Elm Easement Spillway Discussion was tabled until the continuation of the regular City Council meeting on July 22, 2014.

D. Staff Reports

I. Establish a 2015 Budget Workshop

Clerk Mickelson stated the 2015 Preliminary Budget discussions will take place during the continuation of the regular City Council meeting on July 22, 2014.

E. Animal Control Fees

Mayor Wingfield stated that because of the responsiveness of Washington County Sheriff's Office, Birchwood is getting charged beyond what was anticipated for 2014's animal control costs. The City Code needs to be addressed to pass impound and collection costs to dog owners.

City Attorney Kantrud stated that he and Clerk Mickelson can look into this matter further and bring recommendations back to the Council.

ADJOURN:

MOTION WAS MADE BY MAYOR WINGFIELD, SECONDED BY COUNCILMEMBER LAFOY, TO RECESS THE MEETING UNTIL JULY 22, 2014 AT 6:30 PM. ALL AYES. MOTION PASSED. MEETING RECESSED AT 8:36 P.M

Mary Wingfield
Mayor

ATTEST:

Chris Mickelson
City Clerk



Enriching lives through employment and community connections

July 21, 2014

Chris Mickelson
City of Birchwood
207 Birchwood Ave
Birchwood, MN 55110

Dear Chris,

As you are most likely aware, the State of Minnesota will raise the minimum wage to \$8.00 / hour, effective August 1, 2014. Minnesota's minimum wage has been \$6.15 / hour however, the Federal minimum wage has been \$7.25 / hour and employers, by law, are required to pay the higher of the two. Although some TSE-supported people already make over \$8.00 / hour, there are others who earn less than \$8.00 / hour.

Consequently, the people who currently make between \$7.25 / hour and \$8.00 / hour will be receiving an increase to \$8.00 / hour, effective July 27, 2014 (the TSE payroll cycle that covers the August 1, 2014 mandated wage change date.) This increase will be much appreciated by its recipients!

We have calculated the additional costs to cover the raise/s at your location, and have adjusted the amount TSE charges your company by the same amount.

Here is a quick summary of the change.

Your current rate(weekday cleaner): \$9.75 per hr Current contract effective date: Aug 1, 2012
Your revised rate (weekday cleaner): \$10.50 per hr Revised contract effective date: July 27, 2014

Your current rate(deep cleaning crew): \$39.60 per hr Current contract effective date: Jan 26, 2012
Your revised rate (deep cleaning crew): \$39.60 per hr Revised contract effective date: July 27, 2014
(no change)

You will not see the effect of this change until you receive your **August 12, 2014 invoice**.

Enclosed is a revised contract, which reflects the additional cost of this raise. Please sign both copies, keep one for your records, and return the other copy to TSE in the postage-paid envelope we have provided.

If you have any questions, please contact me at 651-489-2595 x 211 or at mlarson@tse-inc.org.

Best Regards,

A handwritten signature in cursive script that reads 'Marilee Larson'.

Marilee Larson
Employment Services Director

Enc

"Awarded the 2010 St. Paul Chamber of Commerce Service Award, Celebrating Excellence in Business and Leadership"

2027 RICE STREET • ROSEVILLE, MINNESOTA 55113-6807

(651) 489-2595 • (651) 489-0410



Enriching lives through employment and community connections

COMMUNITY EMPLOYMENT SERVICES AGREEMENT

This Community Employment Services Agreement (CESA) is made between TSE, Inc. a Minnesota nonprofit corporation whose address is 2027 Rice Street, Roseville, Minnesota 55113, and City of Birchwood, hereafter referred to as the “employer”, whose principal place of business is 207 Birchwood Ave, City of Birchwood, MN 55110

TSE, Inc. is a nonprofit organization that contracts with various businesses and provides individuals to perform services for the operation of the business. The employer is a city government and desires to use TSE, Inc. services in connection with its business.

In consideration of the interests of both parties, the parties agree as follows:

1. Services.

It is understood by both parties that under the terms and conditions of this CESA, TSE is providing employment placement services to the employer. During the term of this CESA, TSE, Inc. agrees to provide workers to perform the services described in Exhibit A, attached, for the employer’s principal place of business. TSE, Inc. and the employer shall mutually agree upon the number of workers that TSE, Inc. shall provide to perform the services, and the times that the services shall be performed.

During the term of this CESA, TSE, Inc. agrees to supervise the activities of the workers at such times and in such manner as is agreed upon by TSE, Inc. and the employer, provided, however, the employer shall have sole control over the day to day responsibilities to be completed.

During the term of this CESA, TSE, Inc. reserves the right to temporarily cease services if the environment is deemed unsafe. TSE will immediately notify City of Birchwood of the safety concern, and will commence services when the safety issue has been rectified.

During the term of this CESA, TSE, Inc. agrees to have and keep in force a liability insurance policy in the amount of \$1,000,000 for the total injuries or damages arising from any one incident, in order to protect itself and City of Birchwood.

During the term of this CESA, City of Birchwood agrees to indemnify and hold harmless TSE, Inc. staff, employees, volunteers, or members of the Board of Directors, from any loss liability, damage or costs including court cost and attorney's fees that may incur, whether caused by TSE, Inc. staff, employees, volunteers and members of the Board of Director's negligence or otherwise.

In signing this hold harmless agreement, City of Birchwood has agreed to the provisions represented in this contract and declares a waiver of rights against TSE, Inc. staff, volunteers, and members of the Board of Directors.

2. Payment.

In consideration of the services provided by TSE, Inc., the employer agrees to pay to TSE, Inc. an amount equal to the rate set forth below as the "established rate" for the services provided by TSE, Inc.:

Established rates:

Weekday cleaner- \$10.50 per hour (includes TSE, Inc.'s administrative costs)

Deep Cleaner Crew-\$39.60 per hour (includes TSE, Inc.'s administrative costs)

Following the end of each two week period during the term of this CESA, TSE, Inc. shall provide the employer with an invoice for the services provided by TSE, Inc. for the two week period. The employer shall pay to TSE, Inc. the total amount stated on the invoice within thirty (30) days following the employer's receipt of the invoice. In the event the employer fails to pay the amount due to TSE, Inc. by the due date, TSE, Inc. shall assess a late fee of 1-1/2% of the outstanding unpaid balance.

Adjustments in the established rate may be reviewed and revised by mutual agreement within 60 days of start of services, to coincide with the employer's schedule for wage changes, annually, or at the times job duties change significantly.

In the event the minimum wage and /or prevailing wage rate would increase during the term of this agreement both parties agree to the ensuing new billing rate.

3. Term.

This CESA is effective July 27, 2014 and shall continue on an indefinite basis. Either party may, at any time and for any reason, terminate this CESA by providing thirty (30) days written notice. TSE, Inc., however, may immediately terminate this CESA if the employer fails to pay invoices for services when due.

4. Assignment.

Neither this CESA, nor the rights or obligations or the parties hereunder, may be assigned by the employer without the written consent of TSE, Inc.

5. Governing Law.

This CESA will be construed and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this CESA on the dates set forth below. In order for TSE's services to continue, the contract must be received no later than 30 days after the contract date.

Dated 7/23/14

By Lynne R. Megan
TSE, Inc. President/CEO

Dated _____

By _____
City of Birchwood
Authorized Representative

Federal ID # _____

TSE, Inc.

**COMMUNITY EMPLOYMENT INFORMATION
EXHIBIT A**

Name of company: City of Birchwood

Address: 207 Birchwood Ave
City of Birchwood, MN 55110

Contract Position/title: Cleaner

Contract date: July 27, 2014

Services Provided: Professional-level cleaning of floors and restrooms. Includes vacuuming, sweeping, mopping. Clean and restock bathrooms (2 down- stairs and 1 upstairs). Also includes cleaning inside glass and light dusting.

Enclave or independent placement: Independent

Days and Times Services Provided: Every other Thursday 2 hours per time.
Between 9:00 am-1:00 pm.

Established Rate: \$10.50 per hour (includes TSE Inc.'s administrative costs)

Wage increase schedule: Annually (or as negotiated)

Benefits: N/A

Vacation / holiday: TSE observes the holidays identified on the attached document. Unless negotiated within the contract, we are not available for services on these days.

Sick leave policy: N/A

Uniform: N/A

TSE, Inc.

**COMMUNITY EMPLOYMENT INFORMATION
EXHIBIT B**

Name of company: City of Birchwood

Address: 207 Birchwood Ave
City of Birchwood, MN 55110

Contract Position/title: Deep Cleaners

Contract date: July 27, 2014

Services Provided: Professional-level deep cleaning to include: Clean walls and baseboards (take items off the wall, if possible), ceiling lights (take apart / replace), ceiling fans, tv monitors, all horizontal surfaces (including tops of cupboards and all ledges). Clear all cobwebs. Complete a detailed sweep, including all corners. Clean inside windows (outside windows , weather permitting).

Enclave or independent placement: Enclave

Days and Times Services Provided: Twice per year, schedule to be determined

Established Rate: \$39.60 per hour (includes TSE Inc.'s administrative costs)

Wage increase schedule: Annually (or as negotiated)

Benefits: N/A

Vacation / holiday: TSE observes the holidays identified on the attached document. Unless negotiated within the contract, we are not available for services on these days.

Sick leave policy: N/A

Uniform: N/A



Closed Days for 2014

January		
1		New Year's Day
20		Martin Luther King Day
February		
17		President's Day
April		
18		Good Friday
May		
26		Memorial Day
July		
4		Fourth of July
September		
1		Labor Day
November		
27		Thanksgiving Day
28		Sites closed
December		
24		Christmas Eve Day
25		Christmas Day
31		New Year's Eve Day
January 2014		
1		New Year's Day

Fund Name: All Funds
Date Range: 07/08/2014 to 08/14/2014

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
07/08/2014	Washington County Tax Settlement 201	July Tax Settlement	1257	\$178,963.63	100-31000	\$178,963.63
07/09/2014	Boehm's Incorporated	110 Birchwood Permit	1267	\$125.00	100-32100	\$125.00
07/10/2014	Residents - via St Anthony Village	U/B 07/10/2014	1272	\$4,054.99	100-32250	\$78.06
					100-32260	\$200.00
					601-34110	\$1,112.62
					601-34170	\$47.89
					605-34190	\$2,616.42
07/14/2014	Boehm's Incorporated	110 Birchwood -Permit Surcharge	1266	\$6.25	100-32100	\$6.25
07/14/2014	Air America htg & Clg Inc.	Pratt Remodel Permit	1269	\$30.50	100-32100	\$30.50
07/15/2014	Hanson, Joshua	Permit - 432 Birchwood	1263	\$1,825.43	100-32210	\$1,825.43
07/15/2014	Residents - via St Anthony Village	U/B 07/15/2014	1264	\$1,408.39	100-32250	\$50.00
					100-32260	\$200.00
					601-34110	\$312.02
					601-34170	\$18.54
					605-34190	\$827.83
07/17/2014	Residents - via St Anthony Village	U/B 07/17/2014	1265	\$5,460.74	100-32250	\$100.00
					100-32260	\$400.00
					601-34110	\$1,249.09
					601-34170	\$73.50
					605-34190	\$3,638.15
07/19/2014	Minnesota Management and Budget	Pera Rate Increase Aid	1270	\$119.00	100-33400	\$119.00
07/21/2014	Residents - via St Anthony Village	U/B 07/22/2014	1262	\$2,073.05	100-32250	\$50.00
					100-32260	\$179.16
					100-36140	\$47.73
					601-34110	\$572.22
					601-34170	\$21.51
					605-34190	\$1,202.43
07/22/2014	Bruce Nielson Plumbing & Heating Sv	Building Permit	1261	\$55.00	100-32210	\$55.00
07/25/2014	Residents - via St Anthony Village	U/B 07/25/2014	1280	\$258.34	601-34110	\$99.71
					601-34170	\$1.79
					605-34190	\$156.84
07/31/2014	Minnesota Management & Budget	Washington County Court Fines	1271	\$93.32	100-35100	\$93.32
07/31/2014	4M Fund	Interest	1281	\$19.10	100-36210	\$19.10
08/05/2014	Wingfield, Mary	Candidate Filing	1277	\$2.00	100-36140	\$2.00
08/05/2014	Woolstencroft, Kevin	Candidate Filing Fee	1278	\$2.00	100-36140	\$2.00
08/05/2014	Anderson, Mark	Candidate Filing Fee	1279	\$2.00	100-36140	\$2.00
08/14/2014	MN Management & Budget	Court fines	1282	\$73.32	100-35100	\$73.32

City of Birchwood Village**Receipts Register****08/14/2014**

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/14/2014	DLH Construction	Building Permit	1283	\$374.75	100-32210	\$374.75
08/14/2014	K.B. Service Company	Building Permit	1284	\$35.00	100-32210	\$35.00
Total For Period				\$194,981.81		
Total Year To Date				\$350,008.64		

Fund Name: All Funds
Date Range: 07/08/2014 to 08/14/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
07/08/2014	LMCIT	Volunteer Accident Insurance	28366	\$123.00	100-41560-361	\$123.00
07/08/2014	LMCIT	Workers Compensation	28367	\$392.00	100-41560-150	\$392.00
07/25/2014	Tennis Sanitation, LLC	Reimbursement for Delinquent Collection	28368	\$149.41	100-49200-810	\$149.41
08/04/2014	City of Oakdale	Second quarter 2014 shared services agreement	28369	\$17,679.54	100-41400-305	\$17,679.54
08/05/2014	Payroll Period Ending 08/05/2014		28370	\$258.58	100-41400-100	\$258.58
08/12/2014	Simmons, Mary Sue	Reimbursement for Primary Election Judge's Lunch	28371	\$20.62	100-41410-810	\$20.62
08/12/2014	Sternal, Ronald	Reimbursement for Primary Election Judge's Food	28372	\$42.71	100-41410-810	\$42.71
08/14/2014	Xcel Energy	Lift Station/warming house/city hall utilites EFT	0814014eft	\$744.86	100-41940-380	\$120.37
					100-43190-380	\$611.69
					100-45200-380	\$12.80
08/14/2014	Xcel Energy	Street Lights EFT	081414eft	\$1,212.37	100-43160-380	\$1,212.37
08/14/2014	Xcel Energy	Street Lights EFT	08142014ef	\$1,213.61	100-43160-380	\$1,213.61
08/14/2014	Thatcher Engineering, Inc	Engineering review for catch basin and lift station	28373	\$300.00	100-41650-300	\$300.00
08/14/2014	City of White Bear Lake	May Building Inspection	28374	\$516.00	100-42401-305	\$516.00
08/14/2014	Metropolitan Council Env. Service	Wastewater Service July 2014	28375	\$3,701.31	605-43190-217	\$3,701.31
08/14/2014	Companion Animal Control LLC	May/June 2014	28376	\$240.00	100-42810-305	\$240.00
08/14/2014	TSE, INC	City Hall Janitorial Services 06/26/2014	28377	\$19.00	100-41940-305	\$19.00
08/14/2014	City of Roseville	July2014 IT/Phone Services	28378	\$417.50	100-41955-305	\$368.75
					100-41955-305	\$48.75
08/14/2014	City of White Bear Lake	Fire Services Contract	28379	\$1,496.25	100-42200-305	\$1,496.25
08/14/2014	Menards - Maplewood	A/C unit for Cable room	28380	\$389.00	100-49200-999	\$389.00
08/14/2014	HD Supply Waterworks, Ltd	Misc. Tools/Parts per Manship	28381	\$450.07	601-43180-220	\$450.07
08/14/2014	TSE, INC	City Hall Cleaning 06/26/13	28382	\$19.00	100-41940-305	\$19.00

City of Birchwood Village

Disbursements Register

08/14/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/14/2014	City of White Bear Lake	Water Utility	28383	\$6,105.96	601-43180-380	\$6,105.96
08/14/2014	AVENET, LLC	Domain Name Set-up Charge	28384	\$375.00	100-41420-230	\$375.00
08/14/2014	On-Site Sanitation Inc	Rental Monthly Unit - August 2014 - Tennis Court/Tighe	28385	\$86.95	100-45200-305	\$86.95
08/14/2014	On-Site Sanitation Inc	Rental Monthly Unit - August 2014 - Tennis Court/Tighe	28386	\$87.64	100-45200-305	\$87.64
08/14/2014	Menards - Maplewood	Paint rollers for ice rink	28387	\$58.28	100-45200-999	\$58.28
08/14/2014	City of White Bear Lake	Fire Service contract	28388	\$1,496.25	100-42200-305	\$1,496.25
08/14/2014	PEARSON BROTHERS, INC	Seal Coat 2014	28389	\$48,080.16	100-43121-305	\$48,080.16
08/14/2014	City of White Bear Lake	Inspections/planning fee/ zoning fees	28390	\$833.00	100-42401-305	\$833.00
08/14/2014	TSE, INC	City Hall Cleaning 07/10/13	28391	\$19.00	100-41940-305	\$19.00
08/14/2014	Ronnan, Kenny	July 2014 (2.75 Hours)	28392	\$69.69	100-41950-305	\$69.69
08/14/2014	Minnesota Unemployment Insurance	Unemployment benefits paid	28393	\$2,305.45	100-41400-140	\$2,305.45
08/14/2014	Robert Gestner	Music in the Park	28394	\$150.00	210-45100-440	\$150.00
08/14/2014	Bob Meyenburg	Music in the Park	28395	\$150.00	210-45100-440	\$150.00
08/14/2014	Adam Granger	Music in the Park	28396	\$150.00	210-45100-440	\$150.00
08/14/2014	Alphavideo & Audio Inc.	2014 Equipment for cable room	28397	\$1,260.00	100-41950-320	\$1,260.00
08/14/2014	Gopher State One Call	Locates - July 2014 (29 emails)	28398	\$50.95	601-42805-305	\$50.95
08/14/2014	Washington County	Jan June 2014 Pllice Services	28399	\$23,187.10	100-41550-305	\$23,187.10
08/14/2014	Steve Dean Tree Trimming	Tree Removal	28400	\$430.00	100-43135-305	\$430.00
08/14/2014	Thatcher Engineering, Inc	Engineering review for catch basin and lift station	28401	\$417.50	100-41650-300	\$417.50
08/14/2014	TSE, INC	City Hall Cleaning 07/24/13	28402	\$19.00	100-41940-305	\$19.00
08/14/2014	Press Publications	SWPPP Publication	28403	\$44.55	100-41130-351	\$44.55
08/14/2014	City of White Bear Lake	Lift Station Maintenance March - June	28404	\$6,843.40	605-43190-305	\$6,843.40
08/14/2014	Metropolitan Council Env. Service	Wastewater Service August 2014	28405	\$3,701.31	605-43190-217	\$3,701.31
08/14/2014	City of Roseville	August 2014 IT/Phone Services	28406	\$417.50	100-41955-305	\$48.75
					100-41955-305	\$368.75

City of Birchwood Village

Disbursements Register

08/14/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/14/2014	Manship Plumbing & Heating Inc	locate services/testing/Monthly Standby July 2014	28407	\$910.00	601-43180-305	\$910.00
08/14/2014	HD Supply Waterworks, Ltd	Misc. Tools/Parts per Manship	28408	\$450.07	601-43180-220	\$450.07
08/14/2014	Press Publications	Public Accuracy test	28409	\$44.55	100-41130-351	\$44.55
08/14/2014	Menards - Maplewood	Paint equipment for rink	28410	\$179.04	100-45200-999	\$179.04
Total For Period				\$127,307.18		
Total Year To Date				\$461,983.50		

As of 08/14/2014
 Fiscal Year:2014

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$568,328.07	\$202,548.98	\$270,771.65	\$500,105.40
Special Rev Projects	\$11,477.21	\$2,335.00	\$1,359.70	\$12,452.51
Spec Rev - Warm House	\$0.00	\$962.43	\$962.43	\$0.00
Sewer 2004 Bonds	\$30,184.92	\$0.00	\$27,780.07	\$2,404.85
Birchwood In Re-hab Bond	\$745.04	\$0.00	\$183.00	\$562.04
Sewer Re-hab 2008 Debt	\$2,499.10	\$590.44	\$2,930.09	\$159.45
Cap Project - PW	\$5,726.27	\$40,739.44	\$36,206.80	\$10,258.91
Water Enterprise Fund	\$23,834.51	\$34,494.75	\$62,952.92	(\$4,623.66)
Sewer Enterprise Fund	\$40,829.33	\$68,337.60	\$58,836.84	\$50,330.09
Sewer Infrastructure	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Total	\$713,624.45	\$350,008.64	\$461,983.50	\$601,649.59

As of 12/31/2014

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$326,299.00	\$183,543.50	(\$142,755.50)
Total Acct 310	\$326,299.00	\$183,543.50	(\$142,755.50)
Business Licenses and Permits	\$0.00	\$711.93	\$711.93
Total Acct 321	\$0.00	\$711.93	\$711.93
Building Permits	\$0.00	\$4,756.13	\$4,756.13
Dog Licenses	\$0.00	\$395.00	\$395.00
Spring Leaf Collection	\$0.00	\$1,698.45	\$1,698.45
Dock/Lift Permit Fee	\$0.00	\$1,919.16	\$1,919.16
Total Acct 322	\$0.00	\$8,768.74	\$8,768.74
State Grants and Aids	\$0.00	\$119.00	\$119.00
Total Acct 334	\$0.00	\$119.00	\$119.00
Cable Comm. Grant	\$0.00	\$6,205.14	\$6,205.14
Total Acct 336	\$0.00	\$6,205.14	\$6,205.14
City Hall and Garage Rent	\$0.00	\$33.00	\$33.00
Water Fee	\$0.00	\$131.27	\$131.27
Total Acct 341	\$0.00	\$164.27	\$164.27
Fines	\$0.00	\$694.95	\$694.95
Total Acct 351	\$0.00	\$694.95	\$694.95
Miscellaneous	\$0.00	\$173.38	\$173.38
Total Acct 361	\$0.00	\$173.38	\$173.38
Interest Earnings	\$0.00	\$116.99	\$116.99
Zoning Permits	\$0.00	\$206.00	\$206.00
Contrib. and Donations-Private	\$0.00	\$620.00	\$620.00
Refund-Reimbursemnt-Dividend	\$0.00	\$1,225.08	\$1,225.08
Total Acct 362	\$0.00	\$2,168.07	\$2,168.07
Total Revenues	\$326,299.00	\$202,548.98	(\$123,750.02)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
GENERAL GOVERNMENT	\$0.00	\$0.40	(\$0.40)
Total Acct 410	\$0.00	\$0.40	(\$0.40)
Publishing	\$2,080.00	\$649.44	\$1,430.56
Total Acct 411	\$2,080.00	\$649.44	\$1,430.56
City Council	\$4,200.00	\$954.90	\$3,245.10
Total Acct 413	\$4,200.00	\$954.90	\$3,245.10
Clerk - Treasurer	\$70,000.00	\$49,909.21	\$20,090.79
Elections	\$4,650.00	\$533.33	\$4,116.67

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

08/15/2014

Office Operations/Supplies	\$3,175.00	\$1,489.92	\$1,685.08
Postage/Postal Permits	\$650.00	\$600.00	\$50.00
Total Acct 414	\$78,475.00	\$52,532.46	\$25,942.54
Financial Administration	\$400.00	\$300.00	\$100.00
Accounting	\$2,000.00	\$0.00	\$2,000.00
Assessing	\$5,450.00	\$28,677.81	(\$23,227.81)
Insurance - employee	\$0.00	\$515.00	(\$515.00)
Total Acct 415	\$7,850.00	\$29,492.81	(\$21,642.81)
Legal Services	\$7,000.00	\$360.00	\$6,640.00
Engineer Service	\$7,000.00	\$3,628.55	\$3,371.45
Total Acct 416	\$14,000.00	\$3,988.55	\$10,011.45
Per Diem	\$600.00	\$475.00	\$125.00
Total Acct 418	\$600.00	\$475.00	\$125.00
Grants	\$0.00	\$1,788.00	(\$1,788.00)
Planning and Zoning	\$200.00	\$75.00	\$125.00
City Training and Development	\$3,163.00	\$0.00	\$3,163.00
City Hall-Gov't Buildings	\$9,000.00	\$4,942.44	\$4,057.56
City Insurance	\$8,190.00	\$7,037.00	\$1,153.00
Cable Eqpmt and Service	\$0.00	\$1,714.69	(\$1,714.69)
Phone/IT	\$0.00	\$4,105.06	(\$4,105.06)
Newsletter	\$125.00	\$0.00	\$125.00
Total Acct 419	\$20,678.00	\$19,662.19	\$1,015.81
Police	\$48,000.00	\$68.38	\$47,931.62
Total Acct 421	\$48,000.00	\$68.38	\$47,931.62
Fire	\$21,000.00	\$11,970.00	\$9,030.00
Total Acct 422	\$21,000.00	\$11,970.00	\$9,030.00
Building Inspection	\$8,100.00	\$3,676.35	\$4,423.65
Total Acct 424	\$8,100.00	\$3,676.35	\$4,423.65
Other Protection	\$100.00	\$0.00	\$100.00
Animal Control	\$600.00	\$684.19	(\$84.19)
Total Acct 428	\$700.00	\$684.19	\$15.81
Streets and Road Mntnc	\$6,000.00	\$316.80	\$5,683.20
Leaf Pick-Up	\$0.00	\$2,135.00	(\$2,135.00)
Seal Coat project	\$0.00	\$48,080.16	(\$48,080.16)
Street Sweeping	\$4,000.00	\$1,700.00	\$2,300.00
Ice and Snow Removal	\$16,000.00	\$18,136.34	(\$2,136.34)
Tree Removal	\$5,000.00	\$1,940.00	\$3,060.00
Utility - Drain Structure Care	\$2,000.00	\$0.00	\$2,000.00
Street Lights	\$15,000.00	\$11,104.00	\$3,896.00
Sewer Utility	\$0.00	\$1,345.23	(\$1,345.23)
Total Acct 431	\$48,000.00	\$84,757.53	(\$36,757.53)
Recycle	\$10,000.00	\$6,624.00	\$3,376.00
Total Acct 433	\$10,000.00	\$6,624.00	\$3,376.00
Lawn Care/Mntnc	\$13,000.00	\$1,981.06	\$11,018.94
Total Acct 450	\$13,000.00	\$1,981.06	\$11,018.94
Recreation	\$1,700.00	\$781.85	\$918.15
Total Acct 451	\$1,700.00	\$781.85	\$918.15
Parks	\$16,000.00	\$8,602.09	\$7,397.91

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

08/15/2014

Total Acct 452	\$16,000.00	\$8,602.09	\$7,397.91
CONSERVATION - NATURAL RESOURC	\$1,916.00	\$1,915.78	\$0.22
Total Acct 461	\$1,916.00	\$1,915.78	\$0.22
Unallocated Expenditures	\$0.00	\$1,215.23	(\$1,215.23)
Total Acct 492	\$0.00	\$1,215.23	(\$1,215.23)
Total Disbursements	\$296,299.00	\$230,032.21	\$66,266.79
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$40,739.44	
Beginning Cash Balance		\$568,328.07	
Cash Balance as of 12/31/2014		\$500,105.40	

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

08/15/2014

As of 12/31/2014

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$2,100.00	\$2,100.00
Zoning App Fee	\$0.00	\$200.00	\$200.00
Total Acct 322	\$0.00	\$2,300.00	\$2,300.00
MISCELLANEOUS REVENUES	\$0.00	\$35.00	\$35.00
Total Acct 362	\$0.00	\$35.00	\$35.00
Total Revenues	\$0.00	\$2,335.00	\$2,335.00

Other Financing Sources:

Sale of Investments	\$0.00
Transfers from other Funds	\$0.00

Disbursements:

Recreation	\$0.00	\$450.00	(\$450.00)
Total Acct 451	\$0.00	\$450.00	(\$450.00)
Parks	\$0.00	\$674.70	(\$674.70)
Total Acct 452	\$0.00	\$674.70	(\$674.70)
MISCELLANEOUS	\$0.00	\$35.00	(\$35.00)
Total Acct 490	\$0.00	\$35.00	(\$35.00)
Unallocated Expenditures	\$0.00	\$200.00	(\$200.00)
Total Acct 492	\$0.00	\$200.00	(\$200.00)
Total Disbursements	\$0.00	\$1,359.70	(\$1,359.70)

Other Financing Uses:

Purchase of Investments	\$0.00
Transfers to other Funds	\$0.00

Beginning Cash Balance

\$11,477.21

Cash Balance as of 12/31/2014

\$12,452.51

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

08/15/2014

As of 12/31/2014

Spec Rev - Warm House

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
MISCELLANEOUS REVENUES	\$0.00	\$412.43	\$412.43
Contrib. and Donations-Private	\$0.00	\$550.00	\$550.00
Total Acct 362	\$0.00	\$962.43	\$962.43
Total Revenues	\$0.00	\$962.43	\$962.43
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$962.43	(\$962.43)
Total Acct 492	\$0.00	\$962.43	(\$962.43)
Total Disbursements	\$0.00	\$962.43	(\$962.43)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2014		\$0.00	

As of 12/31/2014

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$15.00	(\$15.00)
Total Acct 415	\$0.00	\$15.00	(\$15.00)
Bond Payment	\$0.00	\$27,765.07	(\$27,765.07)
Total Acct 471	\$0.00	\$27,765.07	(\$27,765.07)
Total Disbursements	\$0.00	\$27,780.07	(\$27,780.07)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$30,184.92	
Cash Balance as of 12/31/2014		\$2,404.85	

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

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As of 12/31/2014

Birchwood In Re-hab Bond	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$183.00	(\$183.00)
Total Acct 415	\$0.00	\$183.00	(\$183.00)
Total Disbursements	\$0.00	\$183.00	(\$183.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$745.04	
Cash Balance as of 12/31/2014		\$562.04	

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

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As of 12/31/2014

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A and B	\$0.00	\$590.44	\$590.44
Total Acct 361	\$0.00	\$590.44	\$590.44
Total Revenues	\$0.00	\$590.44	\$590.44
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$243.00	(\$243.00)
Total Acct 415	\$0.00	\$243.00	(\$243.00)
DEBT SERVICE	\$0.00	\$2,687.09	(\$2,687.09)
Total Acct 470	\$0.00	\$2,687.09	(\$2,687.09)
Total Disbursements	\$0.00	\$2,930.09	(\$2,930.09)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$2,499.10	
Cash Balance as of 12/31/2014		\$159.45	

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

08/15/2014

As of 12/31/2014

Cap Project - PW	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$40,739.44	
Disbursements:			
Streets and Road Mntnc	\$0.00	\$36,206.80	(\$36,206.80)
Total Acct 431	\$0.00	\$36,206.80	(\$36,206.80)
Total Disbursements	\$0.00	\$36,206.80	(\$36,206.80)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$5,726.27	
Cash Balance as of 12/31/2014		\$10,258.91	

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

08/15/2014

As of 12/31/2014

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$32,605.89	\$32,605.89
Penalty - Late Water/Sewer	\$0.00	\$175.41	\$175.41
State and Misc fees	\$0.00	\$1,414.72	\$1,414.72
Total Acct 341	\$0.00	\$34,196.02	\$34,196.02
Miscellaneous	\$0.00	\$297.53	\$297.53
Total Acct 361	\$0.00	\$297.53	\$297.53
Interest Earnings	\$0.00	\$1.20	\$1.20
Total Acct 362	\$0.00	\$1.20	\$1.20
Total Revenues	\$0.00	\$34,494.75	\$34,494.75
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$2,651.09	(\$2,651.09)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$2,667.59	(\$2,667.59)
Utility Locates	\$0.00	\$332.90	(\$332.90)
Total Acct 428	\$0.00	\$332.90	(\$332.90)
Water Utility	\$0.00	\$33,423.14	(\$33,423.14)
Wtr/Swr Emergency	\$0.00	\$26,295.00	(\$26,295.00)
Total Acct 431	\$0.00	\$59,718.14	(\$59,718.14)
Unallocated Expenditures	\$0.00	\$1.59	(\$1.59)
Total Acct 492	\$0.00	\$1.59	(\$1.59)
Total Disbursements	\$0.00	\$62,952.92	(\$62,952.92)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$23,834.51	
Cash Balance as of 12/31/2014		(\$4,623.66)	

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

08/15/2014

As of 12/31/2014

Sewer Enterprise Fund	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	\$0.00	\$273.73	\$273.73
Sewer Fee	\$0.00	\$68,057.87	\$68,057.87
Total Acct 341	\$0.00	\$68,331.60	\$68,331.60
Interest Earnings	\$0.00	\$6.00	\$6.00
Total Acct 362	\$0.00	\$6.00	\$6.00
Total Revenues	\$0.00	\$68,337.60	\$68,337.60
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Office Operations/Supplies	\$0.00	\$106.64	(\$106.64)
Postage/Postal Permits	\$0.00	\$126.06	(\$126.06)
Total Acct 414	\$0.00	\$232.70	(\$232.70)
Financial Administration	\$0.00	\$2,651.08	(\$2,651.08)
Assessing	\$0.00	\$16.50	(\$16.50)
Total Acct 415	\$0.00	\$2,667.58	(\$2,667.58)
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Sewer Utility	\$0.00	\$55,711.56	(\$55,711.56)
Total Acct 431	\$0.00	\$55,711.56	(\$55,711.56)
Total Disbursements	\$0.00	\$58,836.84	(\$58,836.84)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$40,829.33	
Cash Balance as of 12/31/2014		\$50,330.09	

As of 12/31/2014

Sewer Infrastructure

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$30,000.00	
Cash Balance as of 12/31/2014		\$30,000.00	



To: Birchwood City Council
From: Jason Foutz, Treasurer
Date: August 12, 2014
RE: Proposed Investment Strategy

At present, the City of Birchwood Village's 4M General Fund account has a balance of \$566,230.51. This money is used to finance the City's general fund operations. Birchwood City Code 801.010 requires the City to maintain a minimum balance of between 40% - 50% of one year's budgeted operating expenditures or six months of operating revenue, whichever is greater. This requirement is consistent with the Office of the State Auditor's recommendations for Minnesota cities.

Birchwood budgeted \$329,299.00 for operating expenditures in 2014; therefore, 40% - 50% equals \$131,719.60 - \$164,649.50. Six months operating revenue for the period of February 12, 2014 to the present equals \$196,162.80. As this number is greater than the first two, a minimum balance of approximately \$200,000.00 should be maintained in the City's 4M General Fund account at all times.

Minnesota cities must meet certain statutory requirements when investing reserve funds. Most common investments that state statute allows for Minnesota cities include government securities, grade "A" paper, and FDIC insured certificates of deposit. Birchwood's reserve fund can support investments in the range of \$100,000 - \$250,000 per year. An annual investment total of less than \$100,000 would not generate significant return on investment. Investments over \$250,000 would leave the reserve fund ill-prepared for an emergency situation.

For annual investments of under \$250,000, the purchase of one-year CDs through an FDIC insured bank appears to be Birchwood's best viable investment option. These one-year CD's could be purchased in \$25,000 - \$50,000 amounts and staggered every quarter so that in any one year period \$100,000 - \$200,000 is invested, however one quarter of all money invested would be available in a period not to exceed 90 days.

Birchwood's 4M General Fund account currently generates an interest rate of .05%. Total interest accrued for 2014 equals \$111.47. Current one-year CD rates vary from .3% on the low end to 1% on the high end. \$100,000 invested in one-year CD's would generate approximately four times the interest of Birchwood's current yearly investment returns.

ORDINANCE 2014-08-01

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

**AN ORDINANCE ADDING KEEPING OF MINIATURE POT-BELLIED PIGS AS PETS
LANGUAGE TO CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 605 of the Municipal Code of the City of Birchwood Village is hereby adopted to read as follows:

605.029

MINIATURE VIETNAMESE POT-BELLIED PIGS.

(1) Restrictions. Miniature Vietnamese Potbellied Pigs may be kept within the City limits if it is kept as a "Domestic-House Pet" as defined in Code 605.010 (1), and shall be subject to the following conditions:

- (a) The possession of a Vietnamese Potbellied Pig is limited to two (2) per residence.
- (b) Male Vietnamese Potbellied Pigs must be neutered when they reach the age of four weeks.
- (c) Adult Vietnamese Potbellied Pigs shall not weigh more than 100 pounds or stand more than 22 inches at the shoulders.
- (d) Vietnamese Potbellied Pigs shall undergo a blood test to show that the animal is free from pseudorabies.

(2) Consent. The applicant for any permit required under the provisions of this section shall provide with the application the written consent of seventy-five (75) percent of the owners or occupants of real property within the City and within 100 feet of the outer boundaries of the premises for which the permit is being requested. However, where a street or right-of-way separates the premises for which the permit is being requested from the other neighboring property, no consent is required from the owners or occupants or property located on the opposite side of the street or right-of-way.

(3) License. No person shall keep, maintain Vietnamese pot-bellied pigs on property located within the City of Birchwood Village unless a license is obtained pursuant to the provisions stated herein. Application shall be made on a form provided by the city Clerk. The fee shall be established from time to time by resolution as set forth in Chapter 701.

(i) A license shall be issued for a period of two years

(ii) Upon completion of the application form, receipt of the license fee, and proof that the Vietnamese potbellied pig is free from pseudorabies, the City Clerk shall cause a license to be issued to the applicant.

(4) Inspection. The Animal Control Officer shall, at any reasonable time, be permitted upon the premises where Vietnamese pot-bellied pig(s) are kept for the purpose of making an inspection to determine compliance with this Chapter.

605.065. Animals other than dogs or cats or those licensed under Chapter 605, shall be impounded when found running at large within the City limits and disposed of in accordance with law.

605.071 The owner shall be entitled to resume possession of any impounded animal, except as herein provided in the cases of certain dogs, upon compliance with the license provisions of 605.020, 605.028 or 605.029 of this Code and the payment of impoundment fees set forth herein.

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 __ day of _____, 2014

Mary Wingfield
Mayor

Attest:

Chris Mickelson
City Clerk