



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 18, 2020
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

In light of the Governor's Executive Order regarding social-distancing and restrictions on gatherings, the City of Birchwood Village City Council is conducting its August meeting using interactive web-based technology. Pursuant to Minnesota Statutes, Chapter 13D. 021 Subdivision 1(1) the City of Birchwood is declaring that, "an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic..."

The meeting will be conducted using the Zoom meeting platform and the details of that are directly below for participating. If you plan to attend it is suggested that you familiarize yourself with the technology in advance. If you plan to participate than you must either 1) send your name, topic you plan to speak on, and the phone number you will be calling from to City Hall by noon the day before the meeting; or 2) join the meeting no later than 6:45pm to coordinate with the Moderator.

The Moderator of the meeting shall be City Administrator Tobin Lay and all participants, except Council Members, shall have their microphones muted unless recognized by the Mayor. Public Forum shall be honored using this technology and the meeting will be broadcast via the Cable Commission like other meetings.

The City of Birchwood Village is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84537617472?pwd=eDR6RnJEUmhvZFFRREg1aEFGSnFmdz09>

Meeting ID: 845 3761 7472

Password: 384079

Phone: +1 312 626 6799

* Denotes items that have supporting documentation provided

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. Lost & Found: An adult bicycle and child's tricycle were found at Birch Beach. Also a set of keys.
- B. Mail theft alert: don't leave mail in mailboxes overnight; call 911 for suspicious activity.
- C. Mask & Social Distancing Reminders.
- D. Toilet Efficiency Rebate (\$200). See www.cityofbirchwood.com/events for details.
- E. We are social, follow us on Facebook/Twitter and/or register for City emails.

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (p. 5)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Regular Meeting Minutes from June 9, 2020* (pp. 7-11)
- B. Approve Regular Meeting Minutes from July 14, 2020* (pp. 13-18)
- C. Approve Treasurer's Report* (pp. 19-34)
- D. Approve Schifsky's Crackfill Citywide - \$3500 (\$3000 estimate plus 15% contingency)
- E. Approve the 2020 City Tree Inspector Contract* (pp. 35-38)

CITY BUSINESS – REGULAR AGENDA

- A. Lake Links Trail Update
 - a. Ramsey/Washington Counties South Shore Blvd Presentation
 - b. Q&A and Council Deliberation
Time Budget: 20 Minutes
- B. Kay Beach Update
 - a. Council Deliberation and Approval
Time Budget: 15 Minutes
- C. Code Violation Procedure (Aakre)* (pp. 39-42)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- D. CARES Act Funding* (p. 43)
 - a. Council Deliberation and Approval
Time Budget: 10 Minutes
- E. Water Meter Upgrades Update (Fleck)* (pp. 45-48)
 - a. Council Deliberation and Approval
Time Budget: 20 Minutes

* Denotes items that have supporting documentation provided

- F. Council Salaries (Wingfield)* (p. 49)
 - a. Council Deliberation and Approval
Time Budget: 15 Minutes
- G. Personnel Committee Update (LaFoy & Aakre)
 - a. Council Deliberation
Time Budget: 20 Minutes
- H. 2021 Budget Proposal* (pp. 105-1)
 - a. Review and Discuss
Time Budget: 15 Minutes
- I. Council Member Reports:
 - a. Councilmember LaFoy
 - i. Wildwood Ave debris
Time Budget: 5 Minutes
- J. City Administrator's Report
 - a. NYFS Council visit* (pp. 51-52)
 - b. Lift Station #2 Insurance Update* (p. 53)
 - c. Schedule Sept. Variance Hearings* (p. 55)
 - d. Videographer Rate Increase* (p. 57)
 - e. 2040 Comp Plan Update* (pp. 59-103)
Time Budget: 15 Minutes

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Sheriff Report
DATE: August 18, 2020

Dear Mayor & City Council Members:

Below is a reporting of law enforcement incidents and citations for July 2020:

Incident Summary Report PUBLIC

From:7/1/2020 12:00:00 AM To:7/31/2020 11:59:59 PM

WASHINGTON COUNTY SHERIFFS OFFICE



BIRCHWOOD VILLAGE - 24

7/1/2020 1:25:24 PM	WC20027050	XXX Lake Ave, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
7/1/2020 6:23:33 PM	WC20027104	XXX Hall Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
7/3/2020 9:20:19 AM	WC20027380	XXX Hall Ave, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
7/3/2020 6:25:02 PM	WC20027460	XXX Hall Ave, BIRCHWOOD VILLAGE	FIRE
7/3/2020 8:37:54 PM	WC20027499	70XXX -715 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
7/4/2020 3:10:25 AM	WC20027598	XXX WILDWOOD AVE, BIRCHWOOD VILLAGE	MEDICAL
7/6/2020 6:37:27 PM	WC20028238	XXX Hall Ave, BIRCHWOOD VILLAGE	OFFICER INFORMATION
7/6/2020 10:33:13 PM	WC20028283	XXX Jay St, BIRCHWOOD VILLAGE	MEDICAL
7/8/2020 7:43:35 AM	WC20028508	XX Birchwood Ln, BIRCHWOOD VILLAGE	PUBLIC WORKS/UTILITIES
7/10/2020 9:43:17 AM	WC20028896	XX White Pine Ln, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
7/12/2020 4:03:10 PM	WC20029392	XXX Lake Ave, BIRCHWOOD VILLAGE	MEDICAL
7/13/2020 5:43:54 PM	WC20029610	XXX Birchwood Ave, BIRCHWOOD VILLAGE	ANIMAL CONCERN
7/16/2020 4:41:47 PM	WC20030103	XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE	WELFARE CHECK
7/16/2020 9:30:07 PM	WC20030143	XXX CEDAR ST, BIRCHWOOD VILLAGE	PROPERTY DAMAGE
7/17/2020 10:04:53 AM	WC20030209	XXX CEDAR ST, BIRCHWOOD VILLAGE	FOLLOW UP
7/17/2020 11:53:34 AM	WC20030224	XXX Wildwood Ave, BIRCHWOOD VILLAGE	LOST PROPERTY/ITEM
7/19/2020 8:04:55 AM	WC20030632	XX Birchwood Ave, BIRCHWOOD VILLAGE	ANIMAL COMPLAINT
7/19/2020 8:30:15 AM	WC20030634	3XXX EAST COUNTY LINE RD, BIRCHWOOD VILLAGE	FOUND PROPERTY/ITEM
7/19/2020 9:26:37 AM	WC20030642	XXX Birchwood Ave, BIRCHWOOD VILLAGE	PARKING COMPLAINT
7/21/2020 7:26:27 AM	WC20031037	XX Oakview Ct, BIRCHWOOD VILLAGE	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
7/21/2020 12:57:16 PM	WC20031079	XX Hall Ct, BIRCHWOOD VILLAGE	WELFARE CHECK
7/26/2020 6:51:00 PM	WC20032116	XXX Hall Ave, BIRCHWOOD VILLAGE	UNWANTED PERSON/VEHICLE
7/29/2020 12:53:02 PM	WC20032555	XXX Birchwood Ave, BIRCHWOOD VILLAGE	TRAFFIC COMPLAINT
7/31/2020 9:28:50 AM	WC20032871	XX Hall Ct, BIRCHWOOD VILLAGE	MEDICAL
TOTAL INCIDENTS:			24

Citations for: Birchwood 7/1/2020 To 7/31/2020

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	7/17/2020	820031019901	WC1277	T. Jarrett	Citation		0 HALL AVE		JAY ST		Birchwood	Traffic Collision - Failure to Notify Owner of Damaged Property	169.09.5

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING**

June 9th, 2020

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Randy LaFoy, Kevin Woolstencroft, Jonathan Fleck, & Jessi Aakre.

STAFF PRESENT: Tobin Lay, City Administrator; Alan Kantrud, City Attorney.

OTHERS PRESENT: Paul Edwards, Cathy Wandmacher, Sheri Stronach, Cora Hankins, Judy Duffy, Matthew Duffy and others

Mayor Wingfield called the regular meeting to order at 7:00pm and explained the reason for the meeting being conducted virtually via the Zoom platform as is permitted by Minnesota State Statute. The pledge of allegiance was recited.

AGENDA APPROVAL

Mayor Wingfield: added five items to Regular Agenda Item G Subsection A.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE AGENDA AS AMENDED. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

OPEN PUBLIC FORUM

- A. Mary Wingfield (Community Club): Offered idea for 4th of July celebration that would be compliant with social distancing.
- B. Sheri Stronach (200 Block of Wildwood Avenue): Expressed traffic calming ideas pertaining to Regular Agenda Item C.

ANNOUNCEMENTS

- A. Crime Alert Notice (Wingfield)
- B. No Birchwood Garage Sale, Music in the Park, or July 4th Parade
- C. Follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood
- D. Metropolitan Control District: Tire pick-up planned
- E. Kay Beach dock has been realigned

- F. City Council meetings now broadcast live via Facebook

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report

CONSENT AGENDA

- A. Approve Regular Meeting Minutes from May 12, 2020
- B. Approve Treasurer's Report
- C. Approve Resolution 2020-20, Variance No. 20-01-VB Denial
- D. Approve GovCard Agreement for Processing Credit Cards
- E. Reschedule August City Council Meeting – Aug 18
- F. Approve Sewer Line Jetting Bid
 - a. **Mayor, Council, & City Administrator:** Discussed authorization of televising work recommended by City Engineer. Additional work pending information from contractor.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE CONSENT AGENDA. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

- A. MS4: Storm Water Pollution Prevention Program Review
 - a. Public Hearing

MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 07:25PM.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECODNED BY COUNCILMEMBER AAKRE TO CLOSE THE PUBLIC HEARING. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED AND PUBLIC HEARING CLOSED AT 07:27PM.

- B. Appeal of Administrative Decision
 - a. Case No. 20-01-AP
 - i. Public Hearing
 - ii. Council Deliberation
 - 1. **Administrator Lay:** Summarized case being appealed at 321 Wildwood Avenue. Building permit denied due to being a non-conforming pre-existing structure.
 - 2. **Paul Edwards (321 Wildwood):** Provided explanation to reason for appeal.
 - 3. **Mayor, Council, & City Attorney:** Deliberated merits to appeal versus variance request.
 - iii. Approve Resolution 2020-21

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE RESOLUTION 2020-21. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

- b. Case No. 20-02-AP
 - i. Public Hearing
 - ii. Council Deliberation
 - 1. **Administrator Lay:** Summarized case being appealed at 415 Wildwood Avenue. Zoning permit denied.
 - 2. **Mayor, Council, & City Attorney:** Advised applicant to request a variance with the Planning Commission and stayed the appeal pending those results.
 - iii. Approve Resolution 2020-22

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO STAY THE APPEAL OF CASE NO. 20-02-AP AND UNDERLYING ENFORCEMENT IS STAYED PENDING VARIANCE PROCEDURE BY THE APPLICANT. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

- C. Wildwood Ave Traffic Calming
 - a. Public Discussion
 - b. Council Deliberation
 - i. **Administrator Lay:** Summarized original escalation by residents and Council decision to postpone discussion to allow for more resident feedback.
 - ii. **Mayor & Council:** Discussed options for traffic calming measures. Invitation to community members to create/join task force to be published.
- D. Diseased Trees
 - a. Public Discussion
 - b. Council Deliberation and Approval
 - i. **Mayor Wingfield:** Expressed concern with the City's current policies in regard to tree inspection/removal on private property. Requested feedback from Council.
 - ii. **Mayor & Council:** Consensus was reached on directing City Tree Inspector to not enter private property during course of inspection work. The City will increase efforts to educate residents when tree disease is identified.
- E. Tighe-Schmitz Park Improvements – hockey rink surface
 - a. Public Discussion
 - b. Council Deliberation and Approval
- F. City Attorney Report
 - a. 11 Birchwood Ln Utility Easement Update
 - i. **City Attorney Kantrud:** Provided update that homeowner wished to wait on formalizing agreement until meeting with T.A. Schifsky, Inc.

- b. Lake Tract Surveys Update
 - i. **City Attorney Kantrud:** Provided update that surveyors are compiling exhibits.
 - ii. **Council Members:** Discussed posts at Kay Beach and desire to have staff remove them.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO DIRECT CITY STAFF TO REMOVE EXPEDITIOUSLY THE TWO POSTS AT KAY BEACH WHICH ARE ON CITY PROPERTY. DISCUSSION. NO VOTE TAKEN. (Timestamp beginning 01:28:00)

G. Council Member Reports

- a. Mayor Wingfield
 - i. Joint Workshop with Planning Commission – June 30
 - ii. Halls Marsh Yellow Iris
 - 1. **Mayor Wingfield:** Informed and received approval from Council to remove invasive species.
 - iii. City Hall Garage
 - 1. **Mayor Wingfield:** informed and received approval from Council to assist in clean-out of garage.
 - iv. Jay Path
 - 1. **Administrator Lay:** Provided update on woodchips and fencing.
 - v. Baseball Field
 - 1. **Mayor & Council:** Confirmed plan to lay down grass seed and let field naturally grow over.
- b. Councilmember LaFoy
 - i. Tree Program
 - 1. **Councilmember LaFoy:** Requested to postpone discussion to July 2020 Regular City Council Meeting.
 - ii. Personal Comments
 - 1. **Councilmember LaFoy:** Announced decision to not run for re-election.

H. City Administrator's Report

- a. Water Meter Upgrade
 - i. **Administrator Lay:** Provided update on potential agreement to use White Bear Township's water tower in conjunction with the water meter upgrades.
 - ii. **Councilmember Fleck:** Volunteered to meet with the White Bear Township Board to further discuss options.
- b. Tree Work
 - i. **Administrator Lay:** Summarized trees in need of removal and bids available.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE \$650 BID FOR TREE WORK AT TIGHE-SCHMITZ PARK. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD, AYE. MOTION PASSED.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE \$1,000 BID FOR THE REMOVAL OF A TREE AT HALL COURT. ROLL

CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

- c. City Project No. 2019-3 – Emergency Lift Station Bypass
 - i. **Administrator Lay:** Informed Mayor and Council of need for reflector test.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO ADJOURN THE MEETING. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED. MEETING ADJOURNED AT 9:08 PM.

ATTEST:

Mary Wingfield

Mayor

Tobin Lay

City Administrator - Clerk

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING

July 14th, 2020

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Randy LaFoy, Kevin Woolstencroft, Jonathan Fleck, & Jessi Aakre.

STAFF PRESENT: Tobin Lay, City Administrator; Alan Kantrud, City Attorney.

OTHERS PRESENT: Tony DeMars; Jacqueline Jarosz; Cora Hankins; Stan Karwoski and others.

Mayor Wingfield called the regular meeting to order at 7:04pm and explained the reason for the meeting being conducted virtually via the Zoom platform as is permitted by Minnesota State Statute. The pledge of allegiance was recited.

AGENDA APPROVAL

Mayor Wingfield added three items to Agenda Item F subsection a.

Councilmember LaFoy added one item to Agenda Item F subsection b.

City Administrator Lay added one item to Agenda Item H.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE THE AGENDA AS AMENDED. ROLL CALL VOTE: LAFOY; AYE, FLECK; AYE, AAKRE; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

OPEN PUBLIC FORUM

- A. **Tony DeMars (407 Lake Avenue):** Expressed concern about the City Engineer's report about drainage on Dellwood Beach.
- B. **Jacqueline Jarosz (409 Lake Avenue):** Expressed concern about the City Engineer's report about drainage on Dellwood Beach.

ANNOUNCEMENTS

- A. Elections: Aug 11 Primary; Nov 3 General and City. Affidavit of Candidacy accepted July 28-Aug 11
- B. August City Council Meeting Rescheduled to August 18th
- C. Impounded 17' Alumacraft canoe. Contact City Hall if this is yours
- D. \$200 Toilet Efficiency Rebates – see events page on City website
- E. New Wildwood Library opening (limited) on July 20
- F. We are social, follow us on Facebook/Twitter and/or register for the email listserv

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report

CONSENT AGENDA

- ~~A. Approve Regular Meeting Minutes from June 9, 2020~~
- B. Approve Special Meeting Minutes from June 30, 2020
- ~~C. Approve Treasurer's Report~~
- ~~D. Approve Resolution 2020-23, Fund Transfers~~
- ~~E. Approve Resolution 2020-25, Appointment of City Tree Inspector~~
- F. Approve Sewer Line Jetting Bid

Mayor Wingfield pulled Consent Agenda Items A, C, D, & E for further discussion.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE CONSENT AGENDA AS AMENDED. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

PULLED CONSENT AGENDA ITEMS

- A. Approve Regular Meeting Minutes from June 9, 2020
 - a. **Mayor & Council:** Discussed and agreed on need for further detail in Council Meeting Minutes. Directed Deputy Clerk to add further explanation to Regular Meeting Minutes from June 9, 2020 before approval.
- C. Approve Treasurer's Report
 - a. **Mayor Wingfield:** Directed City Staff to reconcile various funds on the Treasure's Report by the August 2020 Regular City Council meeting.
- D. Approve Resolution 2020-23, Fund Transfers
 - a. **Mayor Wingfield:** Added fund transfer of \$30,000.00 to Capital Works Fund from General Fund per 2019 budget & fund transfer of \$30,000.00 to Capital Works Fund from General Fund per 2020 budget. Also directed General Fund transfer to Reimbursement Contracted Services Fund in the amount of \$7,285.26. Final direction to transfer entirety of Birchwood Bond Rehab Fund and Sewer Rehab Debt Fund into Sewer Fund.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE TREASURERS REPORT AND APPROVE RESOLUTION 2020-23 AS AMENDED. ROLL CALL VOTE: LAFOY; AYE, WOOLSTENCROFT; AYE, AAKRE; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

CITY BUSINESS – REGULAR AGENDA

- A. Traffic Calming Task Force
 - a. Council Deliberation
 - i. **Mayor & Council:** Deliberated on enlarging the scope of the task force. Final direction to staff task force and receive ideas on scope from the task force. Addition of a Councilmember Liaison to the task force established.

- b. Approve Resolution 2020-26, Creating Traffic Calming Task Force
 - i. **Mayor Wingfield:** recommended appointment of candidates Cora Hankins, Steph Oyloe, Sheri Stronach and Carl Bayley and Councilmember Randy LaFoy as liaison. She also recommended the following amendments to Resolution 2020-26:
 1. Strick bullet points 2-4 in Sec 2
 2. Strick “ideally...representing the following residents, stakeholders, and professionals” and replace “of nine (9)” with “by the following” in Sec 2

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE RESOLUTION 2020-26 AS AMENDED AND TO APPOINT CORA HANKINS, SHERI STRONACH, CARL BAYLEY AND STEPH OYLOE AS TASK FORCE MEMBERS. ROLL CALL VOTE: FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, AAKRE; AYE, WINGFIELD; AYE. MOTION PASSED.

- c. Appoint Members

B. Terminate Roads Committee

- a. Council Deliberation
 - i. **Councilmember Woolstencroft:** Explained Roads Committee consensus to disband.
- b. Approve Resolution 2020-27, Terminating Roads Committee

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-27. ROLL CALL VOTE: AAKRE; AYE, FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

C. Tighe-Schmitz Park Improvements – multi-use surface

- a. Update
 - i. **Mayor Wingfield:** Updated the Council on feedback from residents regarding this project and the proposal to move the site from the hockey rink to the pleasure rink field. Introduced a bid to perform soil boring which would be required for a subsequent as-build bid. Requested Council consensus on proceeding with or cancelling project.
- b. Council Deliberation and Approval
 - i. **Councilmember Fleck:** Expressed approval for proceeding with project.

MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE BID FROM AMERICAN ENGINEERING TO PERFORM SOIL BORING AT TIGHE-SCHMITZ PARK. ROLL CALL VOTE: AAKRE; AYE, FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

D. Deer Management

- a. Council Deliberation and Approval

- i. **Mayor Wingfield:** Directed City Administrator Lay to work with MBRB and residents to select potential hunting zones and to present a proposal at the September 2020 Regular City Council Meeting.

E. Lake Links Trail

a. Council Deliberation and Approval

- i. **Mayor & Council:** Deliberated about safety concerns regarding a proposed on-way route along South Shore Blvd in conjunction with the Lake Links Trail project.
- ii. **Stan Karwoski:** Explained this project and recommended inviting Ramsey County Project Leader to a future council meeting to discuss options.
- iii. **Mayor Wingfield:** Made note that with the East end connection of Lake Links Trail in Birchwood, Council was told the route had to go on North side because of clockwise rotation around White Bear Lake, but current plan of McKnight to Birchwood focuses on counterclockwise rotation.

F. Council Member Reports

a. Mayor Wingfield

- i. 2021 Preliminary Budget
 - 1. **Mayor & Council:** Asked that the preliminary 2021 budget be on the August agenda and that an updated general fund balance be provided by August 1st 2020. Raises for Mayor & Council added to budget proposal.
- ii. Covid-19 Relief Fund
 - 1. **Mayor, Council, City Attorney, & City Administrator:** Discussed specifics of using funds provided.
- iii. Mowing
 - 1. **Mayor Wingfield:** Detailed cost to City due to inefficient lawnmower.
 - 2. **Council:** Deliberated over the options of contracting with a 3rd party lawncare service vs. purchasing a professional lawnmower.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO AUTHORIZE COUNCILMEMBER WOOLSTENCROFT AND MAYOR WINGFIELD TO RESEARCH PURCHASE OF A LAWNMOWER OF UP TO \$5,000.00. ROLL CALL VOTE: FLECK; AYE, LAFOY; AYE, AAKRE; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

iv. Impounded 17' Alumacraft canoe

- 1. **Mayor Wingfield:** Authorized City Administrator Lay to set impounded canoe out on street if owner could not be found after a period of 10 days.

v. July 4th Update

vi. Complaints Fielded by WBLCD

vii. Jay Path Update – new platform span, bench, woodchips

b. Councilmember LaFoy

- i. Tree Program

1. **Mayor & Council:** Deliberated idea of City purchasing trees. Mayor Wingfield & Councilmember LaFoy will work together on a proposal and present to Council in August.
- ii. SEC
 1. **Councilmember LaFoy:** updated Council on the administrative hearings regarding the Comcast Franchise Agreement.
- c. Councilmember Fleck
 - i. White Bear Township meeting update
 1. **Councilmember Fleck:** Provided Council an update on his meeting with the White Bear Township Board. Discussed potential alternative of constructing a tower in Birchwood to support water meter upgrades and boost cell coverage. Will research costs and present at the August Council meeting.

G. City Attorney's Report

- a. National Prescription Opiate Litigation
 - i. **City Attorney Kantrud:** Informed Mayor & Council of the City's invitation to join a class-action litigation against Purdue Pharmaceutical.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO AUTHORIZE THE CITY ATTORNEY AND CITY ADMINISTRATOR TO ENTER THE CITY IN THE CLASS-ACTION LITIGATION. ROLL CALL VOTE: FLECK; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, AAKRE; AYE, WINGFIELD; AYE. MOTION PASSED.

- b. Survey Update

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER AAKRE TO DIRECT STAFF TO INFORM OWNERS OF 505 LAKE AVENUE TO REMOVE THEIR FENCE THAT IS WITHIN THE ESTABLISHED EASEMENT. MOTION WITHDRAWN BY MAYOR WINGFIELD.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO DIRECT CITY ADMINISTRATOR TO SEND A LETTER TO OWNERS OF 505 LAKE AVENUE REQUIRING THEM TO REMOVE THE LAST TWO SECTIONS OF THEIR FENCE THAT ENCROACH INTO EASEMENT ZONE WITHIN 14 DAYS OR ELSE CITY STAFF WILL REMOVE THEM AND THAT THE CITY WILL DISCUSS OTHER ENCROACHMENTS ON CITY RIGHT OF WAY AT NEXT MEETING. ROLL CALL VOTE: FLECK; AYE, LAFOY; AYE, AAKRE; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

H. City Administrator's Report

- a. Approve Resolution 2020-24, Appointment of Election Judges 2020

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE RESOLUTION 2020-24 TO APPOINT AMY VREELAND AS AN

ELECTION JUDGE AND TO AUTHORIZE THE CITY ADMINISTRATOR TO APPOINT OTHER QUALIFIED PERSONS AS NEEDED DURING THE REMAINDER OF THE 2020 ELECTION CYCLE. ROLL CALL VOTE: AAKRE; AYE, LAFOY; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED.

- b. Items to Discard
 - i. **Mayor & Council:** City Administrator was directed to discard the old rink lights.
- c. Kay & Dellwood Beach Drainage
 - i. **City Administrator Lay:** Detailed report from City Engineer Thatcher on drainage problems at Dellwood and Kay Beaches.
 - ii. **Mayor, Council, City Attorney, & City Administrator:** Deliberated and elected to ask adjacent property owners to redirect water drainage spouts.
- d. Approve Resolution 2020-25, Appointment of City Tree Inspector

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2020-25. ROLL CALL VOTE: AAKRE; AYE, LAFOY; AYE, FLECK; AYE, WOOLSTENCROFT; AYE, WINGFIELD; AYE. MOTION PASSED.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER AAKRE TO ADJOURN THE MEETING. ROLL CALL VOTE: LAFOY; AYE, AAKRE; AYE, WOOLSTENCROFT; AYE, FLECK; AYE, WINGFIELD; AYE. MOTION PASSED. MEETING ADJOURNED AT 9:36 PM.

ATTEST:

Mary Wingfield

Mayor

Tobin Lay

City Administrator - Clerk

For the Period : 7/14/2020 To 8/15/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$557,468.45	\$19,296.60	\$215,339.61	\$361,425.44
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	\$0.00	\$65,998.00	\$0.00	\$65,998.00
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	\$33,153.89	\$0.00	\$265.96	\$32,887.93
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	(\$7,285.26)	\$7,285.26	\$0.00	\$0.00
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	(\$25,181.54)	\$25,181.54	\$0.00	\$0.00
Sewer Re-hab Debt	\$31,891.97	\$0.00	\$31,891.97	\$0.00
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
General Capital 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	(\$46,754.69)	\$126,000.00	\$0.00	\$79,245.31
Water	\$30,953.97	\$4,063.93	\$1,200.00	\$33,817.90
Gas	\$48,523.73	\$59,315.49	\$18,242.64	\$89,596.58
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	\$618,770.52	\$307,140.82	\$266,940.18	\$658,971.16

**CONSENT C
TREASURER'S REPORT**

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
07/17/2020	Payroll Period Ending 07/17/2020	31074	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04
	Total For Check	31074					\$ 1,913.04
07/17/2020	Payroll Period Ending 07/17/2020	31075	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 177.41
	Total For Check	31075					\$ 177.41
07/20/2020	PERA	EFT072020A*	Administrator - Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
	Total For Check	EFT072020A					\$ 367.02
07/20/2020	PERA	EFT072020B*	Treasurer/Deputy Clerk - Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 30.35
	Total For Check	EFT072020B					\$ 30.35
07/21/2020	City of Birchwood Village	TRF072120A*	Fund Transfer to Reimbursed Contracted Services	N	Transfer To Governmental Fund	100-49360-720-	\$ 7,285.26
	Total For Check	TRF072120A					\$ 7,285.26
07/21/2020	City of Birchwood Village	TRF072120B*	Fund Transfer to Birchwood In Re-Hab Bond	N	Transfer To Governmental Fund	305-49360-720-	\$ 25,181.54
	Total For Check	TRF072120B					\$ 25,181.54
07/21/2020	City of Birchwood Village	TRF072120C*	Fund Transfer to Sewer Fund	N	Transfer To Governmental Fund	305-49360-720-	\$ 6,710.43
	Total For Check	TRF072120C					\$ 6,710.43
07/21/2020	City of Birchwood Village	TRF072120D*	Fund Transfers per Resolution 2020-23	N	Transfer To Governmental Fund	100-49360-720-	\$ 50,000.00
		TRF072120D*				100-49360-720-	\$ 66,000.00
		TRF072120D*				100-49360-720-	\$ 60,000.00
	Total For Check	TRF072120D					\$ 176,000.00
07/22/2020	MN Department of Revenue	EFT072220A*	MN State Tax eFiling - Q1 2020	N	Clerk - Treasurer	100-41401-115-	\$ 1,237.33
	Total For Check	EFT072220A					\$ 1,237.33
07/22/2020	MN Department of Revenue	EFT072220B*	MN State Tax eFiling - Q2 2020	N	Clerk - Treasurer	100-41401-115-	\$ 908.35
	Total For Check	EFT072220B					\$ 908.35
07/28/2020	LMCIT	31076*	LMCIT Packaged Liability Premium 06/2020 - 06/2021	N	City Insurance	100-41945-361-	\$ 6,152.00

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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	31076				\$ 6,152.00
07/28/2020	LMCIT	31077*	LMCIT Excess Liability Premium 06/2020 - 06/2021	N	City Insurance	100-41945-369-	\$ 855.00
		Total For Check	31077				\$ 855.00
07/28/2020	NewStudio Architecture	31078*	MN Historical Society - Village Hall Historical Evaluation	N	MISCELLANEOUS	100-49001-430-	\$ 3,452.00
		Total For Check	31078				\$ 3,452.00
07/31/2020	Payroll Period Ending 07/31/2020	31079	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04
		Total For Check	31079				\$ 1,913.04
07/31/2020	Payroll Period Ending 07/31/2020	31080	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 134.86
		Total For Check	31080				\$ 134.86
07/31/2020	PERA	EFT073120A*	Administrator - Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
		Total For Check	EFT073120A				\$ 367.02
07/31/2020	PERA	EFT073120B*	Treasurer/Deputy Clerk - Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 22.01
		Total For Check	EFT073120B				\$ 22.01
08/06/2020	Payroll Period Ending 07/31/2020	31081	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,630.74
		Total For Check	31081				\$ 1,630.74
08/06/2020	Rydeen, Jim	31082*	Reimbursement - Kay Beach Dock	N	Parks	210-45207-430-	\$ 265.96
		Total For Check	31082				\$ 265.96
08/08/2020	H.A. Kantrud, P.A.	31083*	Attorney Fees - July 2020	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	31083				\$ 1,500.00
08/08/2020	City of White Bear Lake	31084*	Fire Services - July 2020	N	Fire	100-42201-314-	\$ 2,476.25
		Total For Check	31084				\$ 2,476.25
08/08/2020	USS Minnesota One MT LLC	31085*	Energy Charges - June 2020	N	General Government Buildings and Plant	100-41940-380-	\$ 131.50
		31085*			Sewer Utility	605-43190-380-	\$ 635.55
		31085*				605-43190-380-	\$ 350.65
		Total For Check	31085				\$ 1,117.70

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
08/08/2020	Leeves, Robert	31086*	Videographer - July 2020	N	Cable Eqpmt and Service	100-41950-314-	\$ 79.88
	Total For Check	31086					\$ 79.88
08/08/2020	TSE, Inc. Work Account	31087*	Janitorial Services - 06/04/2020 & 07/02/2020	N	General Government Buildings and Plant	100-41940-314-	\$ 37.50
		31087*				100-41940-314-	\$ 25.00
	Total For Check	31087					\$ 62.50
08/08/2020	Metropolitan Council - Env. Service	31088*	Wastewater Service - Sep 2020	N	Sewer Utility	605-43190-217-	\$ 4,948.50
	Total For Check	31088					\$ 4,948.50
08/08/2020	Gopher State One Call	31089*	Billable Tickets (39) - July 2020	N	Utility Locates	605-42805-314-	\$ 52.65
	Total For Check	31089					\$ 52.65
08/08/2020	Companion Animal Control LLC	31090	Animal Control Services - July 2020	N	Animal Control	100-41916-314-	\$ 80.00
	Total For Check	31090					\$ 80.00
08/08/2020	Manship Plumbing & Heating Inc	31091*	Standby, Testing, & Locates - July 2020	N	Water Utility	601-43180-314-	\$ 600.00
		31091*				601-43180-314-	\$ 240.00
		31091*				601-43180-314-	\$ 120.00
		31091*				601-43180-314-	\$ 240.00
	Total For Check	31091					\$ 1,200.00
08/08/2020	Xcel Energy	EFT073120D*	Xcel Street Light Bill: 06.03.2020 - 07.02.2020	N	Street Lighting	100-43160-380-	\$ 1,160.31
	Total For Check	EFT073120D					\$ 1,160.31
08/12/2020	Menards - Oakdale	31092*	Parks Supplies	N	Parks	100-45207-400-	\$ 17.09
		31092*				100-45207-400-	\$ 6.98
	Total For Check	31092					\$ 24.07
08/12/2020	Modern Power Solutions	31093*	Lift Station Generator Annual Service - 2020	N	Sewer Utility	605-43190-380-	\$ 165.00
	Total For Check	31093					\$ 165.00
08/12/2020	City of Roseville	31094*	IT Services Aug 2020	N	General Government Buildings and Plant	100-41940-320-	\$ 580.00
	Total For Check	31094					\$ 580.00
08/12/2020	AirFresh Industries, Inc.	31095*	Portable Restroom Rental - Apr & Jul 2020	N	Parks	100-45207-314-	\$ 81.25

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
		31095*				100-45207-314-	\$ 81.25
		Total For Check	31095				\$ 162.50
08/12/2020	Press Publications	31096*	Legal Notice Publications - Jul & Aug 2020	N	Ordinances and Proceedings	100-41130-351-	\$ 46.90
		31096*				100-41130-351-	\$ 56.28
		31096*			Elections	100-41410-351-	\$ 84.42
		Total For Check	31096				\$ 187.60
08/12/2020	Thatcher Engineering, Inc	31097*	City Engineering Services - Jul 2020 Projects	N	Engineer Service	100-41650-300-	\$ 42.50
		31097*				100-41650-300-	\$ 255.00
		31097*				100-41650-300-	\$ 85.00
		Total For Check	31097				\$ 382.50
08/12/2020	White Bear Township	31098*	Lift Station #3 Work from Jun 2020	N	Sewer Utility	605-43190-314-	\$ 1,019.15
		31098*				605-43190-314-	\$ 1,450.38
		31098*				605-43190-314-	\$ 583.50
		31098*				605-43190-314-	\$ 211.00
		31098*				605-43190-314-	\$ 5,893.76
		31098*				605-43190-314-	\$ 681.00
		31098*				605-43190-314-	\$ 864.00
		31098*				605-43190-314-	\$ 1,387.50
		Total For Check	31098				\$ 12,090.29
08/12/2020	Lay, Tobin	31099*	Reimbursement - Elections & Zoom account for Aug 2020	N	Elections	100-41410-210-	\$ 7.18
		31099*				100-41410-210-	\$ 64.18
		31099*				100-41410-210-	\$ 36.97
		31099*			Unallocated Expenditures	100-49201-430-	\$ 16.06
		Total For Check	31099				\$ 124.39
08/12/2020	Payroll Period Ending 08/12/2020	31100	Maintenance - Doug Hough	N	Parks	100-45207-100-	\$ 475.24
		Total For Check	31100				\$ 475.24
08/12/2020	IRS - US Treasury	EFT081220A	Federal Taxes - Q3 2020 - July Payment	N	Clerk - Treasurer	100-41401-100-	\$ 803.90
		EFT081220A				100-41401-100-	\$ 1,437.26
		EFT081220A				100-41401-100-	\$ 336.14
		Total For Check	EFT081220A				\$ 2,577.30
23							
08/14/2020	Payroll Period Ending 08/14/2020	31101	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,913.04

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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	31101				\$ 1,913.04
08/14/2020	Payroll Period Ending 08/14/2020	31102	Administrator - Insurance	N	Clerk - Treasurer	100-41401-100-	\$ 427.75
		Total For Check	31102				\$ 427.75
08/14/2020	Payroll Period Ending 08/14/2020	31103	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 156.14
		Total For Check	31103				\$ 156.14
08/14/2020	PERA	EFT081420A*	Administrator - Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 367.02
		Total For Check	EFT081420A				\$ 367.02
08/14/2020	PERA	EFT081420B*	Treasurer/Deputy Clerk - Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 26.19
		Total For Check	EFT081420B				\$ 26.19
Total For Selected Checks							\$ 266,940.18

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
07/14/2020	MN Management & Budget	171734905*	Court Fines Jun 2020	(07/14/2020) -	N	Court Fines	100-35101-	\$ 53.33
								\$ 53.33
07/16/2020	Residents - via St Anthony Village	171734923*	Utility Billing 07/16/2020	(07/16/2020) -	N	Leaf Collection	100-34408-	\$ 193.76
						Leaf Collection	100-34408-5	\$ 13.81
						Fines	100-35105-7	\$ 16.94
						Miscellaneous	100-36140-	\$ 5.00
						Water Fee	601-34110-	\$ 2,510.79
						State and Misc fees	601-34170-	\$ 74.24
						Miscellaneous	601-36140-6	\$ 792.51
						Sewer Fee	605-34190-	\$ 2,240.46
								\$ 5,847.51
07/20/2020	Coppin Sewer and Water	171734904*	Building Permit	(07/20/2020) -	N	Building Permits	100-32211-	\$ 64.38
								\$ 64.38
07/21/2020	City of Birchwood Village	171734911*	Fund Transfer from General Fund	(07/21/2020) -	N	Transfers from other Funds	226-39205-	\$ 7,285.26
								\$ 7,285.26
07/21/2020	City of Birchwood Village	171734912*	Fund Transfer from Sewer Re-Hab Debt Fund	(07/21/2020) -	N	Transfers from other Funds	303-39205-	\$ 25,181.54
								\$ 25,181.54
07/21/2020	City of Birchwood Village	171734913*	Fund Transfer from Sewer Re-Hab Debt Fund	(07/21/2020) -	N	Transfers from other Funds	605-39205-	\$ 6,710.43
								\$ 6,710.43
07/21/2020	City of Birchwood Village	171734914*	Fund Transfers per Resolution 2020-23	(07/21/2020) -	N	Transfers from other Funds	406-39205-	\$ 66,000.00
						Transfers from other Funds	406-39205-	\$ 60,000.00
						Transfers from other Funds	605-39205-	\$ 50,000.00
								\$ 176,000.00

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
07/24/2020	Remackel, John	171734920*	Building Permit	(07/24/2020) -	N	Building Permits	100-32211-	\$ 74.67
								\$ 74.67
07/26/2020	Erickson, David	171734919*	Building Permit	(07/26/2020) -	N	Building Permits	100-32211-	\$ 31.75
								\$ 31.75
07/30/2020	Residents - via St Anthony Village	171734921*	Utility Billing 07/30/2020	(07/30/2020) -	N	Leaf Collection	100-34408-	\$ 148.60
						Leaf Collection	100-34408-5	\$ 10.59
						Water Fee	601-34110-	\$ 172.41
						State and Misc fees	601-34170-	\$ 2.43
						Miscellaneous	601-36140-6	\$ 69.58
						Sewer Fee	605-34190-	\$ 76.44
								\$ 480.05
07/30/2020	Residents - via St Anthony Village	171734922*	Utility Billing 07/24/2020	(07/30/2020) -	N	Fines	100-35105-7	\$ 0.58
						Miscellaneous	100-36140-	\$ 25.00
						Water Fee	601-34110-	\$ 317.31
						Penalty - Late Water/Sewer	601-34160-	\$ 1.64
						State and Misc fees	601-34170-	\$ 7.69
						Miscellaneous	601-36140-6	\$ 115.33
						Sewer Fee	605-34190-	\$ 288.16
								\$ 755.71
07/31/2020	Washington County	171734906*	Property Tax Settlement 2nd Half Advancement - July 2020	(07/31/2020) -	N	General Property Taxes (31001 through 31299)	100-31001-	\$ 16,402.30
								\$ 16,402.30
07/31/2020	Telecom Construction	171734918*	ROW Permit	(07/31/2020) -	N	Business Licenses and Permits	100-32101-	\$ 257.50
								\$ 257.50
08/05/2020	Harmon, Brock	171734915*	Variance Request	(08/05/2020) -	N	Building Permits	100-32211-	\$ 309.00
								\$ 309.00
08/06/2020	Xcel Energy	171734916*	ROW Permit	(08/06/2020) -	N	Business Licenses and Permits	100-32101-	\$ 257.50
								\$ 257.50
08/06/2020	Joku, Paschal	171734917*	Building Permit	(08/06/2020) -	N	Building Permits	100-32211-	\$ 161.97

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
								<u>\$ 161.97</u>
08/07/2020	MN Management & Budget	171734934*	2020 Coronavirus Relief Aid	(08/07/2020) -	N	Federal Grants - CARES	203-33180-	\$ 65,998.00
								<u>\$ 65,998.00</u>
08/08/2020	Secord, Zoe	171734907*	Animal License	(08/08/2020) -	N	Animal Licenses	100-32240-	\$ 20.00
								<u>\$ 20.00</u>
08/08/2020	Hanson, Lynn & Dyanne	171734908*	Building permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 215.25
								<u>\$ 215.25</u>
08/08/2020	K.B. Service Company	171734909*	Building Permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 30.60
								<u>\$ 30.60</u>
08/08/2020	Bonfe's Plumbing, Heating, & Air Se	171734910*	Building permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 35.00
								<u>\$ 35.00</u>
08/08/2020	Standard Heating & Air Conditioning	171734926*	Building Permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 58.82
								<u>\$ 58.82</u>
08/08/2020	Schulties Plumbing, Inc.	171734927*	Building Permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 200.50
								<u>\$ 200.50</u>
08/08/2020	McQuillan Bros Plumbing Heating and	171734928*	Permit	(08/08/2020) -	N	Building Permits	100-32211-	\$ 61.75
								<u>\$ 61.75</u>
08/08/2020	Wandmacher, Cathryn	171734929*	Variance Fee	(08/08/2020) -	N	Building Permits	100-32211-	\$ 300.00
								<u>\$ 300.00</u>
08/08/2020	Jensen, Ernest & Ruth W.	171734930*	Variance Fee	(08/08/2020) -	N	Building Permits	100-32211-	\$ 300.00
								<u>\$ 300.00</u>
08/08/2020	Buerkle, David A. & Kris-Buerkle, S	171734931*	Animal License	(08/08/2020) -	N	Animal Licenses	100-32240-	\$ 20.00

Fund Name: All Funds

Date Range: 07/14/2020 To 08/15/2020

<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>
								<u>\$ 20.00</u>
08/08/2020	Feist, Laura K.	171734932*	Animal License	(08/08/2020) -	N	Animal Licenses	100-32240-	<u>\$ 20.00</u>
								<u>\$ 20.00</u>
08/08/2020	Residents	171734933*	2020 Candidate Filing Fee Deposit 1	(08/08/2020) -	N	Miscellaneous	100-36140-	\$ 2.00
						Miscellaneous	100-36140-	\$ 2.00
						Miscellaneous	100-36140-	\$ 2.00
						Miscellaneous	100-36140-	\$ 2.00
								<u>\$ 8.00</u>
Total for Selected Receipts								<u><u>\$ 307,140.82</u></u>

As on 8/15/2020

Other Federal Programs

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Federal Grants - CARES	0.00	65,998.00	65,998.00
Total Acct 331	0.00	65,998.00	65,998.00
Total Revenues	0.00	65,998.00	65,998.00
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		0.00	
Total Receipts and Other Financing Sources		65,998.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 08/15/2020		65,998.00	

As on 8/15/2020

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	17,250.00	17,250.00
Total Acct 322	0.00	17,250.00	17,250.00
Miscellaneous	0.00	500.00	500.00
Total Acct 361	0.00	500.00	500.00
Total Revenues	0.00	17,750.00	17,750.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous (431 through 499)	0.00	200.00	(200.00)
Total Acct 451	0.00	200.00	(200.00)
Parks			
Operating Supplies (211 through 219)	0.00	1,283.61	(1,283.61)
Repair and Maintenance Supplies (221 through 229)	0.00	100.00	(100.00)
Contracted Services	0.00	340.00	(340.00)
Miscellaneous (431 through 499)	0.00	5,493.25	(5,493.25)
Total Acct 452	0.00	7,216.86	(7,216.86)
Total Disbursements	0.00	7,416.86	(7,416.86)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		22,554.79	
Total Receipts and Other Financing Sources		17,750.00	
Total Disbursements and Other Financing Uses		7,416.86	
Cash Balance as of 08/15/2020		32,887.93	

As on 8/15/2020

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Transfers from other Funds	0.00	126,000.00	126,000.00
Total Acct 392	<u>0.00</u>	<u>126,000.00</u>	<u>126,000.00</u>
Total Other Financing Sources	<u>0.00</u>	<u>126,000.00</u>	<u>126,000.00</u>
Disbursements:			
MISCELLANEOUS			
Contracted Services	0.00	44,370.00	(44,370.00)
Total Acct 490	<u>0.00</u>	<u>44,370.00</u>	<u>(44,370.00)</u>
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	2,618.60	(2,618.60)
Total Acct 492	<u>0.00</u>	<u>2,618.60</u>	<u>(2,618.60)</u>
Total Disbursements	<u>0.00</u>	<u>46,988.60</u>	<u>(46,988.60)</u>
Other Financing Uses:			
Transfer To Governmental Fund			
Interfund Transfers	0.00	66,000.00	(66,000.00)
Total Acct 493	<u>0.00</u>	<u>66,000.00</u>	<u>(66,000.00)</u>
Total Other Financing Uses	<u>0.00</u>	<u>66,000.00</u>	<u>(66,000.00)</u>
Beginning Cash Balance		66,233.91	
Total Receipts and Other Financing Sources		126,000.00	
Total Disbursements and Other Financing Uses		112,988.60	
Cash Balance as of 08/15/2020		79,245.31	

As on 8/15/2020

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	61,099.25	61,099.25
Penalty - Late Water/Sewer	0.00	115.16	115.16
State and Misc fees	0.00	1,444.02	1,444.02
Total Acct 341	0.00	62,658.43	62,658.43
Delinquent Water/Sewer Fees	0.00	2,625.05	2,625.05
Miscellaneous	0.00	15,167.95	15,167.95
Total Acct 361	0.00	17,793.00	17,793.00
Total Revenues	0.00	80,451.43	80,451.43
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Financial Administration			
Contracted Services	0.00	3,953.25	(3,953.25)
Total Acct 415	0.00	3,953.25	(3,953.25)
Newsletter			
Printing and Binding (351 through 359)	0.00	303.60	(303.60)
Total Acct 419	0.00	303.60	(303.60)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	918.58	(918.58)
Contracted Services	0.00	49,457.99	(49,457.99)
Fees	0.00	1,720.00	(1,720.00)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	900.00	(900.00)
PROFESSIONAL SERVICES (301 through 319)	0.00	1,765.74	(1,765.74)
Contracted Services	0.00	11,502.08	(11,502.08)
Total Acct 431	0.00	66,264.39	(66,264.39)
MISCELLANEOUS			
Miscellaneous (431 through 499)	0.00	22,707.50	(22,707.50)
Total Acct 490	0.00	22,707.50	(22,707.50)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	2,720.95	(2,720.95)
Total Acct 492	0.00	2,720.95	(2,720.95)
Total Disbursements	0.00	95,949.69	(95,949.69)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		49,316.16	
Total Receipts and Other Financing Sources		80,451.43	
Total Disbursements and Other Financing Uses		95,949.69	
Cash Balance as of 08/15/2020		33,817.90	

As on 8/15/2020

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Building Permits	0.00	144.90	144.90
Total Acct 322	0.00	144.90	144.90
Penalty - Late Water/Sewer	0.00	110.02	110.02
Sewer Fee	0.00	92,817.22	92,817.22
Total Acct 341	0.00	92,927.24	92,927.24
Delinquent Water/Sewer Fees	0.00	6,276.43	6,276.43
Total Acct 361	0.00	6,276.43	6,276.43
MISCELLANEOUS REVENUES	0.00	18,269.64	18,269.64
Total Acct 362	0.00	18,269.64	18,269.64
Total Revenues	0.00	117,618.21	117,618.21
Other Financing Sources:			
Transfers from other Funds	0.00	56,710.43	56,710.43
Total Acct 392	0.00	56,710.43	56,710.43
Total Other Financing Sources	0.00	56,710.43	56,710.43
Disbursements:			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	265.00	(265.00)
Total Acct 414	0.00	265.00	(265.00)
Engineer Service			
PROFESSIONAL SERVICES (301 through 319)	0.00	85.00	(85.00)
Total Acct 416	0.00	85.00	(85.00)
Office Operations Supplies			
OFFICE SUPPLIES (201 through 209)	0.00	316.80	(316.80)
Total Acct 419	0.00	316.80	(316.80)
Utility Locates			
Contracted Services	0.00	283.55	(283.55)
Total Acct 428	0.00	283.55	(283.55)
Water Utility			
Contracted Services	0.00	360.00	(360.00)
Wtr/Swr Emergency			
Contracted Services	0.00	6,860.50	(6,860.50)
Sewer Utility			
Sewer - Wastewater Charge	0.00	44,536.50	(44,536.50)
Contracted Services	0.00	53,133.24	(53,133.24)
Utility Services (381 through 389)	0.00	6,369.96	(6,369.96)
Utility Services: Gas Utilities	0.00	207.13	(207.13)
Miscellaneous (431 through 499)	0.00	6,803.78	(6,803.78)
Total Acct 431	0.00	118,271.11	(118,271.11)
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	822.50	(822.50)
Total Acct 492	0.00	822.50	(822.50)
Total Disbursements	0.00	120,043.96	(120,043.96)

As on 8/15/2020

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Transfer To Governmental Fund			
Interfund Transfers	0.00	50,000.00	(50,000.00)
Total Acct 493	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Total Other Financing Uses	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Beginning Cash Balance		85,311.90	
Total Receipts and Other Financing Sources		174,328.64	
Total Disbursements and Other Financing Uses		<u>170,043.96</u>	
Cash Balance as of 08/15/2020		89,596.58	

INDEPENDENT CONSULTANT SERVICES AGREEMENT

The agreement ("Agreement") is made by and between The City of Birchwood Village, a Minnesota Public Entity ("City"), and John Lund, an individual ("Consultant") and is effective as of _____ ("Effective Date").

1. **ENGAGEMENT OF SERVICES.** Herein is a description of the services to be provided by Consultant pursuant to the terms of the Agreement ("Consulting Services"). Consultant hereby agrees to utilize best efforts in performing the following Consulting Services:
Consultant will be administering the City's Tree Inspection Program by providing tree inspections on an annual basis.
Consultant shall conduct a City-wide inspection of all trees, public and private, for evidence of pestilence (insect-borne) and disease and provide a report of his findings to the City on an annual basis but with one round of inspections per year in addition to follow-up. Consultant shall, on the basis of his findings, make such recommendations for mitigation and treatment for all observed instances of insect infestation and/or instances of disease as he deems appropriate and effective based on his training, experience and latest technical information available. Such recommendations may include the removal of trees when appropriate and shall be communicated to the owners of the properties affected. Consultant shall follow-up with owners to ensure that the observed issues are addressed.
2. **COMPENSATION.**
Consultant shall be compensated on an annual basis in the amount of \$1300.00 per year, payable following the receipt of his report to the City.
3. **INDEPENDENT CONTRACTOR RELATIONSHIP.** Consultant's relationship with the City is that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture or employment relationship. Consultant will not be entitled to any of the benefits that City may make available to its employees, including, but not limited to, group health or life insurance, profit sharing or retirement benefits. Consultant is not authorized to make any representation, contract or commitment on behalf of City unless specifically requested or authorized in writing to do so by City. Consultant is solely responsible for, and will file, on a timely basis, all tax returns and payments required to be filed with, or made to, any federal, state or local tax authority with respect to the performance of services and receipt of fees under the Agreement. Consultant is solely responsible for, and must maintain adequate records of, expenses incurred in the course of performing services under the Agreement. No part of Consultant's compensation will be subject to payroll taxes. City will regularly report amounts paid to Consultant by filing Form 1099-MISC with the Internal Revenue Service.
4. **CONFIDENTIAL INFORMATION.**
 - 4.1. **Definition of Confidential Information.** "Confidential Information" as used in the Agreement shall mean any and all technical and non-technical information and proprietary information, including without limitation, techniques, sketches, drawings, models, Intellectual Property, apparatus, equipment, algorithms, software programs and software source code documents, related to the current, future and proposed products and services of City, or it's information concerning research, experimental

work, development or resident and property data it may be provided in order to complete the work being contracted for hereby.

4.1.b. **Nondisclosure and Nonuse Obligations.** Consultant will use the Confidential Information solely to perform Consulting Services for the benefit of City. Consultant agrees that it shall treat all Confidential Information of City with the same degree of care as it accords to its own Confidential Information, and Consultant represents that it exercises reasonable care to protect its own Confidential Information. Consultant will immediately give notice to City of any unauthorized use or disclosure of the Confidential Information, whether intentional or not. Consultant agrees to assist City in remedying any such unauthorized use or disclosure of the Confidential Information.

4.1.c. **Exclusions from Nondisclosure Obligations.** Consultant's obligations under Paragraph 4.2(b)("Nondisclosure") with respect to Confidential Information shall terminate when Consultant can document that: (a) the information was in the public domain at or subsequent to the time it was communicated to Consultant by the disclosing party through no fault of Consultant; (b) the information was rightfully in Consultant's possession free of any obligation of confidence at or subsequent to the time it was communicated to Consultant by the disclosing party; or (c) the information was developed by employees or agents of Consultant independently of and without reference to any information communicated to Consultant by the disclosing party. If Consultant is required to disclose the Confidential Information in response to a valid order by a court or other government body, or as otherwise required by law or as necessary to establish the rights of either party under the Agreement, Consultant agrees to provide City with prompt written notice so as to provide City with a reasonable opportunity to protect such Confidential Information.

4.1.d. **Disclosure of Third Party Information.** Neither party shall communicate any information to the other in violation of the proprietary rights of any third party.

4.2. **RETURN OF CITY PROPERTY.** All materials (including, without limitation, content articles, documents, drawings, models, apparatus, sketches, and lists) furnished to Consultant by City, whether delivered to Consultant by City or made by Consultant in the performance of services under the Agreement (collectively referred to as the "CITY OF BIRCHWOOD Property") are the sole and exclusive property of CITY OF BIRCHWOOD and/or its suppliers or customers. Consultant agrees to keep all CITY OF BIRCHWOOD property at City's premises unless otherwise permitted in writing by City. Consultant agrees to promptly deliver the original and any copies of the City's Property to City at any time upon City's request. Upon termination of the Agreement by either party for any reason, Consultant agrees to promptly deliver to City or destroy, at City's option, the original and any copies of the City Property. Within five (5) days after the termination of the Agreement, Consultant agrees to certify in writing that Consultant has so returned or destroyed all such City Property.

4.3 **OBSERVANCE OF CITY OF BIRCHWOOD RULES.** At all times while on City premises, Consultant will observe CITY OF BIRCHWOOD'S rules and regulations with respect to conduct, health and safety and protection of persons and property.

4.4. **NO CONFLICT OF INTEREST.** During the term of the Agreement, Consultant will not accept work, enter into a contract, or accept any obligation, inconsistent or incompatible with Consultant's obligations, or the scope of services rendered for City, under the Agreement. Consultant warrants that, to the best of its knowledge, there is no other contract or duty on Consultant's part, which conflicts with

or is inconsistent with the Agreement. Consultant agrees to indemnify City from any and all loss or liability incurred by reason of the alleged breach by Consultant of any services agreement with any third party.

5. **TERM AND TERMINATION.**

5.1. **TERM.** The Agreement as of the Effective Date set forth above is for one year.

5.2. **TERMINATION.** Either party may terminate the Agreement, with or without cause, at any time upon the receipt of a thirty (30) day written notice to the other party.

6. **SUCCESSOR AND ASSIGNS.** Consultant may not assign the Agreement or subcontract or otherwise delegate its obligations under the Agreement without City's prior written consent. Subject to the foregoing, the Agreement will be for the benefit of City's successors and assigns, and will be binding on Consultant's assignees.

7. **CONSEQUENTIAL DAMAGES.** Neither party will be liable to the other for any consequential, special or incidental.

8. **NOTICES.** Any notice required or permitted by the Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (i) by personal delivery when delivered personally; (ii) by overnight courier upon written verification of receipt; (iii) by teletype or facsimile transmission upon acknowledgment of receipt of electronic transmission; or (iv) by certified or registered mail, return receipt requested, upon verification of receipt. Notice shall be sent to the addresses set forth above or such other address as either party may specify in writing.

9. **GOVERNING LAW.** The Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of Minnesota, excluding Minnesota's conflict of law provisions.

10. **SEVERABILITY.** Should any provisions at the Agreement be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of the Agreement shall not be affected or impaired thereby.

11. **WAIVER.** The waiver by City of a breach of any provision of the Agreement by Consultant shall not operate or be construed as a waiver of any other or subsequent breach by Consultant.

12. **INJUNCTIVE RELIEF FOR BREACH.** Consultant's obligations under the Agreement are of a unique character that gives them particular value; breach of any of such obligations will result in irreparable and continuing damage to City or which there will be no adequate remedy at law; and, in the event of such breach, City will be entitled to injunctive relief and/or a decree for specific performance, and such other and further relief as may be proper (including monetary damages if appropriate).

13. **ENTIRE AGREEMENT.** The Agreement constitutes the entire agreement between the parties relating to the subject matter and supersedes all prior or contemporaneous oral or written agreements concerning such subject matter. The terms of the Agreement will govern all Project Assignments and services undertaken by Consultant for City. The Agreement will govern all aspects of the Project as laid out herein and services offered by Consultant. The Agreement may only be changed by mutual agreement of authorized representatives of the parties in writing.

IN WITNESS WHEREOF, the parties have executed the Agreement as of the date first written above.

Mary Wingfield

CITY OF BIRCHWOOD
By: Its Mayor

John Lund, Certified Tree Inspector

Tobin Lay

CITY OF BIRCHWOOD
By: Its Administrator

Birchwood Village – Initiative Proposal Template

Name of Initiative	Code Violation Procedure
Committee	N/A
What problem will this initiative solve or what value will this create in our community?	This will create a clear and consistent process when addressing code violations or survey disputes within City of Birchwood. Not only will this provide more clarity and consistency for City staff and Council, it will ensure a fair application of Codes and eliminate concerns of unbiased decision-making from the Council. This will also ensure Council is ensuring Codes are aligned to Comprehensive Plan and City objectives.
Proposed Solution or Initiative Description	Establish an agreed-upon procedure/protocol when a complaint about a Code violation is received or otherwise identified by Council or staff.
How will we measure success of this initiative? <i>What would success look like and how will we know if we are successful?</i>	Success of this initiative will be measured by the following: <ul style="list-style-type: none"> • % of complaints/violations that follow the process (goal = 100%) • Improved efficiency of Council meetings and staff time (ex. sending request to homeowner first, addressing all code violations at once) • Improved public relations and reduced complaints of biased applications of codes/survey disputes
Estimated Cost of Initiative	\$0
Assumptions or Dependencies <i>What has to be true for the benefit and costs to be accurate? Examples: labor cost assumptions, number of residents using solution, etc.</i>	Dependencies: <ul style="list-style-type: none"> • Council is willing to take a proactive approach to either enforce or re-evaluate Code violations or property lines • Strongly recommend Council revisit City surveys to provide baseline to avoid future disputes

<p>Alternative Solutions Considered <i>What are the alternatives that could be considered to solve the problem?</i></p>	<p>Alternative is to continue the reactive approach to code violations that has been utilized in the past – however, we will continue to face the same complaints and inefficiencies we are seeing today if nothing changes.</p>
<p>Timing Considerations <i>Are there any firm deadlines or an ideal timeframe for this initiative? What is driving the deadline?</i></p>	<p>No firm deadline, though I recommend we put this in place as quickly as possible</p>

CODE VIOLATION/SURVEY DISPUTE PROCEDURE - PROPOSAL

Purpose: To create a clear and impartial procedure to address violations of the Birchwood City Code or City property disputes that are brought to the attention of the City

Proposed Approach:

In the event a City official becomes aware of a violation of City code or City property lines, the procedure to address is as follows:

1. City Administrator or other City representative to confirm that there has been a violation of Birchwood City Code, or in the case of survey dispute, pull appropriate survey documentation to confirm true property lines.
2. If applicable, such as in the example of building structures, City Administrator or Deputy Clerk to pull appropriate documentation to confirm if the violation occurred prior to that Code being ratified by Council or by approval of the City and is thus exempt (“grandfathered in”).
3. If the violation does not fall under any exceptions such as previous approval of the City or other exemption from Code noted in Step 2, City Administrator or Deputy Clerk will notify the citizen in writing that they are in violation of Birchwood City Code and that they must conform to Code within a reasonable timeframe, as determined by the Administrator or Council based on the urgency of the violation.
4. If the citizen does not comply within the requested timeframe and/or would like to discuss the violation with Council, this will be added to an upcoming Council agenda for discussion.
5. Prior to City Council meeting, City Administrator, Deputy Clerk or other City representative to canvas City to determine rate of non-compliance to provide context for Council discussion. All citizens in non-compliance to be notified of the Council agenda topic at least 48 hours in advance except in emergency circumstances.
6. City Council meeting is held - based on discussion, Council to provide direction to City Administrator on how to proceed:

- a. Confirm enforcement of the code, including for those identified step 5
 - b. Evaluate revision of the code to better reflect City objectives and Comprehensive Plan goals, or
 - c. Provide additional information and guidance that would result in an exemption as noted in #2.
7. Following the Council meeting, if there are to be no revisions to the Code and no exemptions are applicable, the homeowner must comply within the timeframe indicated by the Council. If this does not occur, City Administrator or Deputy Clerk to involve law enforcement to ensure compliance.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: CARES Act Funding
DATE: August 13, 2020

Dear Mayor and Council Members,

The City has received its Coronavirus Relief Funds (CRF) from the State as part of Congress' CARES Act to support state and local governments. The amount is **\$65,998** and it must be spent by November 2020 or be returned to the State. Additionally, it is recommended by state and county officials that any remaining funds as of the beginning of November be given to the county to support their COVID-19 efforts.

During the July City Council meeting, the Council assigned City Attorney Kantrud to administer these funds. During the past month, several of you have shared with me your ideas of ways to apply these funds. Here are a few of these ideas:

- Mayor Wingfield:
 - Retain an engineer to draft proposal for design/build emergency generator for Dellwood lift station.
- Councilmember LaFoy:
 - Purchase tablets for City officials' (City Council, Planning Commission) use for virtual meetings. This is approx. \$300-400 per wifi only tablet through the Apple store (state and local government pricing); \$430-530 per wifi/cellular tablet.
<https://www.apple.com/r/store/government/>
 - Pay for internet service for City officials who do not have it.
- Councilmember Fleck:
 - Construct a radio/cell tower in Birchwood to support water meter upgrades and improve cell coverage. This is approx. \$35,000.
- City Administrator Lay:
 - Purchase a "U-TAP" device by AJA for the cable casting system that will allow the Council Chamber's cameras to feed into internet streaming services. This is approx. \$300-400.
 - City staff unemployment costs.

Request/Recommendation

Because of the short timeframe to use this money, I would encourage the Council to assign two Council Members to work with the City Attorney during the next couple weeks as a special task force to make recommendations to the Council by the Sept/Oct Council meeting.

Initial items could be approved during this meeting if the Council is in agreement and the expenditure meets each of the following criteria:

1. **Necessary Expenditure** – incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. **Unaccounted-for Expenses** – costs not accounted for in the budget most recently approved as of March 27, 2020;
3. **Incurred During Covered Period** – performance or delivery must occur between March 1 and November 15, 2020 and payment made within 90 days of being incurred.



REGULAR E WATER METER UPGRADES

PO Box 39
Rice MN 56367
Phone #: 320-267-3544
barb@trilliumdev.com

Tower Construction Services
Turnkey System and Site Build Outs
Microwave, Cellular and Broadcast
Installations and Planning
Structural Reinforcements
Minnesota DBE Certified

Proposal

August 13, 2020

Tobin Lay
City Administrator-Clerk
City of Birchwood Village, MN
Office 651-426-3403
Email: tobin.lay@cityofbirchwood.com

Site – Birchwood Village Park Estimate

Recommendation to increase height of tower to establish effective coverage to a 60' Self Support tower with safety climb. Base width and top width 2' located in Washington County. Tower meets TIA-222-H standard with expose C. 108 mph basic wind speed with .50" of ice. Deflections are based on 60 mph wind speed. Tower will have stamped tower design drawings and foundation drawings by a MN PE. All steel with mill spec certificates. Tower assembly hardware in accordance with ASTM A325 specifications. Integral steps provided up one face of tower. Safety climb system and integral feedline tabs ran up one face.
Total: \$13,000.00

Install foundation with a 8' x8' 4'-6" thick with #9 grade 60 bars each way top and bottom approximately 9 yards of concrete. Mix design 4000 psi. Contractor assumes normal soils. Water and rock removal additional costs. Install proper EIA grounding with a #2 solid copper ring and leads to ground tower and bus bars.
Total: \$11,000.00

Assemble and construct one 60' Self Support tower Contractor to install tower with a small crane. Install safety climb and lighting rod. Install one Kamstrup AMU antenna system – all materials supplied by others.
\$10,600.00

Site must have access to mobilize heavy equipment into area approximate area of 30' x 38'.

Upon signing contract tower ½ upon order and remaining after completion. Contractor to provide all final documentations with pictures and reports.

We propose hereby to furnish material and/or labor - complete in accordance with above specifications, terms and conditions, for the sum of Thirty – Four Thousand six undred and no/ dollars (\$34,600.00).

Payment to be made as follows: (Pricing does not include any State, Federal or Local sales, use or excise taxes).

WITHIN 30 DAYS OF COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon the terms and conditions listed, strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. The owner of all unsatisfactory work prior to performing repairs must notify the contractor. The contractor shall have the right, in its sole discretion, to repair or replace the defective items to conform to the requirements of the contract.

Acceptance of Proposal: Upon signatures below, the above prices, specifications, terms and conditions (including those on reverse side) are satisfactory and are hereby accepted. Trillium Development, Inc. is authorized to do the work as specified. Payment will be made as outlined above. Proposal must be signed, dated and returned to this office before work can begin. (Retain a copy for your files).

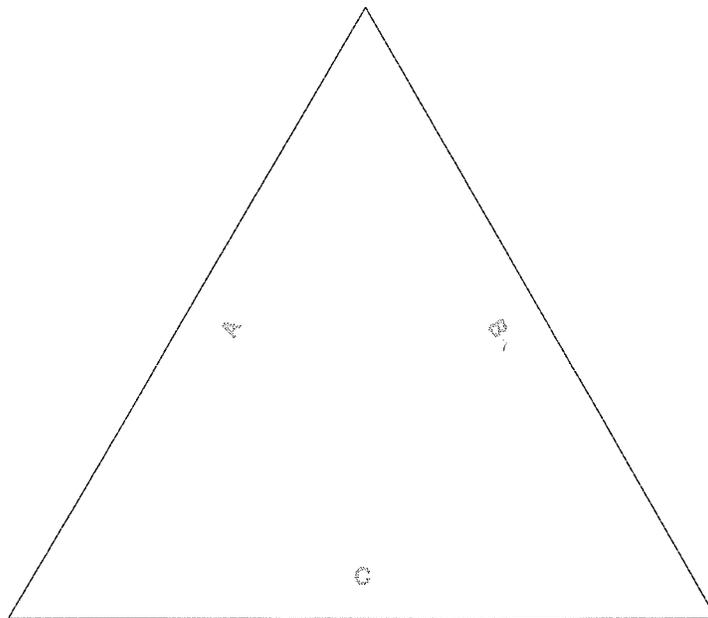
Authorized
Signature _____

Date _____

P.O. # _____


Authorized
Signature _____
Trillium Development, Inc.

Note: This proposal may be withdrawn by us if not accepted within 60 days.



LDF2-50 (3/8 FOAM)
LDF1-50A (1/4 FOAM)

Safety Line 3/8

Worldwide Comm. Consultants, Inc.		Job: 200812_101 (Preliminary Design)	
3298 Commerce Drive		Project: Washington County, MN.	
Newburgh, IN. 47630		Client: As Required	Drawn by: Engineering Dept.
Phone: (812) 490-0720		Code: TIA-222-H	Date: 08/12/20
FAX: (812) 490-0730		Path:	Scale: 1/8"
			Dwg No.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Council Salaries
DATE: August 13, 2020

Dear Mayor and Council Members,

I have received the following proposals from Council Members for Council salary increases:

Mayor Wingfield:

\$2500 for mayor and \$1250 for council based on amount of work each takes. Here is what other cities nearby are doing (smallest to biggest pop)

	Mayor	CC
Pine springs:	0	0
Willernie	500	400
Gem Lake	2400	1200
Birchwood	1500	600 (or 700?)
Dellwood	1800	1500
Grant	2900	2415
Mahtomedi	500	400
White Bear Twp	1410.50 for three board members	
White Bear Lake	800	625

Mahtomedi and WBL meet 2x per month, not sure on the others

Councilmember Aakre:

Mayor \$5,000; CC \$1,500

Councilmembers LaFoy & Fleck:

Both agree with Councilmember Aakre's proposal.

Regards,
Tobin Lay

Tobin Lay

From: Tara Jebens-Singh <tara.jebens-singh@nyfs.org>
Sent: Saturday, August 8, 2020 11:14 AM
To: Tobin Lay
Subject: NYFS Quarterly report and 2021 Budget request
Attachments: Birchwood Village 2020.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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

Tobin,

Please find attached a copy of Northeast Youth & Family Services' (NYFS) quarterly report outlining the assistance we've provided to your residents in the first and second quarters of 2020. We want to ensure that our municipal partners are regularly informed about the programs and services we offer. Your partnership with us helps ensure that your residents are able to access the help they need, regardless of their ability to pay.

Contract services are those outlined in our agreement. Non-contract services represent those received by your residents through other programs at NYFS. Taken together, this report demonstrates how your partnership helps leverage resources for all services received by your residents. Working together, we ensure critical services are available for those in need and that precious resources are used wisely.

Over the years, our collaboration with 15 local municipalities have ensured services within their local community and contributed to a strong northeast metro region. Due to the upheaval surrounding the COVID-19 pandemic as well as a transition within our finance department, our request for an increase in the 2021 municipal contribution is coming now instead of June. Please accept my apologies for the delay, I hope that this correspondence is not too late to aid in your planning for the next fiscal year.

As part of our agreement with partnering municipalities, we agree that the CPI-U available in June will be used to determine each municipality's contribution for the coming year. In preparation for determining the rate of increase this year, it became apparent that there was a disparity between municipal population, NYFS service use and contributions. While the average municipality paid \$1.75 per person, some paid as low as \$0.42 and one as high as \$1.97. NYFS provided \$664,433 in contract services (over \$1,000,000 in total services) to community members in the 15 municipal partnerships in 2019, while municipal contributions covered 48% of contract services provided.

In this year of COVID-19 and civil unrest, we see an increase in need for NYFS services, an increase in financial hardships to our clients, and an increased benefit to our communities that support and partner with us to provide community-based and trauma-informed Mental Health, Senior Chore, Youth Diversion and Community Advocate programs. After much discussion with the NYFS Board of Directors, which is made up primarily of municipal representatives, it was approved to suggest we reset contributions at \$2.00 per person with the intent of increasing rates in the future based both on population and CPI-U.

As a result, we are proposing that your 2021 Municipality Participation amount would be \$1,752 a 10% increase over 2020.

We value our long term-partnership with you and thank you in advance for seriously considering our request as you prepare your budget for the upcoming fiscal year. We recognize that like us, you are living and leading

through unprecedented times. If you and/or others in your municipality would like a greater understanding of NYFS' contribution to the community as you make this budget commitment *or would like to explore the use of municipal CARES Act funding to support NYFS in providing essential services in response to COVID-19*, please feel free to reach out to me directly.

Thank you for your continued partnership with NYFS. We are honored that you consider us worthy of your support and look forward to our ongoing partnership as we work in tandem to serve the residents of our area.

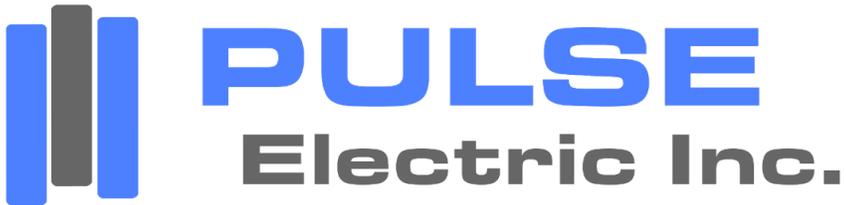
Sincerely,

Tara Jebens-Singh

--

Tara Jebens-Singh
Northeast Youth & Family Services
President & CEO
651.379.3404
tara.jebens-singh@nyfs.org

This message contains information that is confidential and may be privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message.



**REGULAR J.b
L/S 2 INSURANCE**

1410 Sylvan Street, Suite B
Saint Paul, Minnesota 55117
Main 651-324-8427
Fax 651-207-8509
www.pulseelectric.net

PROPOSAL

June 1, 2020

RE: Lift Station Electrical Inspection
To: Tobin Lay
Attn: Tobin

The following is a summary of work proposed
Inspect lift station wiring and controls for damage or corrosion due to flooding.
Locate control relays that appeared to have some corrosion.
Change out control relays.
Test and clean up.

Base Bid

\$1,185

Notes and Clarifications

All work will be done between 7:00 a.m. and 3:30 p.m. Monday through Friday.
This quote is valid for 30 days and is subject to the attached terms and conditions.

We appreciate the opportunity to quote this project.

Bill Kaufenberg
Project Manager
612-363-6123

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Schedule Sept Variance Hearings
DATE: August 13, 2020

Dear Mayor and Council Members,

The City received four (4) variance requests by the August Planning Commission deadline that are all scheduled for a hearing by the Commission in Aug. That's a lot of materials to review and would be a lengthy meeting if held together. Accordingly, the Planning Commission has scheduled a second Commission meeting in August to break up the hearings and allow time in between for Commissioners to review the next set of materials.

Rather than packing these all into your September Regular City Council meeting, I recommend the Council also schedule a second meeting, in September, to break these hearings up and allow time for Council Members to review the materials in between meetings.

I polled the Council this week on possible dates for this second meeting. Here are the responses I received:

- **Sept 9 (Wed) at 7pm:** Wingfield; LaFoy; Kantrud;
- **Sept 10 (Thur) at 7pm:** Wingfield
- **Sept 11 (Fri) at 7pm:** Wingfield
- **Sept 14 (Mon) at 7pm:** Wingfield; Aakre; LaFoy (if need be); Kantrud
- **Sept 15 (Tue) at 7pm:** Wingfield; Aakre

If multiple requests end up being tabled by the Commission due to incompleteness, then this second meeting may be canceled.

Request/Recommendation

I request Council select a date for a second September meeting to hear variance requests. Thanks!

Regards,
Tobin Lay

**REGULAR J.d
VIDEOGRAPHER RATE INCREASE**

To whom it may concern,

Coming up on my third year of contract with City of Birchwood Village, I am requesting a slight rate increase to match my time commitment as well as knowledge of the new equipment. Competitive rates start at about \$25.00 per hour so I am requesting a rate increase from \$22.50 to **\$25.00**. *Indeed.com* lists an average base salary for the twin cities at \$30.45 per hour. *Salary.com* gives a median on \$34.00 for videography services in Saint Paul, MN, so I believe \$25.00 is a fair asking rate. With this rate increase, like usual, I am available for the City's needs and can schedule to use my services for photography and videography outside regular council meetings. With this slight pay bump I am happy to continue to serve the City for this coming year.

Thank You,

Robert Leeves

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: 2040 Comp Plan Update
DATE: August 13, 2020

Dear Mayor and Council Members,

I received several amendments to the 2040 Comp Plan from Mayor Wingfield (enclosed) with the following instructions:

“Hello Tobin.

I have sent you all my edits. It took about 3 hours. You should be able to make the corrections as proposed much quicker. I am sending along each Chapter separately with only the pages where I have suggested changes. If you cannot read my writing, or you prefer not to make the changes, please let me know.

Please note that the changes should be straight forward and not substantive (unless correcting a factual error), with the exception of chapter 5 (needs work...especially paragraph one of 5-14--- doesn't make sense in light of prior paragraphs).

There are some mapping errors that persist: Mapping on Pages 2-3, 2-6, 2-8, 4-2, show "White Pine Ct" when it is "White Pine Lane" and Jay Street where Iris is. Pages 3-6, 3-7, 6 and 6-4 show White Pine Lane and White Pine ct...need to remove the "White Pine ct"

I also think that the city should not be providing endorsement of the prior engineer by including her company's name on maps that are included. Given the extreme cost of her "work", I strongly believe we should remove these references. They are located on the maps on pages 6-5, 6-6, 7-7...6-6 isn't even accurate for the "Storm Sewer System".

Please send me a copy of any other edits by other cc members (underlined please) as well as a final draft as proposed for distribution to other governmental agencies. Also, I would appreciate knowing what time frame you set for accomplishing the final draft.

Please let me know if you have any questions or issues with the proposals. I will be happy to discuss them with you.”

Your input is requested on these amendments but especially the discrepancy with page 5-14 "Paved and Unpaved Trails" as it relates to the rest of the chapter including "Local Trails and Unimproved easements."

Request/Recommendation

Please review the enclosed 2040 Comp Plan edits made by Mayor Wingfield then discuss and either approve or amend. Thanks!

Regards,
Tobin Lay

CHAPTER 1: COMMUNITY CONTEXT

Introduction

22 miles

The City of Birchwood Village is a small community located on the ~~southwestern~~-southeast shore of White Bear Lake. The community is easily accessible to the greater Twin Cities Metropolitan Area region and is located approximately 13-miles from downtown Saint Paul, 20-miles from downtown Minneapolis and 20 miles from the Minneapolis-Saint Paul International Airport. Because of the community's accessibility, high-quality neighborhoods, and proximity to White Bear Lake the City continues to be a desirable place for residents to live and recreate.

The purpose of this chapter is to provide context from which subsequent chapters of this plan were derived. Included in the following summary is the City's historical setting, existing demographic and socio-economic conditions, and market snapshot. The following sections are used to help inform the Land Use, Parks & Open Space, Transportation and Infrastructure sections of this Comprehensive Plan update.

Location, Historical Setting, Governmental Structure & Community Goals

The City is located on the far western edge of Washington County, and is connected to major roadways including County Road E and I-694. The City's location within the region coupled with the small-town village character, makes the community a highly desirable place for residents to live and recreate. The City is truly a small "village" comprising only 214 acres with an estimated 2016 population of 869 residents of all ages. The community's relatively compact land area and small population fosters a small-town, quaint environment with invested long-term residents and strong neighborhoods. As further detailed within Chapter 2: Land Use, the community is designated by the Metropolitan Council as "Suburban," and while this designation accurately describes the City's location within the region it does not reflect the community's character or historical past. Providing a brief historical context of the Village is an important way to differentiate the community from other more typical suburban communities.

HISTORICAL SETTING

Birchwood was incorporated as a Village in 1921. A subsequent act of the State Legislature converted the "Village" to a "City of the Fourth Class." Though the State Statute required Birchwood Village to evolve from a village into a city, residents continued to strongly associate the character and identity of the community as a "Village." Because of that association, when the City incorporated it amended its name to become Birchwood Village to reflect the residents' continued commitment to its small village character.

Birchwood Village first developed as a community of summer recreation cottages built by residents of the Saint Paul area in the early 1900's. Initial subdivisions occurred along the lakeshore, which continues to define the land use pattern today. Although remnants of this pattern can still be seen, housing development along the shore became more diverse as the City evolved from a vacation town to a place for permanent residences. Most of the historical homes have been extensively remodeled to meet modern lifestyles, while others have been torn down and new homes constructed. This makes for a diverse housing pattern where new and old are successfully integrated. Inland from the lakeshore, newer subdivisions have larger lots and the homes are more homogeneous in appearance. Even though homes are more consistent in appearance, the character of the Village is preserved through how homes were sited to respect the rolling topography and original tree canopy.

In addition to the impact of natural features of the community, the historical presence of a streetcar line impacted the City's land use and development pattern. The City was served by the Twin City Lines streetcar. The line went to Mahtomedi then to White Bear Lake through Birchwood Village. The other line went from Mahtomedi to Stillwater. There were several streetcar stops in Birchwood Village. This made "coming to the Lake" much easier for St. Paul residents. The older portions ~~of~~ of Birchwood Village were influenced by this streetcar line and those characteristics are still distinguishable from newer developed neighborhoods.

One of the most defining characteristics of the community is its lack of commercial or business uses, and its commitment to single-family residential and open space uses. This land use pattern extends back to when the community was first developed as a vacation spot and has been reinforced by the City's ordinances as it continued to grow and evolve into a place with permanent residences.

Though the City's historical identity as a vacation town played a significant part in establishing how the community developed, today there are no local, state or federal historically designated properties in Birchwood Village. However, just because no properties have been pursued for historical designation, that is not to say there are not properties or areas of historical value either at the local or regional level. While the City does not plan to actively pursue formal historical designation, it is willing to create a policy that addresses preservation in the future if needed.

GOVERNMENTAL STRUCTURE

Birchwood Village is a City of the Fourth Class with a City Council form of government. The City Council consists of the Mayor and four council members who are elected at large. Each member has ongoing responsibilities between meetings. Several supporting commissions and committees also help to serve the community. These include the Planning Commission, Parks & Natural Resources Committee, Personnel Committee, Roads and Streets Committee, and Water/Utility Committee. *Task forces are created for more specific needs.*

The City has five employees: one full-time City Administrator-Clerk, one part-time City Treasurer-Deputy Clerk, one on-call office worker and two on-call maintenance workers. The elected officials, appointed officials, and residents provide many volunteer hours to the City to perform needed services. Some municipal services such as sewer maintenance, police and fire protection, and building inspections/planning are contracted primarily from surrounding communities, nearby government agencies. ~~Other contractors~~ *provide water maintenance, building inspection and planning services.*

COMMUNITY CONTEXT GOALS

The community's historical setting, local and government structure all provide background information from which the City can use to plan for its future. To help guide the general direction of the community, the City has identified the following goals and principles for this planning period:

- Maintain the existing character of the community through preservation of the single-family residential land use and neighborhood patterns.
- Preserve, protect and educate the community about the value and preservation of the City's natural areas including woodlands, wetlands, and lakes.
- Maintain and improve municipal services to ensure the health, safety and general wellbeing of Birchwood Village residents of all ages.
- Maintain the autonomy of Birchwood Village as a governmental entity.

- Preserve the community’s identity and character through existing traditions such as the July 4th parade, annual children’s Christmas party, music in the park, and village newsletter.
- Work to identify opportunities to reduce energy usage by 10% per year.
- Monitor and maintain all City property, structures and assets.
- Support and increase volunteerism in Birchwood Village.
- Increase communication of community happenings and projects.
- Prepare for emergencies and explore opportunities to improve the community’s resilience and long-term sustainability.
- Create safer walking areas throughout the Village

This core set of general goals and principles is like those of the 2020, and 2030 Comprehensive Plans. This indicates residents, community members and policy-makers desire to maintain the community in a similar way through this planning period.

Throughout the remaining chapters of this Plan, each topic area includes a set of goals and principles to help establish the community’s aspirations for the future.

Demographic and Socio-Economic Characteristics

Most of the City’s demographic and socio-economic characteristics have remained relatively constant over the past decade with little change. As demonstrated in subsequent chapters of this Plan, the City is fully developed with primarily single-family residential uses. It therefore comes as no coincidence that the number of households in the community has been relatively constant for the past 20 years and is expected to remain similar through this planning period. However, even with much of the community remaining unchanged, there are some trends worth noting because they impact this Plan, or future planning efforts in the community. The following snapshot of community characteristics is provided as consideration in this Plan.

HOUSEHOLDS AND POPULATION

The number of households in the City has remained relatively constant for the last 16 years with 357 households in 2000 and 359 in 2016. New construction and redevelopment in the City have been located primarily on existing lots where an existing home was torn down and replaced by a new (oftentimes larger) construction home. During this same period, the population has decreased approximately 10% from 968 in 2000 to 869 in 2016. The Metropolitan Council forecasts little change in the number of households from 2020 through 2040; but also forecasts a continued decrease in population. The population is likely to decrease as its resident’s age and their children leave home. The City anticipates no additional net households through 2040, although a few large lots remain that could be subdivided and the tear-down and major remodeling trend is likely to continue.

↑ Comm
 Table 1-1: Birchwood Village Population and Households (Historical & Projected)

Year	Population	Households
1970	926	235
1980	1059	326
1990	1042	364

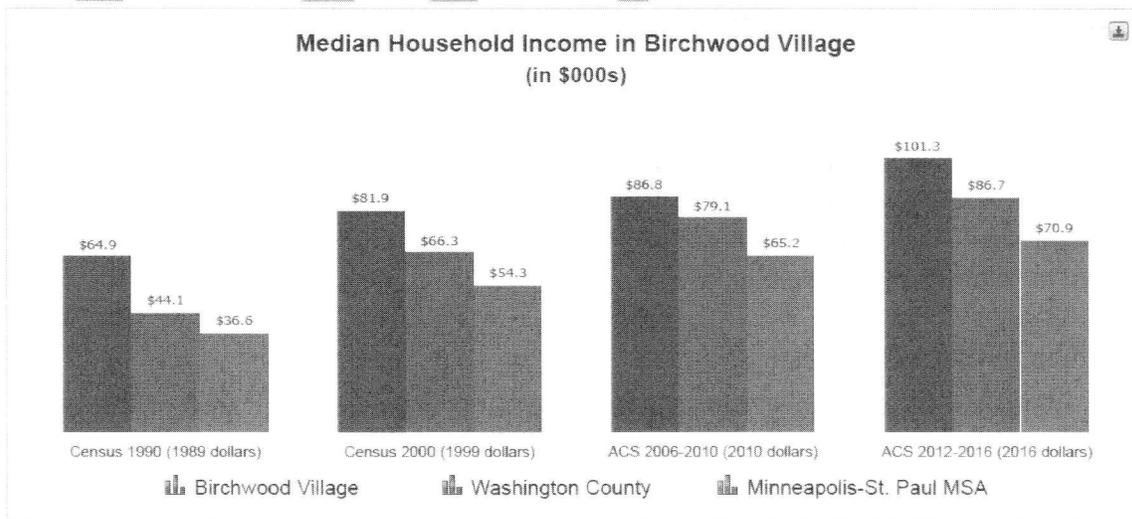
Year	Population	Households
2000	968	357
2010	870	351
2016	869	361
2020	850	360
2030	830	360
2040	800	360

As the City's population ages the community will need to adjust to the changing and evolving needs and demands of its residents across generations. For example, residents may require improved/increased access to services such as transit, transportation mode choice, ADA accessibility or better trail/sidewalk connections as opposed to programmed park spaces. The City will need to monitor its public facilities, roadways and parks and may need to adjust programming, access, and delivery of services to better accommodate the City's residents. The City may face an increase of vacant homes/properties during winter months for residents who choose to winter in warmer climates. These factors can become financially challenging for the City and for those residents that reach retirement age and are on a fixed-income. These population changes will occur gradually. The City should routinely check with the government agencies who track this information as well as try to anecdotally track this trend.

HOUSEHOLD INCOME

As shown in Figure 1-1, the City's Median Household Income has been higher than that of Washington County, in which Birchwood Village lies, and the Minneapolis-St. Paul MSA since the 1990s. Additionally, Birchwood Village's median income has outpaced the region over the last decade. According to data from the 2010 U.S. Census, Birchwood Village is estimated to have the 20th highest average per capita income in Minnesota.

Figure 1-1: Median Household Income in Birchwood Village



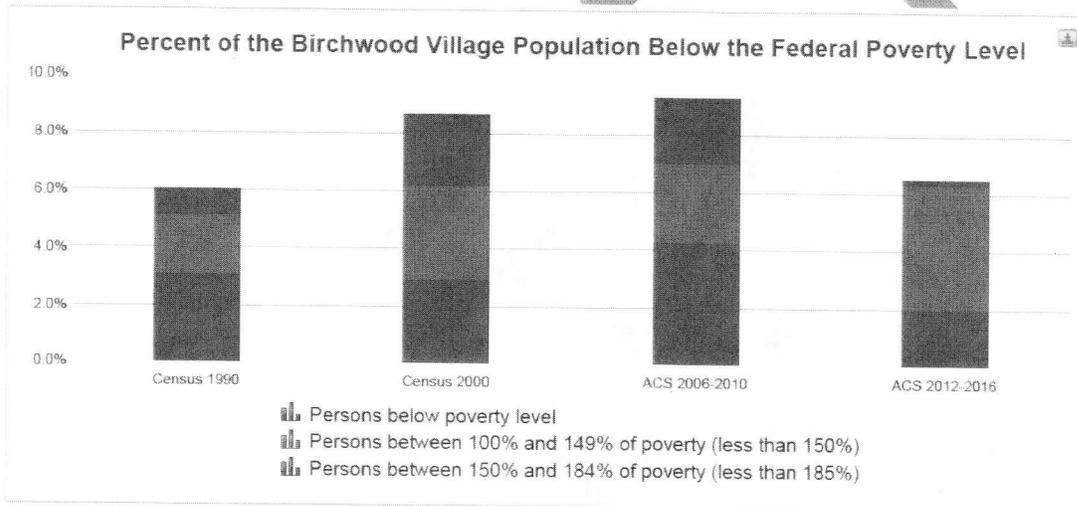
Source: US Census, ACS 2012 – 2016

Because of the community's accessibility to White Bear Lake and the recovering real estate market, it becomes more likely that small homes and cottages will be either torn down or experience major remodeling. This situation further depletes affordable housing in the community.

The increased value of homes in the community will squeeze out many of the older summer cottages and residents with lower incomes. As property becomes more valuable, property taxes will continue to increase. Meanwhile, aging residents will see their disposable income stabilize or decrease thus posing hardship to afford their homes. This will become a factor which might force long-time residents to find alternate housing options and leave the community.

The trend of displacement is already emerging as demonstrated on Figure 1-2 which illustrates the percentage of Birchwood Village's population at or below the federal poverty level. As shown, the percentage of the City's population rose during the recessionary period (reflected on ACS 2006–2010) but has since decreased. While some of this decrease is likely attributed to residents improving their wages or employment since the recession, it also likely represents some of the lower-income residents' displacement due to rising housing costs in the community.

Figure 1-2: Percent of Population Below Poverty Level



Source: US Census, ACS 2012-2016

EMPLOYMENT

The City prohibits commercial and industrial development. The City employs one full-time employee, four part-time employees and several seasonal, part-time park and recreation employees. Residents may have a business in their home (home occupation) with conditions and proper permits. These City regulations will likely limit changes in employment opportunities in the community.

RESIDENTS WHO WORK FROM HOME

The City has never tracked the employment of its residents. It does not know for certain how many of its residents work from home either full-time or part-time, let alone exact number of residents who are employed (either full-time or part-time).

The number of people telecommuting in the U.S. increased 115% between 2005 and 2015.

Nationally

- 2.9% of the total U.S. workforce, work from home at least half of the time.
- The average telecommuter has at least a bachelor's degree and earns a higher median salary than an in-office worker.
- The average telecommuter is 46 years of age or older.
- Telecommuting is more common among employees over 35 years of age and most common among baby boomers.
- Roughly the same population of women and men telecommute.

This trend will affect Birchwood Village in several ways:

- People who have retired may continue to work or work part-time.
- IT infrastructure changes may be necessary as teleworkers need access to company systems, software, and data.
 - As of 2019, the City has little to no leverage in bettering cable or Internet connection.
- If more people are working from home, they may be more aware of normal city distractions from neighbors, construction, and children.
- More people working from home will be consuming more water, flushing more toilets, and driving less on our streets.

<https://www.flexjobs.com/blog/post/8-interesting-stats-about-working-from-home/> 8 *New Stats About Working from Home*, Brie Weiler Reynolds, June 27, 2017

INTERNET CONNECTIONS

Currently, most of the City's Internet connection is from Comcast. CenturyLink also offers internet service to residents in Birchwood Village. Eventually, small cell wireless providers are expected to ramp up speed and accessibility. This also relates to the "5G" type of service. All Internet providers must go through and on public property. Comcast is roughly governed by the Ramsey-Washington Cable Commission. The Commission has some power over this monopoly, but its power is limited by FCC rulemaking authority. In the future, there may be cell towers in/on utility poles which will increase wireless Internet access.

THIS NEEDS A "X"

- Use state, regional, and federal sources of funding and/or financing and development tools allowed by state law to facilitate the development of new lifecycle and affordable housing.
- Plan for affordable housing that meets the needs of multigenerational households.
- Invest in and expand regional systems to support redevelopment in communities that partner in the preservation and expansion of housing choices.

Because the City is fully developed there are few, if any, opportunities for redevelopment in the community particularly given the existing land use pattern. However, the City will consider and evaluate any new proposed development for consistency with the Metropolitan Council’s roles and the City’s identified principles and goals.

Existing Housing Stock

OVERVIEW OF BIRCHWOOD VILLAGE’S RESIDENTIAL NEIGHBORHOODS

The City of Birchwood Village’s residential neighborhoods have evolved over time transitioning from primarily seasonal/vacation cottages to permanent residences that now make up almost all of the City’s housing stock. Though the community is relatively homogenous in the land use, which is dominated by single-family detached product, there is a little bit of every housing style available in the community. The diversity of housing contributes to the City’s “village” character since no two streets or blocks look the same. Lots and homes were built and developed at different times with some areas filling in over the span of several decades. This results in a development pattern that feels more organic, in contrast to some of Birchwood Village’s more suburban neighbors. This development pattern has also resulted in an existing supply that is both unique and aging. The following existing characteristics of Birchwood Village’s housing supply provide a baseline from which the City can consider potential housing needs and demands.

HOUSING STOCK STATISTICS

According to the data from the Metropolitan Council and the City of Birchwood Village, there are 369 housing units in the City as of 2016. As a fully developed community, new residential development in Birchwood Village has been limited since the 1990s. Since 2000, only 15 new units have been constructed that were likely the replacement of an existing home or cabin.

mostly

Housing Tenure

Of the 369 units, 342 units (93.2%) are owner-occupied, and 25 units (6.8%) are rented; according to data from the Metropolitan Council (Table 3-1).

Table 3-1: Housing Tenure 2016

Ownership Units	Rental Units	Total Units
344	25	369

Source: Metropolitan Council, U.S. Census Bureau, 2012-2016 American Community Survey five-year estimates

The City’s distribution of owner-occupied units to renter-occupied units is significantly higher than the ratios experienced in both Washington County and the 7-county metropolitan area as shown in Figure 3-1. As shown, the Birchwood Village’s home ownership rate was approximately 90% in 2012 as compared to 80% in Washington

the condition of the older housing stock, considering its desire to maintain housing and neighborhood quality, as well as retain some affordability in the community. See Figure 3-2, Age of Residential Structures. The Village will survey the ages of homes and remodeling. ~~The city City will update this survey every two years.~~

Housing Affordability

The Metropolitan Council considers housing affordable when low-income households are spending no more than 30 percent of their income on housing costs. Households are considered low-income if their income is at or below 80 percent of the metropolitan area's median income (AMI).

In Birchwood Village, the housing stock is becoming increasingly less affordable, particularly as major remodeling, tear downs, and improvements become more prevalent. In 2016, the Median home value in Birchwood Village was approximately \$321,000 which exceeds the median Seven-County Metropolitan Area sales price of \$247,900 for a single-family home (Minneapolis Association of Realtors). As shown on Figure 3-3, the majority of the more expensive housing units are located along the lake frontage and have experienced the most significant remodeling over the past several decades. In 2016, there remains a portion of the existing housing stock that meets the Metropolitan Council's criteria for affordability as demonstrated in Table 3-3.

Table 3-3: Affordability of Units by Income Level

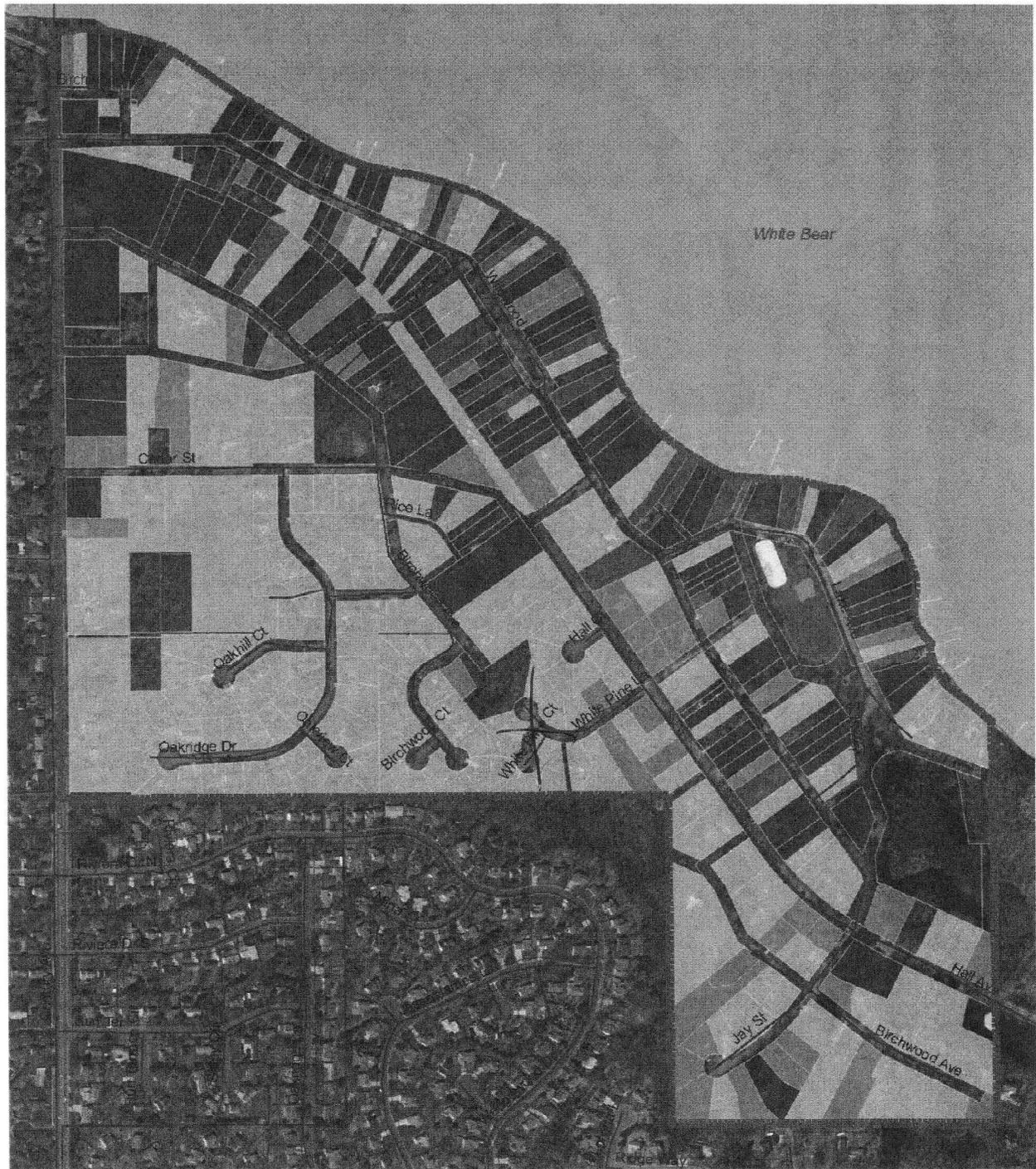
	Birchwood Village	% of All City Housing Units	Metro Area % of all Housing Units
Units affordable to households with income at or below 30% of AMI	4%	1%	6.5%
Units affordable to households with income 31% to 50% of AMI	2%	>1%	21.8%
Units affordable to households with income 51% to 80% of AMI	76%	20.6%	39.9%
Total Units at or below 80% AMI	82%	22.2%	68.3%

Source: Metropolitan Council (2016 and 2017 Metro GIS Regional Parcel Data; US Census, 2012-2016 ACS)

Birchwood Village has no publicly subsidized housing units. Based on information collected, nearly a quarter of the City's owner-occupied units are affordable at or below 80% AMI, which given the City's relatively small size represents a fairly significant proportion of units. Due to the reasonable rate of affordability, coupled with the City's unlikelihood to redevelop, the Metropolitan Council has not allocated a need for new affordable housing units in Birchwood Village through 2040.

Although Birchwood Village has a reasonable proportion of affordable units per the Metropolitan Council's definition, there are some observable trends that suggest that the cost of housing in the Village could rise rapidly in the coming years making the community less affordable. Market pressure in the for-sale housing market throughout the region has experienced significant increases in the past couple of years. Since Birchwood Village is dominated by owner-occupied/for-sale housing, the regional market trends have the potential to significantly impact the community's long-term affordability. The City is likely to continue to face pressure for tear-downs/rebuilds given the proximity to the lake and average age of housing stock. Not only will increased investor interest raise prices, but

Figure 3-2. Age of Residential Structures



**Age of Housing
Year Built**

 Vacant/ROW/PSP	 1932 - 1961	 1981 - 1997
 Pre-1931	 1962 - 1980	 1998 - 2016



DRAFT

Source: Metropolitan Council,
Birchwood Village, Washington
County

Date: 9/20/2017

Prepared by: SHC, LLC

Figure 3-3. Estimated Market Value of Residential Structures



EMV of Residential Properties

	\$400 - \$35,100		\$256,201 - \$485,600
	\$85,101 - \$256,200		\$485,601 - \$819,100
			\$819,101 - \$1,679,800



DRAFT

Source: Metropolitan Council,
Birchwood Village, Washington
County

Rev. Date: 9.13.2018
Date: 9.20.2017
Prepared by: SHC, LLC

COST BURDENED HOUSEHOLDS

Cost burden is the proportion of household income spent toward housing and utilities. When lower income households spend more than 30 percent of their income toward housing and utilities this burden is considered excessive because it begins to limit the money available for other essentials such as food, clothing, transportation, and healthcare. Table 3-4 presents the number and percentage of low-income Birchwood Village households that are cost burdened and compares this against the metro area rate of cost burdened low-income households.

Table 3-4: Cost Burdened Households by Income Level

	Birchwood Households	% of all households	Metro Area % of all households
Income at or below 30% of AMI	8	2.2%	10.0%
Income 31% to 50% of AMI	26	7.0%	7.4%
Income 51% to 80% AMI	3	0.8%	5.8%
Total households at or below 80% AMI	37	10.0%	23.2%

Source: U.S. Department of Housing and Urban Development, 2010-2040 Comprehensive Housing Affordability Strategy (CHAS) data, with counts adjusted to better match Metropolitan Council 2016 household estimates.

Projected Housing Needs

As referenced in Chapter 2: Land Use, the Metropolitan Council’s 2015 System Statement forecasts that Birchwood Village will not expand the number of total housing units in the community. The existing community is fully developed, and planned land uses guide any redevelopment to occur consistent with existing land use and neighborhood patterns.

Even though the community is not projected to add households, that does not mean there will not be continued pressure for tear downs and major remodels. The community is supportive of continued investment into existing homes and neighborhoods but acknowledges that this may come at the expense of some of the more affordable housing options in the community and preservation of the “village” feel. As the City continues to face pressure for major remodels and tear downs, it will partner with the Washington County Community Development Agency (CDA) to evaluate and consider how it may protect some of its affordable housing stock. The City does not forecast a need to partner with a community land trust or other housing-related organizations and initiatives during this planning period. Since the median home price in Birchwood Village already exceeds that of the region and the 7-County metropolitan area it is already becoming more difficult for entry-level and first-time homebuyers to find a home in the community. This challenge is reflected in the City’s 2040 population projections, which identify a decreasing population while the number of households remains constant. This is likely due to the aging of the City’s residents, and lack of opportunity for younger families to move into the community. Over this planning period, the City will assign a committee to identify what if any ways the City can ensure the long-term sustainability of the housing stock and community overall. ~~this report will be completed in five to eight (5-8) years.~~

Handwritten notes:
 Strive to
 comma
 Task force
 "What ways, if any, the city can..."
 ← The goal is to complete this report in five to eight years.
 70

Housing Implementation Program

The housing implementation program for Birchwood Village will seek to support the City in succeeding with its housing goals. There is little space for any new development, so it is a priority that the City maintains the prevailing homes. The following table outlines a variety of resources and tools the City can use to assist in meeting housing needs.

Table 3-5: Implementation Tools

Housing Goal	Tool / Resource / Strategy	Description
Maintain and support the City's current level of housing affordability.	Washington County Community Development Agency (CDA)	Given the limited staff of Birchwood Village, regularly coordinate with the Washington County CDA to best align their resources with the City's housing needs and goals. The CDA has capacity, funding resources, and expertise to assist smaller communities <u>and individuals</u> with their housing needs (ex. Home Improvement Loan Program and the Start Up Loan program).
	Referrals	Review and update reference procedure and training for applicable staff, including a plan to maintain our ability to refer our residents to any applicable housing programs outside the scope of our local services.
	Foreclosure Prevention	Work with the Washington County CDA and other agencies on foreclosure prevention strategies
Maintain its single family detached housing density.	Zoning and Subdivision Ordinances	Review zoning and subdivision ordinances to identify any regulations that inhibit the housing priorities in this document.
Maintain and enhance the exiting housing stock and neighborhoods to promote the long-term sustainability of the community.	<ul style="list-style-type: none"> - Home ownership rehabilitation, home improvement, and energy-efficient local programs. - Housing rehabilitation programs funded locally <i>regionally</i>. - Community Clean-Up Days 	Work with agencies, including banks, Washington County CDA, etc., to help support resident's efforts to maintain and repair homes.

CHAPTER 4: TRANSPORTATION

Introduction

The purpose of the Transportation chapter is to guide development, maintenance, and improvement of Birchwood Village's transportation network. This chapter addresses the City's existing and planned transportation system based on existing and future land use patterns.

The City's transportation network consists primarily of roadways and trails, but given the City's regional context, also considers adjacent transit and airports that serve the community's residents. These systems work in harmony to move people within and through the City connecting residents to local and regional destinations.

The following sections address each component of the City's transportation system and plans for potential system improvements, maintenance and management, utilizing the existing and planned land uses. Because Birchwood Village is completely residential, the City's transportation system is critical to maintain and plan for because residents rely on the system to provide access to jobs, services, shopping, and other amenities that are not contained within the community. The information contained in this Chapter not only addresses system components that are fully contained within the City but also describes regional transportation components that provide access and services to Birchwood Village's residents.

Roadways

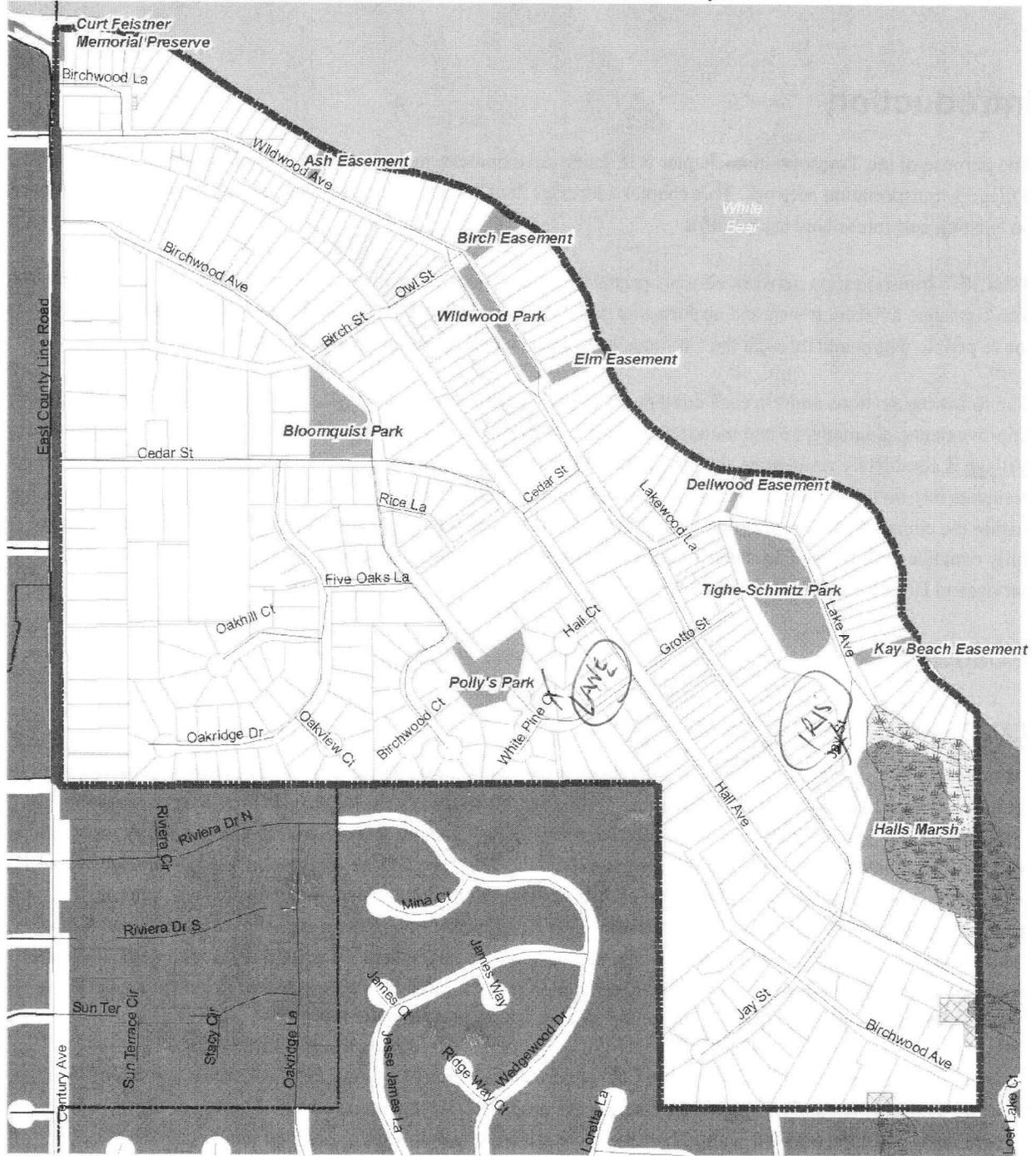
EXISTING AND PLANNED ROADS

Residents of the City of Birchwood Village rely entirely on the local and regional roadways to travel to adjacent job centers, services, and retail locations. Internal to the City, all roadways are local roads providing access to residences, open spaces, and parks. There are no streets within the City that are under State or County jurisdiction, and all local roadways are managed and maintained by the City. The City of Birchwood Village manages 4.2 miles of bituminous surfaced streets and one gravel roadway (Grotto Street) located east of Wildwood Avenue.

Connecting the City to the region is East County Line Road located along the west border of Birchwood Village, which is jointly owned by Washington County and Ramsey County. There are several areas with dedicated street rights-of-way that have not been improved and function today mostly as open space/trail easement areas. These areas are known as Birch, Ash, Elm, Dellwood, Park Avenues, and Highwood Streets.

As stated within the Land Use chapter, the City of Birchwood Village's future land use plan is consistent with the existing land use plan and no significant changes are proposed. Since no redevelopment areas or significant development are contemplated within the City, there are no new roadways or planned functional classification changes within the City during this planning period. As shown on Figure 4-1, the Existing and Planned Functional Classification of Roadways is planned to stay the same between now and 2040.

Figure 4-1. Existing and Planned Functional Classification of Roadways



Functional Classification of Roadways

- Local/City Roads
- Arterial/Collector Road



DRAFT

Source: Metropolitan Council, MnDNR, Birchwood Village, Washington County

Rev. Date: 4.1.2019

Date: 9.20.2017

Prepared by: SHC, LLC

Table 4-1: Transportation Analysis Zone Forecasts

TAZ 1146	2020	2030	2040
Population	850	830	800
Households	351-360	360	360
Employment	2530	30	30

Source: 2015 Birchwood Village Metropolitan Council System Statement

ROADWAY CONSIDERATIONS THROUGH 2040

Birchwood Village’s street infrastructure is the largest asset and liability in the City’s public works system and requires ongoing and routine maintenance. The City’s streets consist of two to three inches of bituminous surfacing over four to five inches of aggregate base. Bituminous overlays of the streets have been completed in the past, and as a result the bituminous surface may be thicker than three inches on some roadways or in some areas. The City has relatively low traffic volumes, and there are no commercial or business uses in the community, which helps minimize wear and tear on the roadways. The planned land uses are expected to remain consistent with the existing land uses, and therefore traffic volumes are anticipated to remain the same or be reduced as the City’s population is projected to shift slightly lower during this planning period.

In recent years, the city City has undertaken a comprehensive maintenance plan of crack filling and seal coating all its roadways. Experts have opined that under normal use this process will extend the pavement another twenty years before a subsequent mill and overlay is necessary. To continue this maintenance program, the City has recently adopted a Capital Improvement fund that is funded annually through its general levy. To maintain and manage the City’s roadways, the City plans for and provides adequate budget during its annual budget process.

It is recommended that the streets continue to be crack sealed every ^{year or 2-3 years} ~~three~~ years, or as recommended by ~~our~~ ^{our} consultants. ~~Some additional as-needed repairs may emerge along the bituminous roadways.~~ These necessary repairs could be a result of severe weather conditions and utility repairs. Because the City’s population is less than 5,000 there is no state aid available to help manage and maintain any local roadways, and budgeting and costs must be absorbed by the City and its residents. The City will continue to monitor and plan for needed improvements to its roadways through this planning period. It is also recommended that the City utilize its Roads and Streets Committee to improve education of street maintenance programs for City residents.

Highway surface improvement projects taking place from 2019-2024 in the vicinity of Birchwood Village have been identified by the Metropolitan Council in the Birchwood Village 2015 Systems Statement. The only identified, ~~current~~ ^{current} pavement project is the resurfacing of East County Line Road south of MN 214, which will continue north post ~~2024~~.

CRACK FILLING AND POT HOLE REPAIR
 BE DONE ON A YEARLY BASIS OR
 AS NEEDED.

Bicycling & Walking

As the region continues to grow it will become increasingly more important for residents to have transportation mode choices to help reduce overall reliance on vehicles. Though Birchwood Village is not easily accessible to mass transit services, the City is perfectly positioned to improve and create opportunities for residents to be connected to regional bike and trail infrastructure.

BICYCLING

The City was the first White Bear Lake area community to implement signage of the Lake Links regional bicycle route. In addition, the ~~city~~ City adopted traffic calming on Hall Ave/Cedar St by narrowing driving lanes to 10 feet, adding regular stops signs, and painting lines for wider shoulders for bicyclists and pedestrians. Additional traffic calming measures include reducing speed to 25 MPH on Hall Ave/Cedar St and installing pedestrian markers at many of the intersections. Most residents believe that the existing roads are multi-purpose and can safely accommodate bikers, walkers, and ~~auto~~ traffic. *motor vehicles*

To supplement the use of the local roadways for bicyclists, the City will contemplate the direction of the Metropolitan Council's desire for the City to explore how it can plan for a more specific connection into the planned Regional Bicycle Transportation Network (RBTN). The Metropolitan Council has identified a RBTN Tier 1 search corridor in the City along Wildwood Avenue (see Figure 4-2). According to the Metropolitan Council's 2040 Regional Parks Policy Plan, a Tier 1 (high priority) network is identified where bicycle travel is greatest, population and job densities are highest, and where there were the most opportunities to connect regional job concentrations and activity centers with population and the regional transit system. The RBTN alignment passes through Birchwood Village going east-west. Given this aligned corridor, Birchwood Village will seek to plan for the implementation of bicycle supporting facilities through 2040 to establish a connection to the RBTN. Improved bicycle infrastructure was identified by residents as an important consideration in the 2017 Park Survey, and it is likely that planning for a more connected bikeway into the region will be supported by area residents.

SIDEWALKS & PEDESTRIAN WAYS

There are no sidewalks within Birchwood Village. Limited discussion has been heard regarding sidewalk improvements along East County Line Road and Birchwood, Hall and Cedar Avenues. East County Line Road is not under the jurisdiction of the City and the road drainage includes a series of ditches and culverts that would make construction of trail or sidewalk improvement difficult in this area. It may be possible to construct storm sewers to accommodate runoff, but any improvements would need significant coordination with Washington and Ramsey Counties. There has yet to be strong enough support for sidewalks anywhere in Birchwood Village.

Pedestrians also utilize a narrow bituminous surface between Birch Street and Owl Street as a path. The City maintains Ash, ~~Nordling~~ Polly's, Bloomquist, and Grotto walkways as paths and created a new path in 2019 called Jay path. Generally, residents walk on local roadways which are seen as multi-purpose and shared facilities for pedestrians, bicyclists and ~~auto~~ traffic. The 2017 Parks Survey identified the development of new pathways as an important addition to the City. *no for vehicles*

Mass Transit

Birchwood Village's Transit Market Area is Market Area III as designated by the Metropolitan Council. This Market Area is described having moderate density but tends to have a less traditional street grid that can limit the effectiveness of transit. Transit service in this area is primarily offered by Metro Transit with a commuter express bus service (Route 270) and one local bus route (Route 219) running ~~on~~ along the west border of Birchwood Village Mahtomedi (Highway 120) and along County Road E in White Bear Lake, south of Birchwood Village.

There is currently no fixed-route local service operators within Birchwood Village, and public dial-a-ride services fulfill needs for basic local transit needs. Transit Link is a ~~small bus service that provides a dial-a-ride service for trips that cannot be completed on regular transit routes~~ the Twin Cities' shared dial-a-ride service for the general public and is available where regular fixed-route service is more than a ½ mile away (¼ mile in the winter). Metro Mobility is another service but is limited to certified riders who are unable to use regular fixed-route buses due to disability or health concern.

There are no park-and-rides or other transit facilities located in the City. The closest park-and-ride is at the Maplewood Mall, 4.5 miles away.

Aviation

The nearest major commercial airport that serves Birchwood Village residents is the Minneapolis-St. Paul International Airport that is located approximately ~~10~~ 16 miles southwest of the City. The nearest airport is the Lake Elmo airport which is a general aviation facility operated by the Metropolitan Airports Commission.

Several private light planes operate off the surface of White Bear Lake year-round. The lake is adequate in size for light activity and ~~MnDOT~~ MN DOT Aeronautics has designated it as appropriate for seaplane operations. The City acknowledges this designation and accepts present seaplane activity, but would object to large scale operations.

There are no existing height barriers for seaplane operation within the City. Municipal Code restricts the height of structures at 35 feet per City Zoning Code. Any variance which would result in a structure having a height of more than 200 feet would be considered an aviation hazard and require approval of ~~MnDOT~~ MN DOT and the notification of the FAA. The City will use proper notice and protocol to the FAA for any proposed construction or variance which could affect navigable airspace.

Freight

There are no railways, barge facilities and truck or intermodal freight terminals within Birchwood Village. Since there is no commercial development allowed within the City, there are no nodes or areas that generate freight movement.

Chapter 5: Parks, Trails, Open Space & Natural Resources

Introduction

The City's existing parks, trails, open space and natural resources system is an important part of Birchwood Village's quaint small-village character. Tree canopied streets, and private wooded lots with rolling topography make the community feel like the small resort town of yesteryear, while active park areas provide residents with opportunities to meet and gather. The parks, trails, open space and natural resource system are an important part of the City's past and are planned to be an important asset of its future.

The following sections identify and describe the City's existing system and establishes a plan for the future of the City's Parks, Trails, Open Space and Natural Resources (PTOSN) System. Finally, this chapter introduces the concept of a green network that incorporates all of these elements and considers the resiliency and long-term sustainability of Birchwood Village for this planning period.

PTOSN Goals & Objectives

The City's parks, trails, open space, and natural resources system is a defining characteristic of Birchwood Village. Though the City is relatively small, a significant proportion of the City's land uses are dedicated for park and open space uses; which are further enhanced by the presence of White Bear Lake and all the natural areas within rights-of-way and private lots in the community today. When all of these areas are considered collectively, the organized park areas and natural areas further define the small-town village atmosphere of the community.

The City issued a park survey in 2017 to solicit feedback from residents to provide direction for the parks and open spaces moving forward. Many of Birchwood Village's residents responded to the survey, and their feedback was used to help define and establish the following goals and objectives for the parks and open space system through this planning period. Here are some of the areas noted by residents (in no particular order):

1. Preserve Natural Spaces
2. Maintain and improve the City's existing parks and open space facilities to ensure the health, safety and general wellbeing of Birchwood Village residents.
3. Provide park and open space facilities that serve all age groups and meet programming needs of Birchwood Village's residents. The City will take a balanced approach to programming and develop a system that supports all age cohorts in the community.
4. Create and develop a system of walkways within the City that connect residents to Birchwood Village's parks and open spaces providing safe alternate transportation mode choices and reducing resident's reliance on vehicles to access the system.
5. Upgrade and maintain the lake easements, as necessary, to meet the needs and desires of residents.
6. Improve the overall maintenance of parks and public facilities.
7. Integrate and align the City's equipment and resources to support and contribute to other local communities and youth organizations' parks, trails, and open space systems.

There are many ways that the City can accomplish the goals and objectives as identified above. The City's Parks & Natural Resources Committee is taking took the first step toward the goal by developing a Parks Improvement Plan

that intends to address what residents indicated in their response to the survey: desire for the system to be enhanced and better maintained as an asset of the community into the future. To support this value, maintenance, improvements and enhancements should be well planned to protect the system's long-term sustainability as a key characteristic of the community through this planning period. ~~The most important pieces of the Parks Improvement Plan will be to establish a capital improvement plan (CIP) for the system to identify priorities and budget money (and timed maintenance schedules) for proposed investment and maintenance.~~

Existing Parks, Trails, Open Space and Natural Resource System

As indicated in previous sections, and within ~~the~~ Chapter 2: Land Use, the City is primarily developed with single-family residential uses with interspersed protected park, open space and natural resource areas. To better understand how the City should plan a coordinated Parks, Open Space and Natural Areas system, it is important to first understand the existing condition and location of each component of the system and prioritize maintenance of these areas.

There is a total of 13.8 acres of park and public open space land within the boundaries of Birchwood Village (see Figure 5-1). The City's park system includes four park areas with passive and active recreational uses; ^{six lake easements} easements that provide access to White Bear Lake, and several undeveloped areas (easements and right-of-way) that have not been designated with a specific use. All City residents are within one-half mile of one, or more, of the City's parks or open space areas. In addition to the protected park and open space areas, the significant natural resources in the community include White Bear Lake and Halls Marsh, the wetland area just south of Tighe-Schmitz Park. Outside of publicly protected natural resources, the City's private lot areas and easement areas include extensive tree cover and rolling topography which all contribute to the City's stormwater and natural resources system. The following sections describe Birchwood Village's existing parks, open space and natural resource areas in the community.

CITY PARKS & OPEN SPACES

Bloomquist Field Park

Classification: Neighborhood Park

Size: 1.50 Acres

Address: 210 Birchwood Avenue

Located at the intersection of Cedar Street and Birchwood Avenue, is a neighborhood park with a double tennis court, picnic tables and benches. New playground equipment was installed in 1998. The park is heavily used by residents, and current programming matches the community's demands.

Wildwood Park

Classification: Open Space

Size: 0.60 Acres

Address: 220 Wildwood Avenue

This park/open space area is located within the right-of-way of Wildwood Avenue and ^{is close to} ~~is at approximately~~ the midpoint of Wildwood Avenue within the City. The boulevard area is a wide-open grassy area which provides passive recreational opportunities to residents and is used for community gatherings such as its Fourth of July

Tighe-Schmitz Park

Classification: Neighborhood Park

Size: 2.50 Acres

Address: 410 Lake Avenue

The Tighe-Schmitz Park is located in the southeastern quadrant of the City and is the City’s largest park area. The park provides both passive and active recreational opportunities to residents and is the most popular park in the City’s system. The recent results from the 2017 community survey indicated high usage of this park. In addition to passive park uses, the park also includes a large active sport area with a hockey rink, open skating rink, baseball field, football and soccer practice areas, and pickle ball. The multi-purpose hockey rink (completed in 1997) provides for year-round use including in-line skating, basketball and pickle ball in the off-season. Adjacent to the skating rinks is a warming house. Children’s play equipment (installed in 1996), and a picnic shelter complete the park’s current amenities. Adjacent to the picnic area, a rain garden was installed.

^
and BQ grill

Polly’s Nordling Park

Classification: Open Space & Stormwater Management

Size: 1.3 Acres

Address: 12 White Pine Lane

The Polly’s Nordling Park area provides passive recreational uses and stormwater management. This is an example of an area that serves dual purpose, providing recreation opportunities while also allowing for surface water management including localized groundwater recharge contributing to the City’s green infrastructure and network.

White Bear Lake Easements (Multiple Multiple)

Classification: Open Space

Size: 1.2 Acres (total)

Addresses:

- Curt Feistner Memorial Preserve: 4110B East County Line Road;
- Ash Beach: 143B Wildwood Avenue;
- Birch Beach: 199B Wildwood Avenue;
- Elm Beach: 285B Wildwood Avenue;
- Dellwood Beach: 407B Lake Avenue;
- Kay Beach: 495B Lake Avenue

The City owns and manages six lake easements that provide residents access to White Bear Lake for swimming, boating, fishing, and winter activities. The easements are evenly spaced along Wildwood and Lake Avenues and are generally between 40 and 55-feet in width and are within a short walking distance of all of Birchwood Village residents. The easements are known as: Kay, Dellwood, Elm, Birch, and Ash Beaches and Curt Feistner Memorial Preserve. The City owns and maintains one dock at Kay Easement Beach and contracts dock management services for the remaining five easements to a private organization that owns and maintains their docks. The City bought a new dock for Kay Beach, which has been warmly received by residents.

↓
for public use.

The City currently provides for storage of non-motorized boats (paddle boards, canoes, kayaks) at each of the

easements except Curt Feistner Memorial Preserve. Residents continue to request more space for this type of storage of non-motorized boats (paddle boards, canoes, kayaks) at all the easements. As a result, new boat storage racks have been added and continue to be added to most of all the beaches. The city City monitors the spaces by charging a small fee for a permit. The program remains popular. *as necessary.*

Halls Marsh

Classification: Open Space & Stormwater Management

Size: 6.6 Acres

Address: not assigned

This open space is a dedicated nature preserve and is currently unimproved. *Although a dry path skirts the marsh on the south western edge,* there are no existing trails, or other organized/programmed uses and the area is generally open space and provides ponding and stormwater management.

Birchwood Village City Hall

Classification: Open Space & Stormwater Management

Size: 0.79 Acres

Address: 207 Birchwood Avenue

Located adjacent to ~~Bloomfield Bloomquist Field Park~~, the Birchwood Village City Hall serves as a gathering and meeting place for various Birchwood Village organizations as well as for official business meetings. The Village currently uses the land directly north of the Village Hall for open space and stormwater management.

City Trails

There are several existing city City trails that are heavily used by area residents. Residents also rely on existing roadways for walking, running, and biking. While roadways are viewed as relatively safe, their narrowness coupled with topography can cause safety concerns when sharing the roadways with vehicle traffic. Figure 5-2 illustrates locations of existing trails and where new trails have been considered.

Regional and State Parks & Trails

The City is within the search area for new regional bike trails according to the Metropolitan Council. There are no designated regional or state trails in the City. Recently, efforts to establish the Lake Links Trail will incorporate streets within Birchwood Village as part of a designated trail route around White Bear Lake, connecting Birchwood Village residents with local, regional and state parks and trails in adjacent communities (see Figure 5-3).

Adjacent Communities Parks & Open Space

As a small community, it is not possible for ^{residents} resident ~~s~~ parks and open space needs to be fully met within the Birchwood Village borders, and therefore, the parks amenities of neighboring communities help complete the system. Birchwood Village residents are blessed with access to the recreational facilities in nearby communities such as Mahtomedi, White Bear Lake, White Bear Township and the surrounding region. Some of the closest resources include Wildwood Park and Wedgewood Park located off of County Road E in Mahtomedi; both are just

Existing Natural Resources

The City parks and open spaces are enhanced and supported by the natural resources that further complete the system. This concept of combining all parks, open space and natural resources, to be considered and managed as one system, is often referred to as a "Green Network." The concept is particularly fitting in Birchwood Village given its extensive natural resources further described here.

Topography and Stormwater

Birchwood Village has rolling topography which slopes gradually away from White Bear Lake. Since development of the community happened in the late 1800s and early 1900s, much of the natural topography was protected as vacation homes and cottages were sited to capitalize on existing topography and views. As a result of this development pattern, the City's terrain is hilly, with rolling hills of 12% - 15%, up to 24% in some areas. Due to the slope, it is imperative that natural vegetation and ground cover is maintained to prevent erosion which is a significant consideration for land in excess of 12% slope. Maintaining proper vegetation and ground cover is also important to protect lake quality since White Bear Lake is the lowest elevation of the community at approximately 924-feet. The topography of the community rises to a height of just over 1,010 feet at the west and south borders of Birchwood Village, ~~indicating that~~ runoff flows to the Lake if not properly maintained and managed.

Tighe-Schmitz Park is one of the lowest points inland from White Bear Lake making it a natural stormwater retention area during rain events. Before it was filled-in during the 1950's, it was described as a bog, wetland and swamp. Currently the City considers the Park as part of its stormwater management system and has designed and programmed facilities that are conducive to its function as a stormwater holding area during high-volume rain events. To assist with drainage and surface water runoff the City has constructed a permanent rain garden that helps clean and filter water and contributes to localized groundwater recharge.

The City has constructed a second rain garden ~~in at the Birch Beach Easement~~ to serve as a natural stormwater management feature. The Birch ~~Easement Beach~~ rain garden functions to help slow and clean stormwater runoff from local roadways prior to being discharged into White Bear Lake. Both rain gardens require regular programmed maintenance and management to function properly as stormwater features.

Soils & Vegetation

Birchwood Village's native soils are predominantly sand of various classifications. Close to the lake, the Kingsly fine sandy loam predominates, which is considered to have a slight degree of limitation for building and can be prone to erosion on steeper slopes. The outcrop of rock that goes through this area is called the Birchwood Outcrop. The south-central portion of the City contains Pemroy loamy fine sand. This soil type presents a severe erosion hazard ~~when found~~ on slopes greater than 12% that are found in this area of the City. This soil also tends to be rather impermeable, which makes localized groundwater recharge more challenging. Some ledge rock is encountered at scattered locations throughout the City. Detailed information on surface soil types is available from the Washington County Soil and Water Conservation District.

Aquatic vegetation is found in the marsh areas, and the land areas that were once farmland in the southwest portion of the community are heavily vegetated with a variety of trees that were primarily planted as new neighborhoods were developed.

Overall, Birchwood Village is extensively wooded with many large Oaks and Maples throughout the community. Birchwood Village has expressed concern of the dominant presence of Oak, Elm, and Ash groups of trees because of the prevalence of Oak Wilt, Dutch Elm Disease, Bur Oak Blight, the threat of Emerald Ash Borer, and the lack of options to prevent trees from becoming diseased. Given the age of the City's neighborhoods, the trees are also aging and loss of trees and tree limbs due to inclement weather and aging is becoming more prevalent. Losing these old growth large trees, if not replaced, will have a significant visual impact on Birchwood Village in the future.

The

Officials have

and

Association
These residents
are concerned

The City has since adopted a tree preservation ordinance to ensure that significant trees are preserved or any loss of trees are mitigated by a replacement plan. Additionally, the City will strive to replace lost trees from public lands with a diverse tree canopy and encourage the same practice by residents on private lands.

Forest

In addition to the aging tree stock, the City has also experienced the increase of invasive species in the community and most notably the presence of buckthorn. Due to the severity of invasion, the Washington County Sentence to Service crews have been used to remove large areas of buckthorn. While Sentence to Service is free, the City must allocate resources for disposal of the wood. From 2013 to 2018-2019, volunteers have worked several weekends/year cutting down buckthorn. Other invasive species in the community include wild mustard and purple loosestrife, which has have most recently replaced many native species in Halls Marsh. There is no easy answer to eradicating these plants, and currently the City's best solution is to continue to work with volunteers and organizations on continued removal of these invasive plants from the community.

(C.D.A.S.H.)

Also
Yellow Iris recently appears in
Halls Marsh
as well.

Wildlife is abundant in Birchwood Village, and the current population of deer in the area is beginning to pose a threat to the native plants and trees. Unified management of the deer population with neighboring communities will need to be considered for ongoing natural resource protection.

effective

In 2019 the City adopted Resolution 2019-22 endorsing pollinator protection policies and practices to promote a healthy environment. The Resolution commits the City and its contractors to purchase and use only pesticides, plants, and seeds that are free from neonicotinoids and to use pollinator-friendly methods of weed and pest control on any City owned or operated land. The Resolution also shows the City's support of efforts taken by community members to create and maintain pollinator-friendly habitat and practices.

Lakes and Wetlands

White Bear Lake itself is probably the community's most valuable natural resource, providing recreational activities both summer and winter, and acting as an effective moderator of ambient temperatures. The sloping terrain toward the lake provides many homes with sweeping vistas of open space. The City and the citizens of Birchwood Village should be cognizant of this resource when applying chemicals. Additionally, the City has identified tools and strategies within its Local Water Resource Management Plan (LWRMP) contained within the Comprehensive Plan that support the Rice Creek Watershed District and their efforts to protect and improve the Lake. (See Chapter 6.)

The other significant surface water feature in the community is the wetland area which is known as Hall's Marsh. The wetland area serves an important function in the City's surface water management and is also a place with native vegetation and open space for Birchwood Village's residents.

Wildlife

Planned Parks, Trails, Open Space and Natural Areas

The City's existing parks, trails, open spaces and natural areas provide the foundation ^{for future planning} from which the City can plan for the future of the system. As noted in previous sections, and identified by residents within the survey, the existing system is an important and character-defining element of the community. As such, it is important to properly ^{plan} for the maintenance and management of the existing system, and also to identify opportunities to enhance and contribute to a more complete system for the City's future.

Focus on Trails (Pedestrian, Bikeways, and Multi-Purpose)

Many area residents have identified the desire to expand the pedestrian and bikeway network in the community and across its borders, and to make the trail network safer. The existing trails in Birchwood Village are not well connected to the region, and residents are supportive of establishing a safe route around the lake for pedestrians, bikers, and joggers. Previously the communities around White Bear Lake discussed establishing a bike and pedestrian trail around the lake connecting all communities. This concept is coming closer to fruition as the State of Minnesota has committed hundreds of thousands of dollars for planning and implementation of the Lake Links Trail. See Figure 5-3. Lake Links Trail.

At the local level, residents are conflicted about how to balance the desire for improved trail connections for pedestrians and bicyclists while still protecting existing neighborhood patterns and character. There is some fear that any change will be less desirable than the current condition. Even though the discussion is difficult, it does not mean Birchwood Village should ignore opportunities to provide a more complete network as desired by residents. ^{Accordingly,} Instead, Birchwood Village intends to plan for a more complete system while giving proper consideration to those that will be most affected or impacted by potential improvements.

LOCAL TRAILS AND UNIMPROVED EASEMENT AREAS

One of the City's priorities is the preservation of the natural charm of its existing neighborhoods and the privacy of its citizens. This must be considered in terms of the collective community, and how individual property owner's desires for privacy can be balanced with opportunities to create a more complete trail system. The residents that have the potential to be most negatively affected by improvements within these unimproved right-of-way areas are those that ^{own} the easement/right-of-way and have enjoyed the publicly owned property as essentially an extension to their private lots. While this is understandable, it must also be noted that these areas were dedicated for public use as a road right-of-way, and that a trail ^{is} a far less intense use than what was contemplated for these areas. Since these areas were ^{set aside} taken for public use, the City intends to plan for, and contemplate how the right-of-way areas may serve as trail connections.

The planning process will consider how a trail could be located within the right-of-way area but will also identify and work with adjacent property owners to identify what types of mitigation may be available to protect their privacy even with a public trail located nearby. For example, in areas where there is concern that trail users may venture off the trail, vegetation and landscaping including trees may help serve as a guide to keep users from venturing into private property. Or, for property owners concerned about trail users being able to see into adjacent homes or lots, there may be opportunities to plant more mature conifers along the trail corridor. ^{new TP} Birchwood Village is committed to improving trail access throughout the community because it benefits all of its residents, but the City is equally committed to working with affected property owners to identify proper mitigation to help alleviate some of the concerns associated with greater trail access throughout the community.

BIKEWAYS

The Metropolitan Council has identified the City within one of the Regional Bicycle Transportation Network's (RBTN) future corridors. It is designated at a Tier 1 corridor, which according to the Metropolitan Council's 2040 Regional Parks Policy Plan a Tier 1 (high priority) network is identified where bicycle travel is greatest, population and job densities are highest, and where there were the most opportunities to connect regional job concentrations and activity centers with population center and the regional transit system. Given the ~~criteria~~ ^{criteria}, Birchwood Village is required to plan for the implementation of bicycle supporting facilities through 2040. As shown in Chapter 4, Figure 4-2, the entire City is within the Corridor, ~~but~~ ^{based on the City's infrastructure}, the most likely location for an on-road bike lane is along Wildwood, Lake and Hall Avenues.

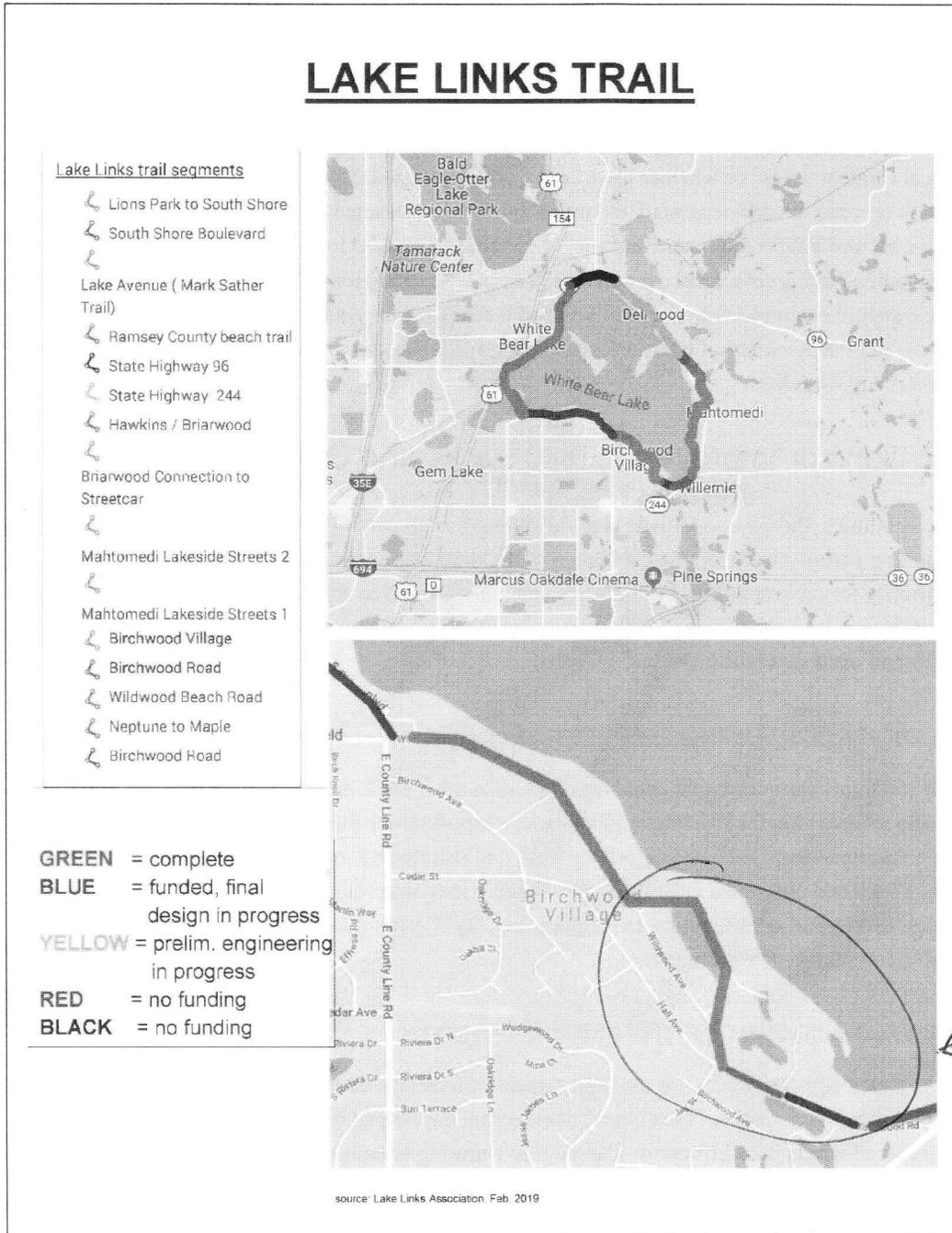
criteria

Reinforcing this alignment, Washington County just recently identified a corridor through Birchwood Village for bicycle traffic that is part of the Lake Links Trail (see Figure 5-3). The Lake Links Trail aims to create a trail loop around White Bear Lake and Silver Lake, an extension of the Bruce Vento Trail from Maplewood to the Hugo trail system, and trail links between each of these and to the Gateway Trail and Stillwater trail system. The Birchwood Village Trail Corridor totals 1 mile and ~~currently following follows~~ Wildwood, Lake and Hall Avenues through the City. ~~Although Figure 5-3 shows the majority of the route through Birchwood Village as complete and a small section in progress without funding, the City is considering adjustments to this route to address safety concerns with sections of the current route and is also requesting funding from the State Legislature.~~ ^{to assist with this improvement.}

"remaining pending funding" was adjusted

DRAFT

Figure 5-3. Lake Links Trail



THIS SECTION IS REQUIRING AND IN CONFLICT W/ LOCAL TRAILS AND UNPAVED EASEMENTS PLEASE EXPLAIN WHY THIS IS NECESSARY

PAVED AND UNPAVED TRAILS

While there is some desire for additional paved trails in the City for both bicycle and pedestrian traffic, there are more opportunities for turf trails or other soft-surface trails where the impact from a paved surface may be too significant. One of several key factors to be considered in any decision to construct new trails is whether the property owners of the property abutting the specific street right-of-way where the proposed trail is located are in favor of such trail. Another consideration is the type of usage contemplated by the trail and whether it is primarily intended to provide local resident access or whether it will serve a larger regional role. In the case of a new regional trail, whether such trail is on-road or road-separated, the trail should be constructed in a location that incorporates and considers the Lake Link and RBTN alignment and such trail should be paved to accommodate a higher level of usage. For those trails intended to improve local connections, a case-by-case review of anticipated use, as well as appropriate trail surface, should be conducted. The City's vision is that the trail system will provide a more complete system to local residents, and that a variety of trail surfaces will be available, creating a diverse and interesting trail experience for pedestrians and bicyclists.

I believe the author's intent of this section is to align the City's plans w/ the Met Council's requirements regarding trails. I don't see why the two sections couldn't be combined. - Tobin

Planned Acquisitions or Improvements to Parks and Open Space

As a fully developed community, Birchwood Village is not planning for any additional park or open space acquisitions in this planning period. However, the existing system, including underutilized park/open space land, will continue to be a priority for programming, maintenance and management to ensure the existing parks and open spaces continue to meet the needs of Birchwood Village residents. The following summary of planned considerations for parks and open spaces is provided:

unless required by code as part of any new subdivision of land

UNDERUTILIZED LAND/PROGRAMMING CONSIDERATIONS

The City owns several small lots/easements that could accommodate other uses. As noted in the existing parks and open space section, some areas within the existing system present opportunities for improvements, such as near City Hall where continued enhancements to the City's green network and stormwater management system are possible as well as Nordling Polly's Park and areas near existing Tighe-Schmitz Park and Halls Marsh. The City will continue to identify opportunities, even small opportunities, to enhance the City's system, including its green network, to make a more sustainable community for the future.

MAINTENANCE AND MANAGEMENT OF THE EXISTING SYSTEM

The City expended significant sums of money for the replacement of its tennis court surface and ice rink warming house. The tennis surface now has a durable "Flex court" overlay that has helped reduce players' joint pain and avoided the expensive cost of a total reconstruction. The ice rink warming house project replaced a deteriorated small shack and was spearheaded by a local contractor who coordinated the volunteer project to create a first class facility without adding the dollars.

The City has also embarked on a tree replanting program that will enhance its open spaces. Residents also demanded and coordinated the rebuilding of the water control weir at Hall's Marsh that restores original water levels and improves storm water quality before it is discharged into White Bear Lake. This was an extremely complicated project that took many years of coordination and required working with the RCWD and neighboring community to ensure a positive outcome. Tighe-Schmitz Park also benefited because the groundwater levels are stabilizing in the area. were reduced to normal levels

The City also improved a connector to its walking trails by installing steps and handrail on a steep hill on Grotto

Street easement. These steps now make the connection to the lake and City beaches safer for residents as they walk to these amenities.

Residents requested the City to be more lenient with allowing dogs in public spaces. The City adopted new code which permits dogs at all ~~city~~ City beaches, parks and open spaces provided the owner abides by all other provisions of the animal code.

The park infrastructure, such as some paths and playground equipment, had been experiencing deferred maintenance or repairs. As a result of the concerns of the residents expressed in the 2017 survey, the ~~city~~ City hired two part-time maintenance workers to weed, mow and remove overgrowth and branches. The work is ongoing, but residents have appreciated the improvements.

Natural Areas and Resiliency

The City's existing right-of-way, trails, parks and open spaces all work together to form a green network in the community that promotes long-term sustainability and resiliency in the community. This concept is built on the idea of incorporating recreational natural areas, trails, rights-of-way and open spaces into a connected network that can offer long-term benefits to the community.

While the City is not adopting a formal green network as part of this plan, the City has adopted and incorporated many green network principles evidenced by the extensive parks, open spaces, and natural areas in the community today. In ~~contrast~~ ^{essence}, the City is adopting a green network as a way to promote resiliency of Birchwood Village over this planning period. Examples of land uses that the City considers part of the green network include:

- Active recreational park areas
- Passive recreational park areas and open spaces
- Conservation easements
- Utility easements and road rights-of-way (un-paved shoulders, swales and ditches)
- Storm ponds and retention basins
- Swales
- Wetlands
- Rain gardens
- Porous paving and sustainable stormwater management areas
- Solar gardens/solar panels

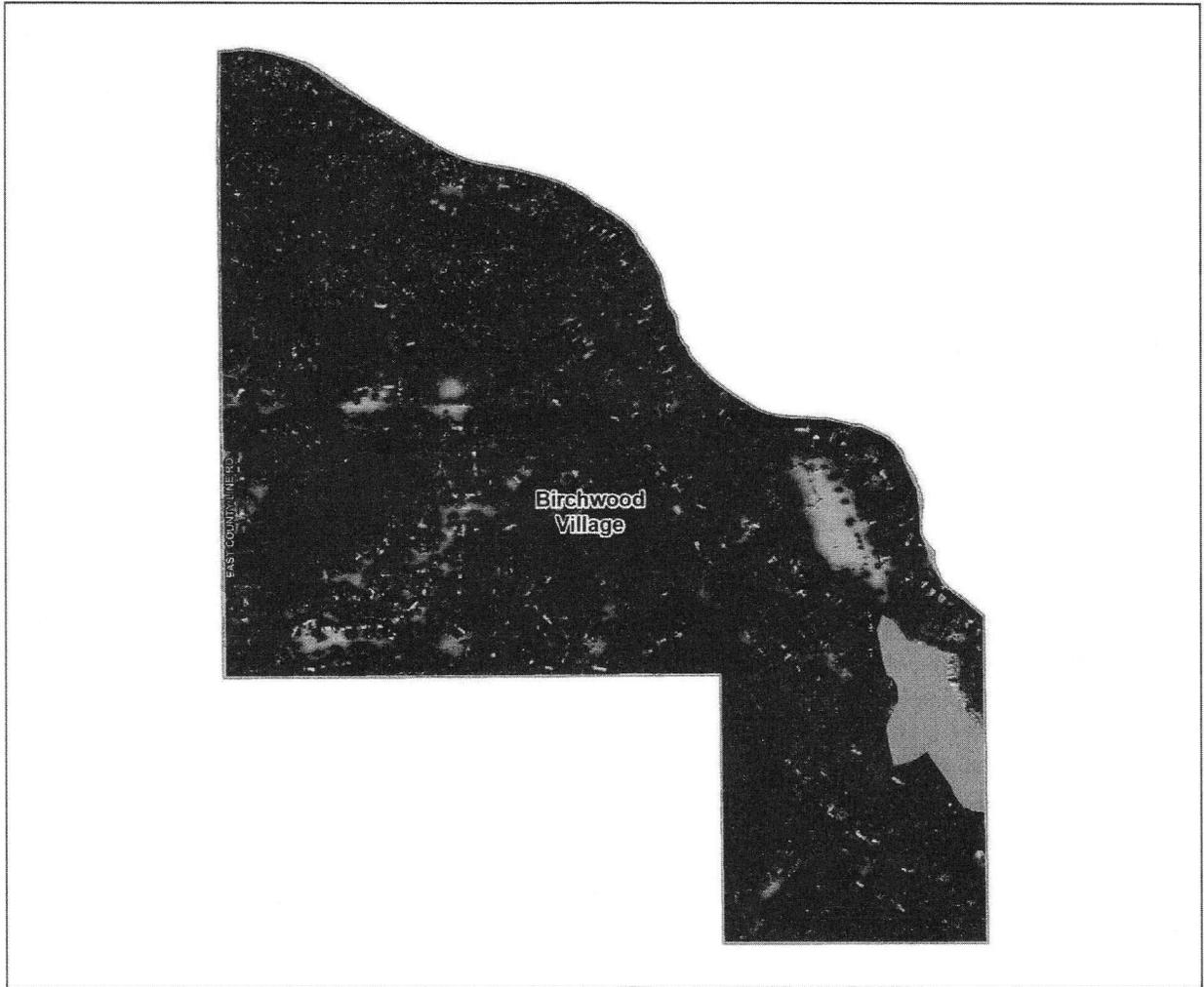
The intent is that these land uses and features help to create a green network that is adaptable, and contributes not only to the City's Parks, Trails and Open Space Network but to the sustainability of the community as a whole.

Resiliency can also refer to the health and wellness of residents that, when considered collectively, with the green network, offers the opportunity to provide access to nature, views, wildlife, recreational opportunities, community gathering spaces, greenery and places that reduce stress, and shade canopies that can reduce energy consumption.

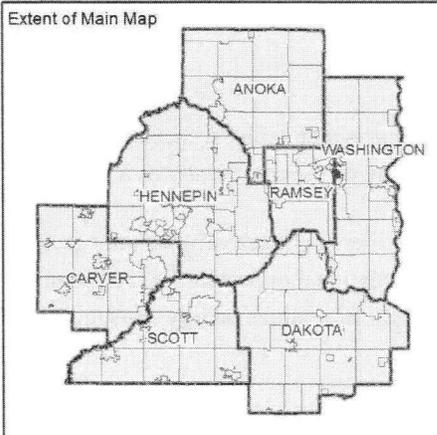
Insert "Connected spaces ..." from next page here

Connected spaces will also establish more walkability, bikeability and accessibility within the City.

Figure 5-4. Solar Access



12/1/2016



**Gross Solar Potential
(Watt-hours per Year)**

- High : 1269018
- Low : 900002
- Solar Potential under 900,000 watt-hours per year
- County Boundaries
- City and Township Boundaries
- Open Water Features

Source: University of Minnesota U-Spatial Statewide Solar Raster

SOLAR ENERGY

The City's existing land uses and vegetative patterns make solar access challenging particularly on individual home

↓ sentence
Doesn't
make sense

sites. ~~There are some positives regarding this challenge~~ — insofar as individual homes are shaded by an extensive tree canopy, ~~but there are drawbacks in that individual property owners lack options for alternative energy such as solar.~~ The existing solar access in the City is shown on Figure 5-4, and the associated potential solar generation is identified in Table 5-1. The City has co-opted with a solar garden in the area to ensure that the City's power consumption includes renewable resources. When technology allows for it, Birchwood Village residents ^{will be able to} ~~can~~ access community solar gardens and services on an individual level, ~~which are currently being considered by solar developers in the region.~~

Table 5-1: Gross and Rooftop Solar Resource Calculations

GROSS POTENTIAL (MWH/YR)	ROOFTOP POTENTIAL (MWH/YR)	GROSS GENERATION POTENTIAL (MWH/YR) ²	ROOFTOP GENERATION POTENTIAL (MWH/YR) ²
90,456	15,426	9,045	1,542

DRAFT

Birchwood Village Local Water Resources Management Plan

Plan Summary

As part of Thrive MSP 2040, the Metropolitan Council adopted a water resources policy plan with policies and strategies aimed to achieve the following goal for water management: “To protect, conserve, and utilize the region’s groundwater and surface water in ways that protect public health, support economic growth and development, maintain habitat and ecosystem health, and provide for recreational opportunities, which are essential to our region’s quality of life.” The City of Birchwood Village strives to match this goal through the implementation of policies and practices initiated by the City and also through the goals and policies of the Rice Creek Watershed District (RCWD). Birchwood Village falls completely within the RCWD, and watershed management plans and standards for the RCWD are adopted and incorporated by reference herein.

The single greatest water issue facing the City ^{is} ~~is~~ the problems associated with stormwater runoff—especially runoff into White Bear Lake. Since Birchwood Village is considered built-out, there is little potential for significant increases of ^{impermeable} ~~impermeable~~ surface that ^{contribute} ~~contribute~~ to greater rates of runoff as ~~current development and infrastructure patterns are maintained~~. However, pollutants entering the lakes and wetlands ~~untreated~~ ^{management techniques were developed} are still an area of concern as much of the area was developed before surface water ~~management techniques were developed~~. The City has plans in place to address such concerns as described in this chapter.

This chapter of the 2040 Comprehensive Plan for Birchwood Village therefore serves as the Local Water Resources Management Plan (LWRMP) to guide the protection and management of surface waters, ground water, and related natural resources in the City and meets the requirements of applicable state statutes, the Metropolitan Council, and the local watershed district (RCWD). The LWRMP is intended to comply with current regulations and requirements of these organizations.

Local Water Management Responsibilities and Related Agreements

The City is wholly within the RCWD which requires permits for development, redevelopment and land ^{disturbing} ~~disturbing~~ activities. The RCWD has adopted rules including but not limited to the following: stormwater management (including volume and rate control and water quality), erosion and sediment control, wetland alteration, and floodplain alteration. The RCWD is also the designated Local Unit of government for purposes of the State of Minnesota Wetland Conservation Act. Birchwood Village requests RCWD to continue to implement these rules and regulations and issue permits for the City.

Table 6-1. Water Resource Jurisdiction within the City of Birchwood Village

MANAGEMENT ENTITY	JURISDICTION
US Army Corps of Engineers	All jurisdictional wetlands
MN DNR	DNR protected waters & wetlands extending to the ordinary high-water elevation or top of stream banks
MPCA	Water quality through 401 certification and NPDES
RCWD	All wetlands and activities that interact with surface waters
City of Birchwood Village	Activities that affect wetlands and surface water

PLAN REVISIONS AND AMENDMENT PROCEDURES

Birchwood Village's LWRMP is intended to guide the City over the next 10 years. To keep current with local practices and policies during this timeframe and address unintended issues, the City may need to revise and update its LWRMP from time to time. Written petitions from residents for amendments must be submitted to City staff and provide supporting information for the ^{consideration} request. City staff may also propose amendments. Any amendments deemed feasible by the City must be approved by RCWD, Washington County, and the Metropolitan Council before adoption into the Plan.

PHYSICAL ENVIRONMENT AND LAND USE

EXISTING & FUTURE LAND USE AND PHYSICAL ENVIRONMENT ²¹⁴

Birchwood Village was incorporated in 1921 and consists of approximately ~~370~~ ³⁵⁰ acres on the southeast shore of White Bear Lake in Washington County and is fully within the jurisdiction of Rice Creek Watershed District. The City is considered fully developed and is home to approximately ~~800~~ ⁸⁶⁰ residents. The existing and future land use is dominated by residential uses, with a small percentage of the land use for right-of-way, roadways, parks and open space. (See Figure 2-1. Community Designation Existing Land Use Map, 2018 and Figure 2-2. Existing Land Use & Zoning Map, 2018.) The population and development in the City are expected to remain relatively unchanged during this planning period, with only small in-fill or redevelopment anticipated at current densities. (See Figure 2-3: Planned Future Land Use & Zoning Map, 2018.)

The physical environment of Birchwood Village is primarily a wooded setting of cottages and homes tucked into the trees and along the lakeshore. Topography is ~~generally flat~~ ^{rolling} with ~~small areas of~~ sloped land along the shores of White Bear Lake. There is ~~only one~~ ^{one} public water body in Birchwood Village ~~outside of adjacent White Bear Lake~~ ^{and a small portion of} called Hall's Marsh – a small wetland complex located on the east side of the City between Lake Avenue and Hall Avenue. It is adjacent to a local park in the City, Tighe-Schmitz Park, just inland from the White Bear Lake. ~~Lost Lake is a public water body located mostly outside the city City boundary. However, there is a small portion of the lake along Hall Avenue that is in Birchwood Village.~~ ^{located mostly outside the city boundary. However, there is a small portion of the lake along Hall Avenue that is in Birchwood Village.}

the eastern portion

*add
a small portion of
Lost Lake
located mostly outside
of the city's
edge along
Hall Ave*

Vegetative cover in the City is consistent with lake area communities as described by the Minnesota Land Cover Classification System (MLCCS) (see Figure 6-1. Minnesota Land Cover Classification System MLCCS). The bedrock in the City is mostly St. Peter sandstone and Platteville-Glenwood formations. More information about the topography, geology, soils, and climate can be found in the Rice Creek Watershed District Watershed Management Plan, accessible online at <http://www.ricecreek.org>; and Washington County's Groundwater Plan, accessible at <https://www.co.washington.mn.us/1212/Plans>.

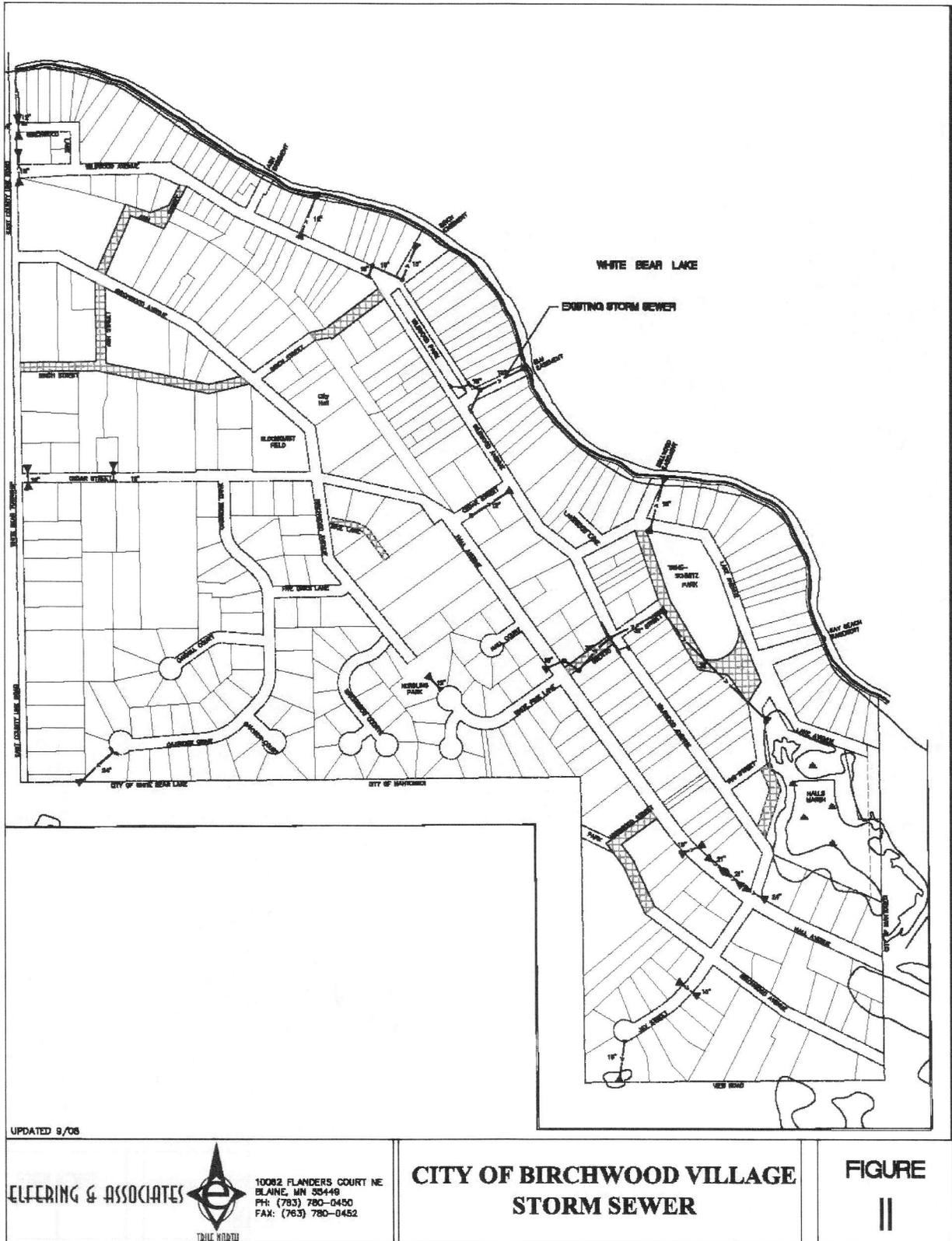
mention

delete

SURFACE WATER AND STORMWATER DRAINAGE

Birchwood Village is in the Clearwater Creek sub-watershed of the RCWD. The City's drainage areas and paths of stormwater runoff are shown in Figures 6-2 & 6-3. Information about the volumes and rates of stormwater runoff in the City can be found in the RCWD's Watershed Management Plan and the RCWD's hydraulic and hydrologic modeling for this sub-watershed. Figure 6-4. RCWD Planning Regions illustrates the sub-watershed boundaries. Current modeling does not indicate issues with existing or future increased runoff within the City. More information can also be found online at <http://www.ricecreek.org> in the RCWD Future Conditions Modeling Report (February 2016).

Figure 6-3: Birchwood Storm Sewer Map



*NOT RIGHT MAP
BASICALLY WE DON'T HAVE ANY*

The City is responsible for following standards that prevent or mitigate pollutants as a result of development, new construction, remodeling or re-development. All new development, new construction, remodeling or re-development must conform to the Nationwide Urban Runoff Program (NURP) standards, requirements of the National Pollutant Discharge Elimination System's (NPDES), Storm Water Pollution Prevention Plan (SWPPP), the MS4 Permit, and the MPCA's best management practices for erosion and sedimentation control. The City's SWPPP ~~and MS4 are~~ is included in the Appendix for reference.

Some streets in Birchwood Village are constructed with rural road sections, and runoff primarily drains to street edges, swales, and vegetated shoulders. There are several catch basins and ^{A few} swales that drain directly to White Bear Lake. Changes to some of these have improved the quality of runoff water reaching the lake and are described below.

In 1965, in conjunction with the construction of some newly curbed streets, runoff was concentrated to the point where storm sewer culverts became necessary at a few locations to prevent erosion or to conduct runoff through park areas where the presence of open ditches were considered undesirable.

revise No additional storm sewers were needed until the early 1970's when residential development in new areas began to precipitate concerns about increasing runoff rates. In 1974, in conjunction with the platting of Birchwood Ridge #2, a 20-foot wide public easement was provided to enable future construction of a storm sewer along White Pine Lane and Grotto Street to the lake. In early 1980's, the Priebe Lake Outfall project was constructed in this area by the RCWD. Priebe Lake lies within the City of White Bear Lake, but the outfall ~~passes~~ ^{now almost exclusively} through Birchwood Village to Hall's Marsh.

Late 1970's ?

now almost exclusively

PUBLIC WATERS

There are three waterbodies listed by the City as public waters:

- White Bear Lake DNR ID #82-167 OHW 924.89ft
- Hall's Marsh DNR ID #82-480W OHW 924.7ft
- Lost Lake DNR ID #82-134 OHW 925.6ft

Lost Lake is located mostly outside the City boundaries. Runoff from the far eastern portion of Birchwood Village does drain into the water body and is therefore included within the City's inventory.

Within the boundaries of Birchwood Village there is only one body of water that is listed on the 303d impaired waters list: White Bear Lake (MPCA www.pca.state.mn.us). The lake is listed as impaired water 82-0167-00 under the use classes of 2B and 3C. It is also designated by MN DNR as a Lake of Biological Significance (with a ranking of "high"). Lost Lake is located just outside of the City's south-eastern boundary but is also listed as an impaired water as 82-0134-01 and 82-0134-02 under the use class of 2B and 3C.

Groundwater

The City of Birchwood Village follows regulations and standards for groundwater protection, preservation, and use from various state and local agencies charged with monitoring and regulating water quality and consumption. These agencies include:

- The MPCA, which monitors water quality and enforces laws relating to water pollution.

- The Minnesota Geological Survey, which compiles a state inventory of groundwater resources.
- The Minnesota Department of Natural Resources (MN DNR), which regulates the usage rate and volume of drinking water. Domestic water use is regulated with permits. Use in excess of 25 people or use that exceeds 10,000 gallons per day or 1,000,000 gallons per year must obtain a water appropriation permit from ~~the~~ MN DNR.
- The Minnesota Department of Health (MDH) is responsible for environmental groundwater quality protection and facilitates well abandonment and installation of new wells.
- Rice Creek Watershed District serves in an advisory capacity related to groundwater protection and use and cooperates and assists state agencies in their groundwater protection efforts.

The ~~city~~ ^{OK} City recently adopted a water sprinkling code that prohibits watering during specific daylight hours. Residents believe water conservation is important and have asked the ~~city~~ City to contact violators ~~when others are~~ watering in violation of this code. The City ^{also} monitors water usage by individual residents to determine if there is ~~any~~ excess usage. The City has reached out to those to provide advice on moisture monitors for their sprinkling systems or to check for leaks in their systems. The City has adopted water rates that encourage efficient use of this resource and imposes ^X significantly higher fees for excessive use. The success of this tool is ~~still~~ being reviewed.

Washington County developed the Washington County Groundwater Plan that provides a county-wide structure for preserving and protecting the county's groundwater supply. The groundwater plan can be found online at <https://www.co.washington.mn.us/DocumentCenter/View/794>.

Birchwood Village is fully within the Metropolitan Urban Service Area (MUSA) and serviced with municipal water and sanitary sewer. Private septic systems are not a concern for groundwater issues in this area.

EXISTING AND POTENTIAL WATER RESOURCE-RELATED PROBLEMS

EXISTING WATER RESOURCE PROBLEMS

Birchwood Village is a regulated by MS4 on a few [?] TMDLs, including the Peltier/Centerville Lake TMDL and the Upper Mississippi River Bacteria TMDL. One way the City has addressed the Peltier/Centerville Lake TMDL is by installing storm runoff catch basins and rain gardens to reduce the amount of sediment that runs into ~~White Bear and Lost Lakes~~. The City replaced and expanded its rain garden at Birch ~~Beach~~ ^{Beach} in Fall 2018. One way the Upper Mississippi River Bacteria TMDL has been addressed is by requiring any person in custody or control over an animal to immediately remove and dispose of the animal's feces in a sanitary manner (see Birchwood Code 605.044). The City adopted this ordinance in 2010 for the health and safety of all.

The City lies entirely within a moderate to highly vulnerable Drinking Water Supply Management Area (DWSMA). The source of all of the City's drinking water is from an underground aquifer ^{The well is owned and ~~is~~ ^{maintained}} and is ~~supplied~~ by the City of White Bear Lake. Some water from White Bear Lake has been found in the aquifer water supply. ^{Accordingly} ~~Accordingly~~, the City has little direct control over how its drinking water is drawn. ^{through} ~~The~~ City established a Utilities Committee in 2014 to evaluate and make recommendations to the City Council about its water and sewer utilities. The Committee contributes to the protection of ~~its~~ ^{the} sensitive water resource by monitoring and advising on ~~city~~ City water usage rates. In 2017 the City replaced its toilets with low-flow water conserving toilets and encouraged residents to do the same by participating in a program designed to reduce ~~the~~ ^{fix this} water demand ~~on White Bear Lake~~.

Birchwood Village ~~directly~~ discharges storm water runoff to White Bear Lake at several points along the northwest side of the City. At most of these points, sediment in the stormwater runoff used to enter the lake without any prior treatment. A program was begun in 2007 to install storm sewer structures with sumps prior to the outlet point. ~~The storm sewer outlets located at the Birch and Elm Easement and Elm Easement Beaches have had structures installed.~~

A large amount of storm water runoff enters directly into White Bear Lake at the intersection of East County Line Road and County Road F. This runoff is heavily loaded with nutrients and sediment. Ramsey County recently installed a ~~structure~~ *series of Best Practices Management tools* at this location to retard and treat storm water running off County 120 into White Bear Lake.

In recent years, the City has constructed multiple smaller projects to address storm water issues. The first, completed in 2002, consisted of installing a baffle on an outlet from the two catch basins on Oakridge Drive. This baffle is designed to slow down the stormwater velocity coming out of the outlet, which drains into a swale running along property lines of homes in the City of White Bear Lake. A permanent erosion control blanket was installed along this swale in 2005.

A few years only

The City initiated a semi-annual, city-wide leaf pick up service. This benefit is popular with residents and reduces ~~significant amounts of phosphorus in the lakes.~~ It also has prevented significant amounts of phosphorus (released from the decaying leaf matter) from running off into White Bear Lake and contaminating the water. A semi-annual street sweeping policy provides more of the same benefit to the lake, *along with reducing silt and sediment contamination.*

In 2006, the City installed a concrete cable swale parallel to the existing bituminous Birch/Owl Walkway. This swale is designed to remove sediment from the stormwater runoff while it is traveling through the swale, which in turn reduces the amount of sediment entering White Bear Lake. The construction of this concrete swale also created a walking trail along the easement since it was intended to direct the stormwater away from the walkway. This concrete swale has not worked as effectively as it was intended. Stormwater is not slowed down and continues to course down the swale as well as the walkway, down Owl Street and into Birch ~~easement~~ Beach. *However, Sump*

Catch basins at the base of this swale do remove sediments from this area. These sumps have not been overfilled with sediment
In 2007, three existing catch basins were removed along Wildwood Avenue and the Elm Beach Easement and replaced with new catch basins that have 4-foot sumps incorporated in them. These 4-foot sumps trap sediment in the catch basin, which diminish the amount of sediment entering White Bear Lake. Birchwood Village has outlined a maintenance schedule to clean structures with sumps every fall and spring.

As noted, the City is located adjacent to White Bear Lake. White Bear Lake is listed on the MPCA 303d Impaired Waters list for mercury. There are currently state laws that require households to recycle fluorescent lamps, ban items that contain mercury in toys, games, apparel, and thermometers, and require removal prior to demolition of homes. Birchwood Village will promote the proper disposal of items that contain mercury yearly in the Village Newsletter as well as an alert on its website. *regularly* *of what?*

POTENTIAL WATER RESOURCE PROBLEMS

~~As noted, the City is located adjacent to White Bear Lake. White Bear Lake is listed on the MPCA 303d Impaired Waters list for mercury. There are currently state laws that require households to recycle fluorescent lamps, ban items that contain mercury in toys, games, apparel, and thermometers, and require removal prior to demolition of homes. Birchwood Village will promote the proper disposal of items that contain mercury yearly in the Village Newsletter as well as an alert on its website.~~

Because Birchwood Village's storm water runoff discharges directly to White Bear Lake at several points along the

northwest side of the City. The City monitors and will continue to monitor its sump systems and stormwater structures. Doing so ensures the sumps are properly collecting sediment and that the structures are sound. Sumps are checked twice per year and cleaned when necessary. Other stormwater structures are reviewed for function and repair on a five (5) year schedule. The City may need to invest in the structural maintenance or replacement of its sumps in the future to ensure they continue to function.

Birchwood Village installed a rainwater garden along Birch Beach Easement in 2004. This garden collected substantial sediment from the roadway, which limited the effectiveness of the garden. Installation of catch basins with sumps aid in alleviating the amount of sediment entering the garden. The rainwater garden was replanted in 2008 and again in 2018 and will continue to be monitored.

The City has two public roadways adjacent to Halls Marsh, Iris/Jay Street and Lake Avenue. The roads run alongside the marsh for approximately half of the perimeter and the storm water runoff is directed to the marsh through the existing drainage patterns. There is also a culvert from Tighe-Schmitz Park that directly discharges into Halls Marsh. If the City deems it reasonable as part of a future street project, treatment of the storm water runoff may be desired in order to promote a reduction in the sediment and nutrient loaded water from entering Halls Marsh. Possible government entities that may be involved with reducing the storm water runoff could be: Mahtomedi, Birchwood Village, Rice Creek Watershed District, Washington Conservation District, and the White Bear Lake Conservation District.

In May of 2017, the Washington Conservation District prepared the SE White Bear Lake Stormwater Retrofit Analysis for the Rice Creek Watershed District. This document analyzed and provided a prioritized list (ranked by cost effectiveness) of stormwater retrofit recommendations to improve the treatment of stormwater runoff in several drainage areas connected to White Bear Lake, Lost Lake and Lake Washington. The analysis considers all of Birchwood Village's runoff areas (catchments) and provides a detailed analysis with recommendations. Note that these catchments are not official and were created in order to rank practices more effectively by geographic area. The existing stormwater management practices within each catchment were analyzed for the annual pollutant loading of the following: Total Phosphorous (TP), Total Suspended Solids (TSS), and Water Quality Volume (WQV). (See Figure 6-5. Catchment Analysis Map). Although the City has not selected which SWA projects it plans to consider, it will review the recommendations as part of any feasibility study. *analyzed*

Table 6-23. Catchment Analysis Results

Project Rank	Catchment ID Lake-##	Retrofit Type	Projects Identified	TP Reduction (lb/yr)	TSS Reduction (lb/yr)	Volume Reduction (ac-ft/yr)	Total Cost	Annual Operations & Maintenance (2017 Dollars)	\$ Cost /lb-TP/Year (10-year)	\$ Cost/ton-TSS/year (10-year)
1	LOST-01	Increased Street Sweeping to 4x per year	1	2.78	1209	0.00	\$784	\$0	\$28	\$130
2	WBL-02	Increased Street Sweeping to 4x per year	1	1.30	520	0.00	\$672	\$0	\$56	\$258
3	WBL-10	Increased Street Sweeping to 4x per year	1	1.07	464	0.00	\$820	\$0	\$77	\$354

- 3. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle storm water runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used.

NPDES PHASE II

Birchwood Village is required to have a Municipal Separate Storm Sewer System (MS4) permit through the MPCA's National Pollutant Discharge Elimination System (NPDES) Phase II Program of the Minnesota Pollution Control Agency (MPCA). MS4 Permits are required for communities with urban development and populations over 10,000, or with urban development and populations over 5,000 that have potential to discharge to valuable or polluted waters.

Where do we fit in this?

In accordance with an MS4 Permit, Birchwood Village is required at a minimum to implement six control measures:

- Public Education and Outreach
- Public Participation/Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management
- Pollution Prevention/Good Housekeeping for Municipal Operations

For more information on the MS4 Permit requirements, see the MPCA's rules online at www.pca.state.mn.us.

OFFICIAL CONTROLS

Specific standards for land use development require:

- Impervious surface to be limited to 25 percent of the lot area
- No increase in the rate of storm water runoff from the parcel
- Gutters and downspouts to have drain leaders routed to pervious areas
- No clear cutting of trees
- Natural vegetative buffer at shore land and wetland

Specific standards for infrastructure development require:

- New storm water outfalls to public waters or wetlands to provide for filtering or settling of suspended solids before discharge.
- Storm water detention facilities to be designed according to the most current technology, as recommended by the MPCA, including pretreatment and energy dissipation measures.

The City requires a grading and filling permit to minimize and control storm water runoff, prevent erosion and trap sediment during construction. Provisions in the City code address size of disturbed area, length of exposure, use of temporary ground cover, use of runoff control devices such as silt fences, location of storage piles, and placement of fill material. The City is committed to using and encourages residents to also use biodegradable erosion control netting when applying temporary ground cover to prevent entrapment and death of small animals.

IS THIS TRUE?

The City of Birchwood Village maintains official controls for the purposes of water management and environment protection within their Municipal Code.

EDUCATION PROGRAM

As part of Birchwood Village's commitment to education, and an important component of the MS4 Permit compliance, the City will continue to ~~organize~~ ^{provide} education programs to increase public awareness and participation in local surface water management. Opportunities will continue to be presented for residents, business owners, developers, and others to help improve strategies and implementation for increasing water quality and reducing runoff in ~~all areas~~ of the City. Example ~~programs~~ may include:

- Wetland buffer delineation and management
- Best management practices for storm water infiltration
- Best management practices for storm water runoff reduction and control
- Invasive species control
- Conservation easements
- Sustainable groundwater recharge

COLLABORATION WITH AGENCIES & ORGANIZATIONS

There are a number of local, state, and federal agencies that have rules and regulations related to local water management. The City recognizes the roles of these other agencies and will cooperate, coordinate, and when possible partner with these agencies.

This chapter recognizes the many agencies and organizations involved with regulating groundwater and surface water management. It is the intention of Birchwood Village to cooperate, collaborate, and coordinate efforts with these agencies to achieve successful water management within the City. Each of these organizations hosts various resources, plans, data, rules, and regulations for water management at the related website:

Federal

- Environmental Protection Agency www.epa.gov
- US Army Corps of Engineers www.mvp.usace.army.mil
- US Fish and Wildlife Service www.fws.gov

State

- Minnesota Environmental Quality Board www.eqb.state.mn.us
- Minnesota Department of Natural Resources www.dnr.state.mn.us
- Minnesota Pollution Control Agency www.pca.state.mn.us
- Minnesota Department of Health www.health.state.mn.us
- Board of Water and Soil Resources www.bwsr.state.mn.us
- Minnesota Department of Agriculture www.mda.state.mn.us

County

- Washington County <http://www.co.washington.mn.us/>
- Washington Conservation District <http://www.mnwcd.org/>

CHAPTER 7: WATER SUPPLY & SANITARY SYSTEMS

Introduction

This chapter of the 2040 Comprehensive Plan addresses water supply and wastewater (sanitary sewer) systems in the City of Birchwood Village. Consistent with the Metropolitan Council's Thrive MSP 2040 planning and 2040 Water Resources Policy Plan. This chapter primarily intends to assist the Metropolitan Council Environmental Services (MCES) with continued operation of the Metropolitan Disposal System (MDS) for wastewater collection and treatment. Both Water Supply and Sanitary services are managed and maintained by authorities outside of the City of Birchwood Village. Intercommunity agreements for these services are included in the Appendix. ?

The City continues to educate and notify its residents that many substances and items are deleterious to the sanitary sewer system, resulting in significant maintenance and repair costs. An educational flyer is provided periodically in the quarterly Birchwood Village newsletter and is also sent to all new residents to be good stewards of the sewer system. The City also notifies residents when significant problems have occurred and solutions attained to ensure the residents are aware the City is working to achieve and manage a well-run sanitation system.

Water Supply Plan

Since the 1960s, municipal water service has been supplied to residents of Birchwood Village by the City of White Bear Lake, which owns and maintains the municipal water supply utilities. Birchwood Village has a network of water mains consisting largely of 6-inch cast-iron pipe. All repairs and maintenance of the system are contracted out and repairs are made on an as-as-needed basis.

The City of Birchwood Village does not have any wells that feed the system, and all municipal water is purchased from the City of White Bear Lake. The connection for municipal water is located in the southwest corner of the City beneath East County Line Road. An additional water supply connection from White Bear Township was constructed in 1982 for emergency back-up use. A current agreement between the two communities is in place for this connection, which has been utilized in a very limited manner since 1982. No modifications or improvements to these connections are necessary at this time. (in frequently planned for)

County, There are no replacement projects or updates to the City's water system currently planned. As the City does not manage its own water supply, a Water Supply Plan is not included as part of the 2040 Comprehensive Plan. More information about the local water supply plan can be found by contacting the City of White Bear Lake. However, the City is evaluating potential efforts to reduce unnecessary water usage amongst residents. by

Birchwood Village is within the North and East Metro Groundwater Management Area (GWMA), designated by MN DNR. The North and East Metro GWMA includes all of Washington County, all of Ramsey County, and a portion of Anoka and Hennepin Counties. The GWMA Plan will guide MN DNR's efforts to manage groundwater appropriations sustainably in this area over the next five years. The Plan establishes sustainability goals to help appropriation permit holders plan for their future water use and ensure that groundwater supplies remain adequate to

| meet human needs while protecting lakes, streams and wetlands. Figure 7-1 shows Birchwood Village and its inclusion within an area identified with moderate to highly vulnerable drinking water supply management—an issue managed by the City of White Bear Lake.

addressed

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Wastewater (Sanitary) Sewer System

System Features

The City of Birchwood Village is served by the regional sanitary sewer service. The sanitary sewer system, as shown in Figure 7-2, is owned by Birchwood Village and managed by White Bear Township. ~~and The system is considered its own district and only has one connection to the Metropolitan Disposal System. It is managed by White Bear Township.~~ Birchwood Village is located within the Metropolitan Council's District 12. It does not have a wastewater treatment facility.

The original mains are predominately 9-inch clay pipe and were installed in 1964. None of the local sanitary sewer lines equal or exceed 12-inches. Up until 2019, ~~The the system is was~~ served by three lift stations located at 1) 407B Lake Avenue (the Dellwood Lift Station Easement (north of Tighe-Schmitz Park), 2) 220 Wildwood Avenue (Wildwood Lift Station) ~~the north west end of Wildwood Park,~~ and 3) at the west end of Birchwood Lane near East County Line Road (Birchwood Lane Lift Station). In 2019 the City removed the lift station at Birchwood Lane from the system and replaced it with a gravity fed sewer connection to White Bear Township. The City entered a Joint Powers Agreement with the Township to have the Township take over the sewer services for the thirteen (13) Birchwood Village residents whose ~~sewer~~ ^{sewer effluent} previously flowed into the Birchwood Lane Lift Station. The City's current system is now served by the two remaining lift stations.

All effluent entering the City's system is ~~passed~~ ^{pumped} into the Metropolitan Council Environmental Services (MCES) sewer and ultimately treated at the Pigs Eye Treatment Plant in St. Paul. ~~Except for the waste from the thirteen (13) homes that now flow to White Bear Township before entering the MCES system. The the City's waste enters their City's MCES system through a gravity interceptor beneath East County Line Road on the western border of the City (see Figure 7-2). A metering station is also located at this connection point denoted as meter M028A, as seen on Figure 7-3. The Metropolitan Council has the following produced estimations for the wastewater flow from Birchwood Village, as shown in the next section of this chapter and also reflected in Table 7-1.~~

Because the City is fully developed and ~~there~~ ^{is anticipated} are few opportunities for redevelopment in the community, only slight growth in the City's population ~~seems possible; particularly given the City's low density land use pattern.~~ Accordingly, the City does not see a need to consider future sanitary sewer connection points for new growth.

Prior to 2015 the ~~city~~ City relied on its sewer contractor to provide emergency generator service to its lift stations in the event of a power outage. This left some residents who had sewer pipe elevations similar to the lift station vulnerable to sewage back up. As a result, the ~~city~~ City purchased and installed a large, permanent generator that automatically starts when a power outage occurs. The generator has been used on a few occasions already and has proved to be a wise investment.

The City also installed a SCADA monitoring system of its lift stations that allows the stations to be monitored off site. Significantly reducing site visits has created substantial savings to the ~~city~~ City with no reduction in service ~~and~~ maintenance.

Table 7-1 Birchwood Village Adjusted Projections

	2020	2030	2040
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Birchwood Village had its entire sanitary sewer system televised during the summer of 2003. Approximately half of the system was found to have significant deterioration and/or had high amounts of infiltration. In order to prevent further deterioration of the lines to the point where open trench replacement would be necessary, rehabilitation of approximately one-half of the mains by lining the sewer was done. This work was completed in the winter of 2005. In 2006, the sanitary sewer along Birchwood Lane was also rehabilitated by the cured in place pipe process. These mains are now 8-inch plastic pipe. An additional section was rehabilitated in 2008, using the same method.

no
 On August 30th, 2017, ^{the CIPP project is only the remaining sewer lines in the city} a closed-circuit television inspection was conducted again on the 2,600 feet of remaining sanitary sewer lines not included in the previous cured in place pipe projects. It was determined from the inspection that 2,565 feet of unlined sanitary sewer needed to be rehabilitated with cured-in-place piping (CIPP). The CIPP project will extend the life of the pipes 50-100 years. The sections of pipe were located in four separate areas throughout the City, and a total cost of the project was \$95,100. Funding for the project was provided half from city funds and half from assessments to the properties that benefit from the project. This proposal was approved to move forward by the City Council on November 14th, 2017 and completed in the first half of 2018.

There are currently three ~~two~~ lift stations within Birchwood Village. The Birchwood Lane Lift Station was reconstructed in 1997. In addition, the piping from the lift station to the wet well was replaced in October 2006. The Wildwood Lift Station was reconstructed in 2001. The reconstruction of the lift station consisted of removing and installing new pumps and piping inside the existing concrete structure. The Dellwood Lift Station was completely replaced in 2004. This work included removing and constructing a new concrete structure and installing new pumps and piping inside the structure. A third lift station located on Birchwood Lane was removed in 2019. The sanitary sewer lines from the 13 homes that were previously serviced by the Birchwood Lane Lift Station are now connected to White Bear Township.

Maintenance Issues

The pumps in the Birchwood Lane station began to fail in 2018. The City worked closely with White Bear Township to remove this station from the City's sanitary sewer system and move its service to a nearby station owned by and located in White Bear Township. A gravity line was built to connect to the White Bear Township system removing the need to build a new lift station as well as saving the ongoing annual maintenance and repair costs of an extra lift station. Ongoing maintenance of the remaining two lift stations will still be necessary.

There are several areas where gravity sanitary sewer is located outside of street right-of-way. These areas are located behind 127-173 Birchwood Avenue, behind 146-152 Wildwood Avenue, behind 101-117 Wildwood Avenue and along White Bear Lake between 339 Wildwood Avenue and the Dellwood Easement. Access to these locations with conventional maintenance equipment is extremely difficult, if not impossible. The City has discussed the need for additional easements that would be necessary to gain access. The fact that these sewers are located in wooded or inaccessible areas leads to significant concerns regarding root problems. All these mains have been reviewed as part of the televising that was completed and will continue to be monitored.

CIPP (line) AND
 The pumps in the Birchwood Lane station began to fail in 2018. The City is working with White Bear Township to remove this station from the City's sanitary sewer system and move its service to a nearby station owned by and located in White Bear Township. A gravity line will soon be built to connect to the White Bear Township system removing the need to build a new lift station as well as saving the ongoing annual maintenance and repair costs of an extra lift station. Ongoing maintenance of the remaining two lift stations will still be necessary.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Tobin Lay, City Administrator
SUBJECT: 2021 Budget Proposal
DATE: August 13, 2020

Dear Mayor and Council Members,

The proposed preliminary 2021 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 2020 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 8, 2020 Regular City Council meeting regarding the final budget and levy.

Request/Recommendation

Staff requests Council:

- 1) Begin discussing spending proposals during the course of this meeting; and
- 2) Prior to the September Council meeting, each Council Member prepare any final spending proposals for approval during the September meeting.

Thanks!

Regards,
Tobin Lay