



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 13, 2019
7:00 P.M.

NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time. Your patience and understanding is appreciated during this process.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. WBLCD meetings are now live on the Birchwood cable channel every 3rd Tuesday; playback times on Tuesdays at 3pm, Thursdays at 5pm, & Saturday at 7pm
- B. 2019 Tree Inspections – each Birchwood property will be inspected this month (Aug) for tree diseases
- C. Deer Management Town Hall – Thursday September 12 at 7pm at City Hall
- D. Check City Office for lost and found items
- E. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (p. 5)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Regular Meeting Minutes from July 9, 2019* (pp. 7-12)
- B. Appoint Tree Inspector & Tree Disease Ordinance* (p. 13)
- C. Approval of Resolution 2019-20, Hiring & Appointment of Treasurer-Deputy Clerk* (pp. 15-16)
- D. Approve Treasurer's Report* (pp. 17-30)

CITY BUSINESS – REGULAR AGENDA

- A. Water Meter Upgrades (Wingfield) – Joe from Badger Water Meters
 - a. Council Deliberation
Time Budget: 15 Minutes
- B. City Engineer Report
 - a. Lift Station #1 Update & Approve Joint Powers Agreement

* Denotes items that have supporting documentation provided

- b. Lake Ave Mill, Overlay & Drainage Update
Time Budget: 15 Minutes
- C. Parks Committee Update
 - a. Discuss Plans for Deer Management Town Hall Meeting
Time Budget: 10 Minutes
- D. Second Reading Ordinance 2019-03-01, Permit Requirements and Standards (Road Escrow)
 - a. Public Hearing
 - b. Council Deliberation and Approval
 - c. Approve Resolution 2019-09, Summary Publication
Time Budget: 15 Minutes
- E. First Reading Ordinance 2019-04-01, Amending Permit Requirements (203)
 - a. Approve First Reading
 - b. Order Public Hearing and Second Reading
Time Budget: 15 Minutes
- F. First Reading Ordinance 2019-05-01, Repealing Public Improvements Financing and Assessment Sec 805* (pp.) 31-33
 - a. Council Deliberation and Approval
 - b. Order Public Hearing and Second Reading
Time Budget: 5 Minutes
- G. 2020 Budget Proposal* (pp.)
 - a. Review and Discuss
Time Budget: 30 Minutes
- H. Outdated & New Signs (Wingfield & Fleck)* (pp.) 37-40
 - a. Council Deliberation and Approval
Time Budget: 15 Minutes
- I. Council Member Reports:
 - a. Mayor Wingfield
 - i. Sentence to Serve
 - ii. BB backboard at Rink
 - iii. Solar Garden Task Force (Mike Lundgren request)
 - iv. Nordling Park Name Review
Time Budget: 10 Minutes
 - b. Councilmember Fleck
 - i. School District Boundary Survey* (pp.) 41
Time Budget: 5 Minutes
- J. City Attorney's Report
 - a. Letter to Washington County Commissioners* (pp.) 43
Time Budget: 5 Minutes

* Denotes items that have supporting documentation provided

- K. City Administrator's Report
 - a. Cedar/Hall Shoulder Cleanup
 - b. Wildwood Ave Generator (Lift Station #2)
 - c. Warming House AED* (pp. 45-50)

Time Budget: 10 Minutes

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Sheriff Report

Dear Mayor & City Council Members:

Below is a reporting of law enforcement citations for July 2019.

Citations for: Birchwood

7/1/2019 To 7/31/2019

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	7/14/2019	820031919501	Wc13130	T. Freeman	Written Warning		0 Lake Ave				Birchwood	BW - Trailer parking prohibited in Lake Easement	607.330

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
JULY 9, 2019**

MINUTES

Members Present: Mayor Mary Wingfield, Council Members Randy LaFoy, Kevin Woolstencroft and John Fleck. Councilmember Jessi Aakre was absent.

Staff Present: City Administrator Tobin Lay and City Attorney Alan Kantrud.

Others Present: Jerry Hromatka, Terry Granec and Ron Malles.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

Mayor Wingfield: Called the regular meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

APPROVE AGENDA

Mayor Wingfield: Added Code Enforcement to council member reports under Mayor Wingfield.

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

GUEST PRESENTATION

- A. NYFS Presentation – Jerry Hromatka
 - a. Update / Presentation

Jerry Hromatka (NYFS): Thanked council. Presented annual update on community and youth mental health services. Invited public to learn more at nyfs.org. Stated city received no cases in 2017, 2 in 2018 and 1 so far in 2019. (Time Stamp 00:02:04)

OPEN PUBLIC FORUM

Councilmember LaFoy: Thanked Mayor Wingfield and all the people involved for a wonderful 4th of July parade.

Ron Malles (425 Wildwood): Voiced concern about section 615 and storage of watercraft. Volunteered to work with Councilmember Aakre on improvements. Council Members asked Mr. Malles to share his recommendations with Councilmember Aakre through Administrator Lay.

ANNOUNCEMENTS

- A. Complete the Lake Links Trail Survey – See “Public Notices” on the City website.
- B. Volunteers Wanted: Music in the Park & Water Utility Committee – Contact City Hall.
- C. Music in the Park is every Sunday at 6pm – See City website for more info.
- D. We are social. Follow us on Facebook at @BirchwoodCityHall and/or on Twitter at @CityofBirchwood.

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report
- B. Birch Street Stormwater Management
- C. Paul Carroll Resignation and Position Replacement Status

Mayor Wingfield: Updated council on status of detour traffic enforcement by the Washington County Sheriff. Of the twelve citations, only two were Birchwood residents.

CITY BUSINESS – CONSENT AGENDA

- A. Approve Regular Meeting Minutes from June 11, 2019
- B. Approve Resolution 2019-08, Summary Publication of Sec 607
- C. Approve Treasurer's Report

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE CONSENT AGENDA. ALL AYES. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

City Engineer Report

- a. Lift Station #1 Update and Special Meeting Deliberation

Admin Lay: Updated council on Ramsey and Washington County permits. Stated that upon receipt of these permits, Engineer Thatcher will publish for bids with a bid award anticipated for August.

Mayor Wingfield, Administrator Lay and Attorney Kantrud: Discussed need for action and potential special meeting.

- b. Lake Mill Avenue Mill and Overlay Update

Administrator Lay: Stated that appraisal for drainage improvements is pending. Also discussed stormwater feasibility study and possible rice creek watershed grant.

Attorney Kantrud: Stated he did speak with the appraiser and it should be ready for review before next meeting.

Mayor and Council Members: Discussed both projects. Decided to wait on any action until more information is received.

- B. Repealing Sec 805

Administrator Lay: Provided background.

- a. Public Hearing

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.

- b. Council Deliberation and Approval

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO REPEAL SECTION 805. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO WAIVE THE SECOND READING OF REPEALING SECTION 805 AND PROCEED WITH REPEAL AS OF PUBLICATION. ALL AYES. MOTION PASSED.

Administrator Lay: Asked the City Attorney about publication requirements for repealed ordinances.

Attorney Kantrud: Responded to publish as an announcement, as there is no language for publication.

- C. Second Reading Ordinance 2019-03-01, Permit Requirements and Standards (Road Escrow)

Mayor Wingfield: Provided background on ordinance 2019-03-01 (Road Escrow).

- a. Public Hearing

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO CLOSE THE PUBLIC HEARING. ALL AYES. MOTION PASSED.

b. Council Deliberation and Approval

Mayor, Council Members and Attorney Kantrud: Discussed insurance and cash escrows, application of ordinance on residential properties, collecting on damages, appeals, letter of credit language and cited examples. Decided Attorney Kantrud will review the draft for council consideration in August.

D. First Reading Ordinance 2019-04-01, Amending Permit Requirements (203)

Administrator Lay: Introduced ordinance and provided background – three separate amendments.

Mayor and Council Members: Discussed the ordinance language and process. Decided Mayor Wingfield will work with Attorney Kantrud on additional amendments and present in August for first reading.

E. Request for Soliciting Private Assessors for 2020

a. Council Deliberation and Approval

Mayor Wingfield: Summarized the item and invited council to consider opening up assessor services.

Mayor, Council Members, Administrator Lay and Attorney Kantrud: Discussed property assessment services.

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY MAYOR WINGFIELD TO AUTHORIZE ADMINISTRATOR LAY TO COLLECT BIDS FROM PRIVATE ASSESSMENT FIRMS FOR THE PURPOSE OF PERFORMING ANNUAL PROPERTY ASSESSMENTS. ALL AYES. MOTION PASSED.

F. Schedule Deer Management Town Hall Meeting

Administrator Lay: Provided background and asked council to select meeting date.

a. Council Deliberation and Selection

Mayor, Council Members and Administrator Lay: Discussed flow of meeting and involving the Parks Committee to help educate council and the general public. Decided Administrator Lay is to set a meeting date based on doodle feedback. Decided to assign Parks Committee with framing the issue in order to educate and formulate a better idea of public opinion on topic.

G. Ice Rink Updates

Administrator Lay: Updated council on LED lighting. Requested authorization of up to eight thousand dollars to act as per the bid information gathered with the funds coming out of the parks special fund.

a. Council Deliberation and Approval

Mayor, Council Members, Administrator Lay and Terry Granec (Roads Committee): Discussed LED lighting and the LED project in relation to other ice rink updates as well as the costs and benefits of performing the work in house.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE UP TO \$8000 FOR ADMINISTRATOR LAY TO PROCEED WITH THE LED LIGHTING PROJECT AT BIRCHWOOD ICE RINK. ALL AYES. MOTION PASSED.

Administrator Lay: Provided council with Pickleball update noting popularity. Suggested council considers resurfacing of ice rink for alternative purposes like pickleball, basketball or soccer in warmer months. Stated he had no cost information available but recommended pricing be sought.

Mayor, Council Members and Administrator Lay: Discussed cost of tennis court resurfacing, timing and involving other partners.

Councilmember Fleck: Highlighted exploring other supportive and cost effective ideas like pay-to-play tennis courts.

Mayor and Council Members: Decided to gather information for possible resurfacing project next year with special attention to be paid to the pay-to-play idea introduced by Councilmember Fleck.

H. Outdated Signs

a. Council Deliberation and Approval

Mayor Wingfield: Requested a review of Chapter 617 and an audit of city street signage. Welcomed ideas from council and invited the public to send Administrator Lay ideas for workable street signs. Volunteered to work with Councilmember Fleck and report back in August.

Mayor, Council Members, Administrator Lay and Attorney Kantrud: Discussed signage standardization, removal of excess signage and innovative ideas.

I. Plowing Problems with Objects in the Right-Of-Way (ROW)

a. Council Deliberation

Mayor Wingfield: Reintroduced her February 2019 memo to the Council and requested ROWs be cleared before winter arrives.

Administrator Lay: Recommended creation of curbside ROW policy to guide staff in clearing the ROWs and instruct plow drivers. Stated some cities only place mailboxes on one side of road for simplicity. Finally, Birch wants to designate cleared areas for snow piling to assist with the tight roads, which a policy might address.

Mayor and Council Members: Discussed driving lanes, policy, intersection layout and opportunities for enhanced safety. Directed Administrator Lay to research and recommend policy.

J. Appoint Commission/Committee Seats

Administrator Lay: Parks Committee members Ana Vang and Bridget Sperl appointments expire in July. Committee requests these members be reappointed to the Committee for another term.

Councilmember Fleck: Introduced the idea of generally moving to temporary task forces instead of more permanent committees. Noted the difference with the Roads Committee. Suggested the parks committee be changed to a task force.

Mayor and Council Members: Discussed reappointing to Roads Committee but not to Parks Committee at this time and re-evaluating Parks Committee in November, after the deer management town hall meeting.

a. Roads Committee – Ben Creagh

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO REAPPOINT BEN CREAGH TO THE ROADS COMMITTEE. ALL AYES. MOTION PASSED.

b. Parks Committee – Analeisha Vang & Bridget Sperl

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY MAYOR WINGFIELD TO REAPPOINT ANALEISHA VANG AND BRIDGET SPERL TO THE PARKS COMMITTEE UNTIL RESOLUTION OF THE DEER MANAGEMENT ISSUE. MAYOR WINGFIELD VOTED AYE. COUNCILMEMBER LAFOY VOTED AYE. COUNCILMEMBER WOOLSTENCROFT VOTED NAY. COUNCILMEMBER FLECK VOTED NAY. MOTION FAILED.

K. Council Member Reports

a. Mayor Wingfield

i. City Hall Piano

Mayor Wingfield, Administrator Lay and Attorney Kantrud: Discussed the costs and disposal of the old city hall piano.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO DISPOSE OF THE CITY HALL PIANO UNDER THE LEGAL MEANS NECESSARY AND USING FUNDS NOT TO EXCEED \$250. ALL AYES. MOTION PASSED.

ii. Code Enforcement

Mayor Wingfield: Summarized parking issue on Oakridge. Recommended specific enforcement instructions for Sheriff.

Attorney Kantrud: Stated it is worth a 911 call to have the Sheriff check out if a road is passable for an emergency vehicle, but does not recommend further action than to call it out when it is witnessed.

Mayor Wingfield: Recalled a recent “no motorized vehicles” infraction at Kay Beach, noting it was referred on to the Sheriff.

iii. Parking at Lake Easements

Administrator Lay: Suggested Council consider minimal parking at lake easements; moving the chain back several feet.

Mayor and Council Members: Decided to visit the item in winter concluding the Kay Beach parking trial.

iv. Clear cutting at 7xx Hall Avenue

Mayor Wingfield: Informed Council of a resident who recently clear-cut the shoreline and left only two diseased trees that needed to be cut anyway despite city adopted code requiring the thoughtful removal of vegetation.

Attorney Kantrud: Stated code may help and like the DNR, you might get a restoration order and fine out of a violator or it may be termed also under a nuisance statute. Opined that by removal, you may create a nuisance situation for a neighbor or city, which is possible in Birchwood due to the nature of its vegetation, landscape and removal requirements.

Mayor Wingfield: Stated a clear-cut precipitated new code requirements four years ago. Asked Attorney Kantrud if city has recourse.

Attorney Kantrud: Recommended contacting the property owner before the property sale transaction in order to make corrections or request information as a sale requirement, and that a civil order may also cover it. Stated it is a complicated pursuit once the sale has occurred due to the rights of new owner versus responsibility of old owner and that information may be recorded on the title as well. Offered to look into city recourse in the case of a private property transfer.

Council Members: Requested attorney to defend the city’s interests and avoid setting a bad precedent.

b. Councilmember LaFoy

i. Cable Contract Summary

Councilmember LaFoy: Updated council on status of cable contract franchise negotiations and provided background on the FCC, Comcast and new laws and technology issues that impact small cities. Welcomed ideas or any questions.

ii. Notice Policy

Councilmember LaFoy: Requested ideas from council to find better ways of reaching the public.

Mayor, Council Members and Administrator Lay: Discussed the idea of a notice policy. Determined the means for sharing information will be pursued on an item-by-item basis.

L. City Administrator’s Report

a. Right-Of-Way Brush Clearing

Mayor Wingfield: Highlighted brush-clearing needs along cedar and hall and proposed council pay \$1500 to have Steve Dean to clear brush in ROW and train city maintenance staff on related maintenance practices.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE UP TO \$1500 TO HAVE STEVE DEAN WORK WITH CITY STAFF TO CLEAR RIGHT OF WAY BRUSH ALONG CEDAR STREET AND HALL AVENUE. ALL AYES. MOTION PASSED.

Mayor Wingfield: Noted that brush clearing will need to be budgeted each year to maintain ROW mowing.

b. Chemical Use

Administrator Lay: Asked for council direction on chemical use in the city.

Mayor, Council Members and Administrator Lay: Discussed pesticide use and other related considerations. Directed Administrator Lay to use chemicals sparingly using best judgment.

c. Grotto Stairs Handrail

Administrator Lay: Requested \$1000 to install ADA handrail along Grotto Street stairs.

Mayor and Council Members: Discussed grotto stairs handrail.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE ADMINISTRATOR LAY TO SPEND UP TO \$1000 ON AN ADA COMPLIANT HANDRAIL ALONG THE GROTTA STAIRS. ALL AYES. MOTION PASSED.

d. Council Photo Shoot – August 13th at 6:30pm – Prior to City Council Meeting

Administrator Lay: Reminded council to please arrive at 6:30pm next month for the City Council photo shoot.

e. Water Meters

Mayor Wingfield: Stated City water meters are functionally obsolete and need to be replaced with new technology. Stated Shelly Reukert at the City of St. Anthony Village supports this recommendation. Requested inviting water meter specialist to attend the August Council meeting to address Council on water meter reading technology, costs, etc.

Mayor and Council Members: Discussed water meters. Approved inviting specialist in August.

f. Kayak Rack Update

Administrator Lay: Informed Council that Kay Beach kayak rack will be available for reservations later in the week, first come first serve. Existing racks at other beaches will be improved. Asked about non-resident reservations.

Mayor and Council Members: Discussed offering kayak racks to non-residents, no action taken.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 9:28 PM CST.

ATTEST:

Mary Wingfield
Mayor

Tobin Lay
City Administrator – City Clerk

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Appoint Tree Inspector & Tree Disease Ord.

Dear Mayor and Council Members,

Tree Inspections

Each August, the City of Birchwood Village inspects all of the private and public trees within the City borders for tree diseases. It is now August and time once again for inspections.

When the Council appointed John Lund as Tree Inspector last August, it was only for a one year appointment. This was due to uncertainty with the future of City Code Section 403, which is outdated and needs an overhaul.

Because the Council has not yet determined what to do with Section 403 and a Tree Inspector is once again needed this month, I recommend the Council appoint John Lund again for this year's tree inspections.

Diseased Tree Ordinance

For several years the Council and staff have been talking about the need for a comprehensive overhaul of City Code Section 403, which regulates diseased trees in Birchwood. Many ideas have been floated as to what the future of this Code might be but no decision has yet been made.

I have just been notified by faculty at Metropolitan State University that a team of Master's students will be helping us overhaul Section 403 as part of their Fall project. I had offered this project to a professor earlier this summer when he reached out for project ideas.

A recommendation from this project will not be prepared until this December. This means that the Council will have an opportunity to consider comprehensive amendments to Section 403 this Winter and make a decision next Spring regarding a long term Tree Inspector appointment, if that remains necessary.

I will provide updates on this project throughout this Fall semester.

Request/Recommendation

Staff requests Council appoint John Lund to perform Tree Inspection duties for 2019. Thanks!

Regards,
Tobin Lay

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Appoint Treasurer-Deputy Clerk
DATE: August 9, 2019

Dear Mayor and Council Members,

Last month staff notified you that Paul Carroll would be resigning from his Treasurer-Deputy Clerk duties. Over the past month staff has posted for this vacancy and has received materials from several candidates.

Staff and a member of the Personnel Committee will interview the candidates over the coming days leading up to Tuesday's Council meeting. Accordingly, a recommendation is not available at this time but will be presented to the Council at the beginning of Tuesday's Council meeting. A completed version of the enclosed resolution will also be provided at that time for Council's approval.

Request/Recommendation

Staff and members of the Personnel Committee request Council approve Resolution 2019-20 to hire and appoint the next City Treasurer-Deputy Clerk. Thanks!

Regards,
Tobin Lay

RESOLUTION 2019-20

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

**ACCEPTING THE RESIGNATION OF CURRENT CITY TREASURER-
DEPUTY CLERK PAUL CARROLL AND APPROVING THE HIRING AND
APPOINTMENT OF _____ AS CITY TREASURER-DEPUTY
CLERK, EFFECTIVE AUGUST 14, 2019.**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, August 13, 2019, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Jessi Aakre, Randy LaFoy, Jon Fleck, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, Current City Treasurer-Deputy Clerk Paul Carroll will be resigning his position effective once his replacement is trained but not to exceed 60 days; and

WHEREAS, The City of Birchwood Village will employ _____ as City Treasurer-Deputy Clerk for 36 hours/month; and

WHEREAS, The City of Birchwood Village will compensate _____ at a rate of pay of \$_____/hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby accepts the resignation of Paul Carroll effective once his replacement is trained but not to exceed 60 days, and approves the hiring and appointment of _____ as City Treasurer-Deputy Clerk, effective August 14, 2019, with the following additional terms:

- 1) Subject to a one year probation period, and
- 2) Subject to successfully passing a background check.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 13th day of August, 2019.

Mary Wingfield, Mayor

Attest:

Tobin Lay, City Administrator-Clerk

For the Period : 7/9/2019 To 8/10/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$499,664.57	\$4,138.00	\$32,819.77	\$470,982.80
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Comp Plan Grant	(\$4,040.00)	\$0.00	\$0.00	(\$4,040.00)
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$22,210.25	\$0.00	\$1,476.92	\$20,733.33
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	(\$7,285.26)	\$0.00	\$0.00	(\$7,285.26)
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	(\$25,181.54)	\$0.00	\$0.00	(\$25,181.54)
Sewer Re-hab Debt	\$25,587.91	\$0.00	\$0.00	\$25,587.91
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$66,233.91	\$0.00	\$0.00	\$66,233.91
Water	\$32,713.17	\$0.00	\$17,245.67	\$15,467.50
Sewer	\$63,514.01	\$0.00	\$17,009.34	\$46,504.67
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$673,457.02	\$4,138.00	\$68,551.70	\$609,043.32

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/12/2019	MN Management & Budget	171734695*	Court Fines - Jun 2019	(07/12/2019) -	N	Court Fines	100-35101-	\$ 66.66
								\$ 66.66
07/18/2019	MN Management & Budget	171734696*	PERA Rate Increase Aid	(07/18/2019) -	N	State Grants and Aid	100-33422-	\$ 119.00
								\$ 119.00
07/23/2019	Drew, David & Rachael	171734686*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 72.50
								\$ 72.50
07/23/2019	Barton, Keith & Kathleen	171734687*	Kayak/Canoe Permit	(07/23/2019) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								\$ 30.00
07/23/2019	Lein, Michael & Kathryn	171734688*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 72.50
								\$ 72.50
07/23/2019	Webber, Daniel & Sarah	171734689*	Kayak/Canoe Permit	(07/23/2019) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								\$ 30.00
07/23/2019	Hoffman Corner Heating & AC	171734690*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 9.25
								\$ 9.25
07/23/2019	Hoffman Corner Heating & AC	171734691*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 94.96
								\$ 94.96
07/23/2019	Homeworks Services Co.	171734692*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 62.13
								\$ 62.13
07/23/2019	Bartylla Plumbing & Heating, Inc.	171734693*	Building Permit	(07/23/2019) -	N	Building Permits	100-32211-	\$ 31.00
								\$ 31.00

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u> <u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
07/23/2019	Suburban Cable Commission	171734694*	Reimbursement - Alpha Video Expense	(07/23/2019) -	N Cable Comm. Grant	100-33625-	\$ 3,550.00

Total for Selected Receipts

\$ 3,550.00

\$ 4,138.00

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/10/2019	Payroll Period Ending 06/30/2019	30602	Treasurer/Deputy Clerk - Music in the Park 2019	N	Clerk - Treasurer	100-41401-100-	\$ 238.15
	Total For Check	30602					\$ 238.15
07/10/2019	IRS - US Treasury	EFT071019A	Federal Taxes - Q2 2019 - June Payment	N	Clerk - Treasurer	100-41401-100-	\$ 832.68
		EFT071019A				100-41401-100-	\$ 436.53
		EFT071019A				100-41401-100-	\$ 194.74
	Total For Check	EFT071019A					\$ 1,463.95
07/10/2019	PERA	EFT071019B*	Employee Retirement - Paul Carroll (MIP 2019)	N	Clerk - Treasurer	100-41401-121-	\$ 38.83
	Total For Check	EFT071019B					\$ 38.83
07/10/2019	MN Department of Revenue	EFT071019C	MN State Tax eFiling - Q2 2019	N	Clerk - Treasurer	100-41401-115-	\$ 868.10
	Total For Check	EFT071019C					\$ 868.10
07/15/2019	Bailey, Fred	30603	MIP - Maple Street Ramblers - 07/14/2019	N	Recreation	210-45101-440-	\$ 150.00
	Total For Check	30603					\$ 150.00
07/16/2019	Payroll Period Ending 06/30/2019	30605	Maintenance - Tyler Woolstencroft	N	Parks	100-45207-100-	\$ 208.00
	Total For Check	30605					\$ 208.00
07/16/2019	Rydeen, Jim	30607	Reimbursement - Parks Supplies - Jan-Jun 2019	N	Parks	100-45207-210-	\$ 823.15
	Total For Check	30607					\$ 823.15
07/17/2019	Manship Plumbing & Heating Inc	30608	Standby, Testing, Locates - June	N	Water Utility	601-43180-314-	\$ 1,320.00
	Total For Check	30608					\$ 1,320.00
07/19/2019	Payroll Period Ending 07/19/2019	30604	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,859.42
	Total For Check	30604					\$ 1,859.42
07/19/2019	PERA	EFT071919A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
	Total For Check	EFT071919A					\$ 358.06

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/21/2019	Johnson, Vern	30606	Music in the Park - Lightning Creek - 07/21/2019	N	Recreation	210-45101-440-	\$ 150.00
		Total For Check	30606				\$ 150.00
07/29/2019	Roger Stratton	30611	Music in the Park - Ensemble Aventura - 07/28/2019	N	Recreation	210-45101-440-	\$ 150.00
		Total For Check	30611				\$ 150.00
08/02/2019	Payroll Period Ending 08/02/2019	30609	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,859.42
		Total For Check	30609				\$ 1,859.42
08/02/2019	Payroll Period Ending 08/02/2019	30610	Administrator - Insurance	N	Clerk - Treasurer	100-41401-100-	\$ 421.49
		Total For Check	30610				\$ 421.49
08/02/2019	PERA	EFT080219A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
		Total For Check	EFT080219A				\$ 358.06
08/05/2019	Legacy Celtic Music, LLC	30612	Music in the Park - Legacy - 08/04/2019	N	Recreation	210-45101-440-	\$ 150.00
		Total For Check	30612				\$ 150.00
08/06/2019	Payroll Period Ending 07/31/2019	30613	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 334.81
		Total For Check	30613				\$ 334.81
08/06/2019	Hough, Doug	30616	Reimbursement - Parks Supplies	N	Parks	100-45207-210-	\$ 11.48
		Total For Check	30616				\$ 11.48
08/06/2019	Press Publications	30617*	Legal Notice Publications - July 2019	N	Ordinances and Proceedings	100-41130-351-	\$ 84.00
		30617*				100-41130-351-	\$ 50.40
		30617*				100-41130-351-	\$ 50.40
		30617*				100-41130-351-	\$ 58.80
		30617*				100-41130-351-	\$ 58.80
		Total For Check	30617				\$ 302.40
08/06/2019	USS Minnesota One MT LLC	30618*	Energy Charges - June 2019	N	General Government Buildings and Plant	100-41940-380-	\$ 177.31
		30618*			Sewer Utility	605-43190-380-	\$ 101.33
		30618*				605-43190-380-	\$ 734.59
		30618*				605-43190-380-	\$ 354.63
		Total For Check	30618				\$ 1,367.86

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/06/2019	City of Roseville	30619*	Phone/IT Support - July 2019 & Netmotion Services	N	General Government Buildings and Plant	100-41940-320-	\$ 300.00
		30619*				100-41940-320-	\$ 63.00
		30619*				100-41940-320-	\$ 404.00
		Total For Check	30619				\$ 767.00
08/06/2019	Companion Animal Control LLC	30620	Animal Control Services - June 2019	N	Animal Control	100-41916-314-	\$ 80.00
		Total For Check	30620				\$ 80.00
08/06/2019	Oakdale Rental	30621*	Tiller & Carpet Cleaner Rentals	N	General Government Buildings and Plant	100-41940-210-	\$ 27.00
		30621*			Parks	100-45207-210-	\$ 57.00
		Total For Check	30621				\$ 84.00
08/06/2019	AirFresh Industries, Inc.	30622*	Portable Restroom Rental (2) + July & 4th Weekend	N	Parks	100-45207-314-	\$ 40.00
		30622*				100-45207-314-	\$ 162.50
		Total For Check	30622				\$ 202.50
08/06/2019	Thatcher Engineering, Inc	30623*	City Engineering Services - May & June 2019 Projects	N	Engineer Service	100-41650-300-	\$ 7,125.00
		30623*				100-41650-300-	\$ 2,415.00
		30623*				100-41650-300-	\$ 1,955.00
		30623*				100-41650-300-	\$ 595.00
		30623*				100-41650-300-	\$ 42.50
		30623*				100-41650-300-	\$ 42.50
		Total For Check	30623				\$ 12,175.00
08/06/2019	Water Conservation Service Inc.	30624*	Water Main Leak Locate - 05/31/2019	N	Wtr/Swr Emergency	601-43185-300-	\$ 290.88
		Total For Check	30624				\$ 290.88
08/06/2019	Leeves, Robert	30625*	Videographer - 07/09/2019	N	Cable Eqpmt and Service	100-41950-314-	\$ 86.25
		Total For Check	30625				\$ 86.25
08/06/2019	Menard's - MAPLEWOOD	30626*	Parks Supplies	N	Parks	100-45207-210-	\$ 54.18
		Total For Check	30626				\$ 54.18
08/06/2019	White Bear Township	30627*	Lift Station Work & Inspections - July 2019	N	Sewer Utility	605-43190-314-	\$ 212.90
		30627*				605-43190-314-	\$ 41.78
		30627*				605-43190-314-	\$ 145.73

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		30627*				605-43190-314-	\$ 33.95
		30627*				605-43190-314-	\$ 681.75
		Total For Check	30627				\$ 1,116.11
08/06/2019	City of White Bear Lake	30628	Water Billing - 03/25/2019 - 06/25/2019	N	Water Utility	601-43180-314-	\$ 14,154.79
		Total For Check	30628				\$ 14,154.79
08/06/2019	Gopher State One Call	30629*	Billable Tickets (21) - June 2019	N	Utility Locates	605-42805-314-	\$ 28.35
		Total For Check	30629				\$ 28.35
08/06/2019	Metropolitan Council - Env. Service	30630*	Wastewater Service - Aug 2019	N	Sewer Utility	605-43190-217-	\$ 4,812.53
		Total For Check	30630				\$ 4,812.53
08/06/2019	TSE, Inc. Work Account	30631*	Janitorial Services - 06/20/2019	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		Total For Check	30631				\$ 25.00
08/06/2019	Modern Power Solutions	30632*	Lift Station Generator Annual Service - 2019	N	Sewer Utility	605-43190-380-	\$ 165.00
		Total For Check	30632				\$ 165.00
08/06/2019	City of White Bear Lake	30633*	Fire Services - July 2019	N	Fire	100-42201-314-	\$ 2,030.17
		Total For Check	30633				\$ 2,030.17
08/06/2019	Kantrud, Alan	30634*	City Attorney Fees - July 2019	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	30634				\$ 1,500.00
08/06/2019	Xcel Energy	EFT080619A	Xcel Utility Billing - July 2019	N	General Government Buildings and Plant	100-41940-380-	\$(53.53)
		EFT080619A			Street Lighting	100-43160-380-	\$ 1,191.67
		EFT080619A			Parks	100-45207-380-	\$ 16.58
		EFT080619A			Sewer Utility	605-43190-380-	\$ 55.14
		EFT080619A				605-43190-380-	\$(119.04)
		EFT080619A				605-43190-383-	\$ 33.84
		EFT080619A				605-43190-383-	\$(289.00)
		Total For Check	EFT080619A				\$ 835.66
08/06/2019	PERA	EFT080619B*	Employee Retirement - Paul Carroll	N	Clerk - Treasurer	100-41401-121-	\$ 54.60
		Total For Check	EFT080619B				\$ 54.60
23							
08/08/2019	Payroll Period Ending 07/31/2019	30636	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,622.00

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	30636					\$ 1,622.00
08/09/2019	Payroll Period Ending 08/01/2019	30637	Office Support - Dennis Sonnek	N	Clerk - Treasurer	100-41401-100-	\$ 64.64
	Total For Check	30637					\$ 64.64
08/10/2019	Manship Plumbing & Heating Inc	30638	Standby, Testing, Locates - July	N	Water Utility	601-43180-314-	\$ 1,480.00
	Total For Check	30638					\$ 1,480.00
08/10/2019	Metropolitan Area Management Assoc.	30639	Training - Jul 2019	N	City Training and Development	100-41914-310-	\$ 25.00
	Total For Check	30639					\$ 25.00
08/10/2019	City of Roseville	30640	Phone/IT Support - August 2019	N	General Government Buildings and Plant	100-41940-320-	\$ 63.00
		30640				100-41940-320-	\$ 404.00
	Total For Check	30640					\$ 467.00
08/10/2019	Companion Animal Control LLC	30641	Animal Control Services - July 2019	N	Animal Control	100-41916-314-	\$ 80.00
	Total For Check	30641					\$ 80.00
08/10/2019	Gopher State One Call	30642	Billable Tickets (20) - July 2019	N	Utility Locates	605-42805-314-	\$ 27.00
	Total For Check	30642					\$ 27.00
08/10/2019	Metropolitan Council - Env. Service	30643	Wastewater Service - Sep 2019	N	Sewer Utility	605-43190-217-	\$ 4,812.53
	Total For Check	30643					\$ 4,812.53
08/10/2019	TSE, Inc. Work Account	30644	Janitorial Services - 08/01/2019	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
	Total For Check	30644					\$ 25.00
08/10/2019	MENARD'S - OAKDALE	30645*	Maintenance Supplies - handrail, kayak racks, bee spray	N	Parks	100-45207-400-	\$ 7.54
		30645*				100-45207-400-	\$ 7.54
		30645*				210-45207-210-	\$ 852.41
		30645*				210-45207-210-	\$ 24.51
	Total For Check	30645					\$ 892.00
08/10/2019	AirFresh Industries, Inc.	30646	Portable Restroom Rental (2)	N	Parks	100-45207-314-	\$ 81.25
		30646				100-45207-314-	\$ 81.25
	Total For Check	30646					\$ 162.50

Fund Name: All Funds

Date Range: 07/09/2019 To 08/10/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/10/2019	TA Schifsky & Sons, Inc.	30647	Street sweeping & catch basin cleanouts	N	Streets and Road Mntnc	100-43101-314-	\$ 2,822.50
		Total For Check	30647				\$ 2,822.50
08/10/2019	White Bear Township	30648	Lift Station Work, Inspections & Repairs - July 2019	N	Sewer Utility	605-43190-314-	\$ 750.60
		30648				605-43190-314-	\$ 1,445.34
		30648				605-43190-314-	\$ 243.40
		30648				605-43190-314-	\$ 106.45
		30648				605-43190-314-	\$ 420.53
		30648				605-43190-314-	\$ 322.71
		30648				605-43190-314-	\$ 20.89
		30648				605-43190-314-	\$ 1,078.91
		30648				605-43190-314-	\$ 787.50
		Total For Check	30648				\$ 5,176.33
Total For Selected Checks							\$ 68,551.70

As on 8/10/2019

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	15,000.00	15,000.00
Total Acct 322	0.00	15,000.00	15,000.00
Total Revenues	0.00	15,000.00	15,000.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous: Dues and Subscriptions	0.00	200.00	(200.00)
Community Events	0.00	1,200.00	(1,200.00)
Refunds and Reimbursements	0.00	242.09	(242.09)
Total Acct 451	0.00	1,642.09	(1,642.09)
Parks			
Operating Supplies (211 through 219)	0.00	876.92	(876.92)
Total Acct 452	0.00	876.92	(876.92)
Total Disbursements	0.00	2,519.01	(2,519.01)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		8,252.34	
Total Receipts and Other Financing Sources		15,000.00	
Total Disbursements and Other Financing Uses		2,519.01	
Cash Balance as of 08/10/2019		20,733.33	

As on 8/10/2019

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		66,233.91	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 08/10/2019		66,233.91	

As on 8/10/2019

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	40,424.48	40,424.48
Penalty - Late Water/Sewer	0.00	283.29	283.29
State and Misc fees	0.00	1,086.91	1,086.91
Total Acct 341	0.00	41,794.68	41,794.68
Water Main Break	0.00	64.53	64.53
Total Acct 349	0.00	64.53	64.53
Delinquent Water/Sewer Fees	0.00	5.86	5.86
Miscellaneous	0.00	33.59	33.59
Total Acct 361	0.00	39.45	39.45
Total Revenues	0.00	41,898.66	41,898.66
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	221.15	(221.15)
Total Acct 414	0.00	221.15	(221.15)
Financial Administration			
Contracted Services	0.00	3,881.10	(3,881.10)
Total Acct 415	0.00	3,881.10	(3,881.10)
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	219.00	(219.00)
Refunds and Reimbursements	0.00	65.98	(65.98)
Newsletter			
Printing and Binding (351 through 359)	0.00	369.60	(369.60)
Total Acct 419	0.00	654.58	(654.58)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	864.00	(864.00)
Professional Services: Legal Fees	0.00	1,444.00	(1,444.00)
Contracted Services	0.00	39,214.13	(39,214.13)
Fees	0.00	11,878.59	(11,878.59)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	245.56	(245.56)
PROFESSIONAL SERVICES (301 through 319)	0.00	290.88	(290.88)
Refunds and Reimbursements	0.00	569.99	(569.99)
Total Acct 431	0.00	54,507.15	(54,507.15)
Total Disbursements	0.00	59,263.98	(59,263.98)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		32,832.82	
Total Receipts and Other Financing Sources		41,898.66	
Total Disbursements and Other Financing Uses		59,263.98	
Cash Balance as of 08/10/2019		15,467.50	

As on 8/10/2019

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	0.00	344.84	344.84
State and Misc fees	0.00	0.00	0.00
Sewer Fee	0.00	57,381.38	57,381.38
Total Acct 341	0.00	57,726.22	57,726.22
SPECIAL ASSESSMENTS	0.00	512.30	512.30
Total Acct 361	0.00	512.30	512.30
Total Revenues	0.00	58,238.52	58,238.52
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	297.00	(297.00)
Total Acct 414	0.00	297.00	(297.00)
Office Operations Supplies			
Refunds and Reimbursements	0.00	319.00	(319.00)
Newsletter			
Printing and Binding (351 through 359)	0.00	77.60	(77.60)
Total Acct 419	0.00	396.60	(396.60)
Utility Locates			
Contracted Services	0.00	203.90	(203.90)
Total Acct 428	0.00	203.90	(203.90)
Sewer Utility			
Sewer - Wastewater Charge	0.00	38,500.24	(38,500.24)
Contracted Services	0.00	11,338.73	(11,338.73)
Utility Services (381 through 389)	0.00	3,754.23	(3,754.23)
Utility Services: Gas Utilities	0.00	(55.13)	55.13
Total Acct 431	0.00	53,538.07	(53,538.07)
Total Disbursements	0.00	54,435.57	(54,435.57)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		42,701.72	
Total Receipts and Other Financing Sources		58,238.52	
Total Disbursements and Other Financing Uses		54,435.57	
Cash Balance as of 08/10/2019		46,504.67	

ORDINANCE 2019-05-01

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

**AN ORDINANCE REPEALING PUBLIC IMPROVEMENTS FINANCING AND
ASSESSMENT REGULATIONS IN CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that Section 805 (Public Improvements Financing and Assessment Ordinance) of the Municipal Code of the City of Birchwood Village is hereby amended as follows:

805 PUBLIC IMPROVEMENTS FINANCING AND ASSESSMENT ORDINANCE

Repealed by Ordinance 2019-05-01; September 10, 2019. Replaced by Special Assessment Policy; adopted April 9, 2019.

~~805.010. — **PURPOSE.** The purpose of this ordinance is to establish procedures to guide the City of Birchwood Village in employing its authority under Minnesota State law, Chapter 429.010 to 429.111 which provides that a municipality shall have the power to make public improvements such as sanitary sewer, storm sewers, water supply and storage, and water distribution facilities, street improvements including grading curb and gutter, surfacing, sidewalks, street lighting, and recreational facilities.~~

~~The statute further defines that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the City Engineer, City Attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties benefited along with assuring that the financial risk to the community is minimized. In no case shall the recommended assessment exceed the benefit(s) conferred to the property from the said improvement.~~

~~805.020. — **DEFINITIONS.** For the purpose of this ordinance the words below shall have the meanings given to them in this section.~~

~~1. **Improvements.** Improvement shall mean a public improvement such as, but not limited to, the construction or reconstruction of streets, including curbs and gutters, the construction or reconstruction of storm sewers, installation and maintenance of street lighting systems and other similar projects described herein.~~

2. ~~Mean.~~ Mean refers to the total improved street footage divided by the number of properties assessed.

3. ~~Residential Streets.~~ All streets in Birchwood are classified residential streets.

805.030. ~~IMPROVEMENT AND ASSESSMENT PROCESS.~~ Public improvements and assessments as envisioned within this ordinance shall be governed by the provisions of Minnesota Statutes Chapter 429.

805.040. ~~WATER AND SANITARY SEWER SYSTEMS.~~ The cost of reconstruction of any sanitary sewer main or water main or building of any new sewer pumping system or installation of any new water monitoring system shall be paid from the city. The City Council may decide to recoup the reconstruction cost by a surcharge against each sanitary sewer user account or by an increase in the user rates until such enterprise fund is sufficiently replenished.

805.050. ~~CALCULATION OF ASSESSMENT ON THE BASIS OF FRONT FOOTAGE.~~ An assessment for abutting property shall be determined by dividing the total cost for each project by the assessable front feet. The cost per front foot is then multiplied by the number of lineal feet of each lot to determine the assessment. The assessment shall not exceed the benefit conferred to the property.

805.060. ~~SPECIAL RULES:~~

1. ~~Front Footage.~~ Shall mean the linear front footage of the assessable parcel as recorded by Washington County Assessor.

2. ~~Adjusted frontage.~~ When the amount of an assessment is determined by frontage, an equivalent front footage shall be determined according to the following rules when an irregular lot requires such an adjustment to maintain fairness in the assessment. Where a lot falls into more than 1 category below, the method used to calculate front footage will be decided by the City Council upon consideration of all relevant evidence, including the recommendation of the City Engineer.

a. front footage shall be measured at the property building setback line on cul de sacs and irregular shaped lots.

b. for corner lots or multiple frontage lots — lots with more than one side of abutting frontage, the front footage shall be the long side plus one half (1/2) the short side.

c. on corner lots and multiple frontage lots where one or more frontage is not improved, only the improved frontage shall be assessed. Similar projects being done in subsequent years on the unimproved sides, will be assessed an amount to be determined by the Council with consideration given to previous

~~improvements on other frontages and all other relevant factors bearing upon the current proposed assessment.~~

~~d. equivalent front footage shall be determined by dividing the square footage of the lot by the general lot depth of the sub-division for pie-shaped lots and irregular shaped lots where other rules do not apply.~~

~~e. where a lot consists of a combination of rectangular and pie-shaped or irregular portions, the equivalent front footage shall be determined as the sum of the straight front footage plus the remainder in accordance with applicable rules.~~

~~f. City property frontage is assessed on the same basis as all other parcels. The City will redistribute the City's share to all properties. (Wildwood Park and Hall's Marsh not included).~~

~~g. Parcels gaining access via easements across other parcels will be charged the mean front footage of those included in the project but in no case a greater amount than their front footage, to the extent that a benefit has been conferred.~~

~~h. Parcels with no direct access except via unimproved street right of way will be charged the mean front footage of those included in the project, to the extent that a benefit has been conferred.~~

~~805.070. EFFECTIVE DATE. This ordinance shall be effective from and after its passage and publication according to law.~~

EFFECTIVE DATE: This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by M.S. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of M.S. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the City of Birchwood Village City Council this 10th day of September, 2019

Attest:

Mary Wingfield
Mayor

Tobin Lay
City Administrator-Clerk

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: 2020 Budget Proposal
DATE: August 9, 2019

Dear Mayor and Council Members,

The proposed preliminary 2020 budget is not available for inclusion in this packet but will be presented during the Council meeting for your initial consideration. This proposal will not include requests that you may be making during this or the September Council meeting to be included in the budget – this is just what the expected expenditures are for the normal course of operations based off of last year’s and this year’s expenditures.

Increases in this proposed budget over the 2019 budget are attributed to increases in cost of services, such as police, fire, etc.

Remember that this is only the preliminary budget – the Council will be able to lower the total levy amount on the final budget in December but will NOT be able to increase the amount once the preliminary budget has been approved and certified with the County in September.

Changes to this budget can be made during this meeting and the September Council meeting. The final preliminary budget must be approved by Council during the September Council meeting. A public hearing will take place during the December 10, 2019 Regular City Council meeting regarding the final budget and levy.

Request/Recommendation

Staff requests Council:

- 1) Begin discussing all spending proposals during the course of this meeting; and
- 2) Approve a final preliminary budget for submission to Washington County either at this meeting or the September Council meeting.

Thanks!

Regards,
Tobin Lay

MEMORANDUM



TO: Birchwood City Council
FROM: Mary Wingfield, Mayor & Jon Fleck, Councilmember
SUBJECT: Outdated & New Signs
DATE: July 17, 2019

Birchwood Village

Jon and I went out and marked signs or posts for removal around town. Things to note...most are on wildwood av/lake av. Other spots include nordling park walk (both ends), south side of Birchwood av at west end (0 to 200 block), halls marsh. Recommend leaving up the posts which have the easement beach rules as we will put up new ones. Also there is an empty post by the ice rink parking lot and the two "volleyball posts" that should come down.

Leave up the post down by the and take away the plywood one laying on the ground. We need to put No Lifeguard on duty sign up there.

We also talked about the private posts (Duffy) put up at kay that are dangerous to kids and beach users. We probably need to have council action on this.

Thx

m

Agree on all points. There is a volleyball post in the pleasure rink that wasn't marked (it's wet) that needs to go...

For new signage a consistent standard should be adhered to. I particularly like the DNR standard for colors and fonts - it conveys "natural resource" - I'm thinking about the identifying signs at each of lake tracts, particularly.

I do agree that someone could be impaled on those posts on the Kay property...Those are an accident waiting to happen.

Thx,

Jon

Here is the customized proof for your quote and order. Please reply to this email with your approval or any changes needed. Production can begin once your proof is approved and your order is placed.

Order Information

RFP Number:	25743243 _20
Order Quantity:	5
Size	12"h x 24"w
Topcoat	No Topcoat
Material	White Aluminum
Background Color	White
Letter Color	Black
Additional Color(Y/N)	No
Border	Border Required
Mounting Method	(2) Holes (Ctr'd Top & Bottom)
Wording	No Motorized Boats Allowed
	<SEE TEXT FOR LOGO PLACEMENT>
Designer	RK
Date	7/29/2019

Special Instruction

Signature of Approval

Thank you for paying special attention to your proof as we are unable to accept returns on customized products manufactured to your specifications.



Never be caught out of stock again!

More than 26,000 products to choose from. Go to www.seton.com to learn more.

617.200 **GENERAL PUBLIC REGULATIONS:** The Public Lake Tracts shall be subject to the following rules and regulations:

...

617.225 **Posted Regulations.** All persons using a Public Lake Tract shall comply with the following regulations:

- Docks are private property
- Public Lake Tract closed at 9:30 PM to 6:00 AM
- Quiet Activities only from 6:00 AM to 8:00 AM
- No Alcoholic Beverages
- No vehicle assisted Boat Launching allowed
- No all-terrain vehicles or snowmobiles allowed
- No glass containers allowed
- VIOLATORS SHALL BE PROSECUTED

617.230 **Signs.** The city shall post the regulations set forth in Section 617.225 on a sign at the entrance of each Public Lake Tract

....

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Jon Fleck, Councilmember
SUBJECT: School District Boundary Survey
DATE: August 1, 2019

I wish to have the council approve the creation of a very simple survey comprised of two questions to gauge the public's input on a school district boundary change. It would ultimately require a bill introduced at the legislature - I believe if an overwhelming majority of citizens embraced this idea Mr. Wiger would be compelled to do so on our behalf.

School District boundary move from WBL to Mahtomedi citizen survey:

- Do you now, or, will you in the foreseeable future, have children in public schools?
- Do you support the City of Birchwood shifting its school district to the Mahtomedi School District from White Bear Lake?

Jon

Dear Commissioners:

I write as counsel to the City of Birchwood Village.

As you are aware this winter season brought unprecedented cold and some late-season snow that then rapidly melted and created havoc in many communities across the metro by inundating storm sewers that were still compromised by the latent cold and remained frozen despite the surface water.

The City of Birchwood Village suffered that to a very severe degree along its western border, on East County Line Road, also known as Century Avenue. The situation got so bad that the road itself was completely compromised and impassable. See attached photo.

The cause of the surface-water ponding was the deferred maintenance along the road. East County Line has historically received very little attention due to its straddling of both Ramsey and Washington County. It has received more from Co. Rd. E south due to the presence of Century College, to be sure, but very little attention from that point north, where the City of Birchwood Village is implicated in its performance.

The inundation of the storm sewers along the area that abuts the City of Birchwood Village caused an extremely serious traffic problem for all travelers on that road and in that area. Many vehicles are using that artery to access both Birchwood as well as eastern addresses in White Bear Lake. Their travel and commute was compromised if not completely prevented. This is unacceptable and the calls to the City were many.

Based on the efforts the City of Birchwood extended to manage the surface flooding of water that the County or in this case counties should have been managing on its road, the City has asked that I write to you and ask the obvious question.

When will Ramsey and Washington County get together and decide to put this little section of road on its list of priorities beyond the inclusion in now the last two, "comprehensive plans?" This roadway needs improvement and the drainage is, obviously, outdated, ineffective and creating serious issues that are costing the surrounding communities significant monies to manage due to the failures of the County-owned facilities.

The City I represent has asked that I write to obtain a commitment that this corridor be improved. Based on the epic failure of the system this spring, there needs to be a serious response here that is action and not rhetoric---- a, "fast-track," approach.

Please advise as to the intentions of the Counties to work together and formulate a plan to correct the roadway and storm-sewer drainage in this area.

Tobin Lay

From: Paul Mendoza paul@afaaed.com>
Sent: Monday, July 29, 2019 9:40 AM
To: Tobin Lay
Cc: BVInfoEmail
Subject: Estimate 0719-226 from Advanced First Aid Inc
Attachments: Est_0719226_from_Advanced_First_Aid_Inc_12780.pdf; CARDIAC SCIENCE G3 Powerheart-Family-Brochure_L.pdf

Caution: This email originated outside our organization; please use caution.

Dear Tobin:

Please review the attached estimate for the preowned Cardiac Science G3 AED. This is not the exact model you currently have, that model has been discontinued, but this is AED is very similar and better. This model is fully automatic, 2015 model that was traded in from the Brooklyn Center Fire department. It has a small mark on the handle but no big deal. I wouldn't offer you this device if it weren't perfect for your environment. There's still 4-year left on the manufacturers warranty.

If you want this model, you need to let me know ASAP because these preowned aeds are very popular. Feel free to contact us if you have any questions.

Thank you for the opportunity to earn your business and we look forward to working with you.

Sincerely,

Paul Mendoza
Advanced First Aid Inc
612-325-3465

Advanced First Aid Inc

4201 DREW AVE N
MINNEAPOLIS, MN
55422

Estimate

Date	Estimate #
7/29/2019	0719-226

Name / Address
Birchwood Village City of TOBIN LAY 207 Birchwood Ave Birchwood village MN 55110

Ship To
Birchwood Village City of TOBIN LAY 207 Birchwood Ave Birchwood village, MN 55110

Tax Exempt No.	Estimate Expiration	Sales Rep
Due on receipt	Due on receipt	

Item	Description	Qty	Cost	Total
MISC--AFA	PREOWNED CARDIAC SCIENCE FULLY AUTO AED	1	100.00	100.00T
9146-301	Cardiac Science Powerheart® AED G3 Battery For Powerheart G3 (White)	1	398.00	398.00T
DISCOUNT	CABINET		-100.00	-100.00
9131-001	ADULT ELECTRODE POWERHEART G3 AED 1-SET	2	51.00	102.00T
180SM-1	SURFACE MOUNT WALL CABINET DOOR ALARMED W/150 AED WALL SIGN AND WINDOW/DOOR AED ONSITE DECAL CPR AED POSTER	1	299.00	299.00T
DISCOUNT	CABINET		-143.00	-143.00
ESHT	ESTIMATE DOES NOT INCLUDE SHIPPING, HANDLING OR APPLICABLE TAX	1	35.00	35.00T
WARRANTY A...	THIS AED IS 2015 MODEL. WARRANTY IS THE REMAINDER OF THE MFG's 7-YEAR WARRANTY, ABOUT 4 YEARS Nontaxable	1	0.00	0.00T
			0.00%	0.00

<p>Estimate may not include tax/shipping/handling. Credit cards accepted with 3% convenience fee.</p>			<p>Total \$691.00</p>
Phone #	Fax #	E-mail	<p>Sign below to accept terms and order. DURABLE GOODS ARE NOT RETURNABLE. X _____</p>
844-277-2337	1-888-846-1036	paul@afaaed.com	



The Powerheart® family of products



Five reasons to choose a Powerheart® AED G3 Plus for public access



1. Rescue Ready® performance sets us apart

Our patented Rescue Ready technology distinguishes us among competitors.

- + Every day, to ensure anytime functionality, the Powerheart AED self-checks all main components (battery, hardware, software, and defibrillation pads).
- + Every week, the AED completes a partial charge of the high-voltage electronics.
- + Every month, the AED charges the high-voltage electronics to full energy.

If anything is amiss, the Rescue Ready status indicator on the AED handle changes from green to red and the device emits an audible alert to prompt the user to service the unit. In sum, a Powerheart AED is Rescue Ready when a life depends on it.

2. RescueCoach™ guides you through a rescue

Extensive prompts coach you through in a very stressful situation. A few of the prompts are highlighted below.

- + *Stay calm. Follow these voice instructions. Make sure emergency services are called now!*
- + *Begin by exposing patient's bare chest and torso. Remove or cut clothing if needed.*
- + *Tear open foil package across dotted line and remove pads.*
- + *Do not touch patient; analyzing heart rhythm. Please wait.*
- + *Preparing shock. Move away from the patient.*
- + *Shock will be delivered in 3, 2, 1 – shock delivered. It is now safe to touch the patient.*
- + *Lean over patient with elbows straight. Press the patient's chest down rapidly – one-third depth of chest – then release.*
- + *Start CPR. Press. Press. Press. Press...*

3. Helpful text screen

Text runs in tandem with the voice prompts. Especially useful for audio-challenged rescuers and in noisy environments, the screen also provides valuable rescue information to professional rescuers when they arrive on the scene.

4. Variable escalating energy

Our AED determines the electrical impedance (resistance level) of each patient and customizes the energy level delivered. If more than one shock is necessary, our proprietary STAR® biphasic software escalates the energy to deliver therapy at an appropriate, higher level.

5. One of the longest warranties in the industry

Each AED is under warranty for seven years – one of the longest warranties in the industry. We also provide a four-year, full operational guarantee on the Intellisense® lithium battery (item 9146) used with the G3 Plus defibrillators.

The Powerheart® AED family of products

G3 Plus Automatic



G3 Plus Semi Automatic



G3 Pro



Key Features

Fully automatic mode	■		
Semi-automatic mode		■	■
Allowable Energy Range (J)	Escalating Variable Energy (VE) 95J to 351J	Escalating Variable Energy (VE) 95J to 351J	Escalating Variable Energy (VE) 95J to 351J
RescueCoach	■	■	
Metronome	■	■	■
Daily, weekly, and monthly Rescue Ready self testing	■	■	■
Pads tested for presence and functionality	■	■	■
Pediatric pad availability	■	■	■
7-year device warranty	■	■	■
4-year full battery replacement guarantee	■	■	
Download patient event data	■	■	■
Non-committed shock	■	■	■
Pacemaker pulse detection	■	■	■
Synchronized shock	■	■	■

Cardiac Science in the community

Remember when fire extinguishers were optional equipment -- but now you see them everywhere? Soon, AED use could be just as widespread. When a community deploys AEDs, everyday citizens become part of the emergency response system, increasing the likelihood that first responders can save a life.

The United Kingdom supports the world's largest government-funded Public Access Defibrillation (PAD) program. With 2,600 Cardiac Science AEDs deployed in businesses, schools, government offices, and other public areas, survival rates improved from 5 percent to around 25 percent.¹ With results like these, it's no wonder Cardiac Science is committed to increase AED placements dramatically, all over the globe!

¹ The Department of Health National Defibrillator Programme: analysis of downloads from 250 deployments of public access defibrillators – Resuscitation. 2005; 64:269-277

Storage options

We provide storage options to keep your AED secure and easily accessible during a rescue.

Wall cabinets

We offer wall cabinets including some with alarms and strobe lights to alert you when an AED has been removed for a rescue. All of our cabinets keep the Rescue Ready® indicator and the pads' expiration date visible at all times.

Wall sleeve

An attractive yet economical way to mount your AED (in a soft carry bag) to the wall.

Other accessories

Items to improve your performance

AED wall sign

A highly visible three-dimensional wall sign. It projects from the wall so rescuers can quickly locate your AEDs.

Ready kit

A practical kit to help responders perform a rescue. Includes gloves, razor, scissors, towel, gauze, and a CPR mask – everything you need right at your fingertips.

3-lead ECG monitoring kit

An ECG kit for professional rescuers, who can view a 3-lead ECG without using the defibrillation pads.

Data cables

Cables that allow communication between an AED and a computer. With them, professional rescuers can quickly modify AED operational parameters, upload rescue data, and transfer critical information.

Total response rescue kit

When paired with your Powerheart® AED, the total response rescue kit contains most everything needed in emergency situations. Respond with confidence to more than 95 percent of the most common workplace medical emergencies. It's designed to hold an emergency oxygen cylinder, a blood-borne pathogens responder kit, and a first aid kit. Place it conveniently on the wall under your AED.



Wire racks/baskets

Our wire racks/baskets mount to the wall and tightly secure your AEDs in place, providing convenient storage and easy accessibility to AEDs during a rescue.

The Cardiac Science AED G3 Trainer

Realistic, hands-on rescue experience is the best way to prepare. The trainer simulates different heart arrhythmias and gives students the opportunity to apply defibrillation pads, practice AED use, and perform CPR compressions on a manikin. The clear, instructive voice and metronome guide the rescuer through the save.

With the trainer, the instructor can:

- + Select from four pre-programmed rescue scenarios.
- + Simulate shockable and non-shockable rescue situations.
- + Train users to perform CPR compressions using a metronome.
- + Use a wireless remote control to vary the rescue conditions while students respond.
- + Pause the trainer in mid-scenario to emphasize an important point, and then pick up at the same point in the simulation.
- + Demonstrate automatic and semi-automatic AED operation.



Note: We offer both adult and pediatric reusable training pads to support your AED training.