



AGENDA OF THE WORKSHOP OF THE
CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
August 31, 2017
6:00 P.M.

CALL TO ORDER

CITY BUSINESS – REGULAR AGENDA

- A. Review and Discuss the 2018 Budget Proposal*

ADJOURN

* Denotes items that have supporting documentation provided

	A	B	C	D	E	F	G	H
1	City of Birchwood Village Revenue and Expenditure Trends							
2			2014		2015	2016	2017	2018
3			Levy	Other Revenue				
4	RECEIPTS							
5	General Property Taxes (levy)		\$336,013.00		\$326,299.00	\$326,299.00	\$326,299.00	\$353,299.00
6	LICENSES AND PERMITS							
7	Business Licenses and Permits			\$0.00				
8	Building Permits			\$8,500.00				
9	Plan Check Fee			\$0.00				
10	Variances			\$0.00				
11	Animal Licenses			\$200.00				
12	INTERGOVERNMENTAL REVENUES							
13	Federal Grants and Aids			\$0.00				
14	State Grants and Aid			\$0.00				
15	State of MN Pera			\$238.00				
16	Local Grants and Aids			\$0.00				
17	Recycle Grant			\$1,000.00				
18	Cable Commission Grant			\$7,000.00				
19	CHARGES FOR SERVICES							
20	GENERAL GOVERNMENT							
21	City Hall Rent			\$500.00				
22	Certified Bills			\$0.00				
23	Delinquent Utilities - Garb/CEC			\$0.00				
24	PUBLIC SAFETY							
25	HIGHWAYS AND STREETS							
26	CULTURE AND RECREATION							
27	Park Fees			\$0.00				
28	OTHER CHARGES							
29	State & Misc Fees			\$0.00				
30	Sales Tax			\$0.00				
31	FINES AND FORFEITS							
32	Fines			\$650.00				
33	Forfeits			\$0.00				
34	MISCELLANEOUS REVENUES							
35	Surcharge			\$0.00				
36	Interest Earnings			\$50.00				
37	Contrib. & Donations-Private			\$500.00				
38	Refunds and Reimbursements			\$0.00				
39	Sale of Investments			\$0.00				
40	Recycling Charge (Maht/Willermie)			\$0.00				
41	Cable/Excess Franchise Fee			\$0.00				
42	Miscellaneous			\$100.00				
43	NON-LEVY REVENUE		\$0.00	\$18,738.00	\$0.00	\$0.00	\$0.00	\$0.00
44	ALL REVENUE - including levy		\$336,013.00	\$18,738.00	\$326,299.00	\$326,299.00	\$326,299.00	\$353,299.00
45	TOTAL REVENUES		\$354,751.00		\$326,299.00	\$326,299.00	\$326,299.00	\$353,299.00
46								
47	DISBURSEMENTS							
48			2014		2015	2016	2017	2018
49	GENERAL GOVERNMENT							
50	Publishing							
51	Printing and Binding	100-41130-350	\$100.00		\$80.00	\$80.00	\$80.00	\$0.00
52	Legal Notice Publication	100-41130-351	\$2,000.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
53	Subtotal Publication		\$2,100.00	\$0.00	\$2,080.00	\$2,080.00	\$2,080.00	\$2,000.00
54	City Council							
55	Wages and Salaries	100-41310-100	\$4,200.00	\$0.00	\$4,200.00	\$3,900.00	\$3,900.00	\$3,900.00
56	Employer Cont.-Retirement	100-41310-121						\$195.00
58	Medicare - Employer							\$242.00
59	Social Security Employer							\$57.00
62	City Council Subtotal		\$4,200.00	\$0.00	\$4,200.00	\$3,900.00	\$3,900.00	\$4,394.00
63	Clerk							
64	Wages and Salaries	100-41401-100	\$58,240.00		\$70,000.00	\$65,000.00	\$65,000.00	\$65,000.00
67	Employer Cont.-Retirement	100-41401-121						\$9,100.00
69	Medicare - Employer							\$943.00
70	Social Security Employer							\$4,030.00
73	Other Pay							\$6,000.00
74	Mileage							
75	Recording and Reporting							
76	Accounting (Treasurer)							
77	Wages and Salaries	100-41401-100			\$2,000.00	\$5,000.00	\$5,000.00	\$7,128.00
78	Employer Cont.-Retirement	100-41401-121						\$1,000.00
79	Medicare - Employer							\$105.00
80	Social Security Employer							\$448.00
83	Admin. Staff Subtotal		\$58,240.00	\$0.00	\$72,000.00	\$70,000.00	\$70,000.00	\$93,754.00
84	Elections							
85	Wages and Salaries	100-41410-100	\$0.00		\$3,500.00	\$1,750.00	\$1,750.00	\$1,750.00
86	Operating Supplies	100-41410-210	\$0.00		\$250.00	\$125.00	\$125.00	\$125.00
87	Repair & Maint. Supplies	100-41410-220	\$500.00		\$500.00	\$500.00	\$500.00	\$500.00
88	Mileage		\$0.00					
89	Legal Notice Publication	100-41410-351	\$0.00		\$400.00	\$200.00	\$200.00	\$200.00
90	Elections Subtotal		\$500.00	\$0.00	\$4,650.00	\$2,575.00	\$2,575.00	\$2,575.00
91	Office Supplies							
92	Office Supplies	100-41911-200	\$2,000.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
93	Operating Supplies		\$100.00					
94	Repair & Maint. Supplies		\$0.00					
95	Office Equipment	100-41911-230	\$800.00		\$800.00	\$800.00	\$800.00	\$800.00
96	Small Tools & Minor Equip		\$250.00					
97	Contracted Services	100-41911-314	\$375.00		\$375.00	\$375.00	\$375.00	\$625.00
98	Postage/Postal Permits							
99	Office Supplies	100-41430-200	\$650.00		\$650.00	\$650.00	\$650.00	\$200.00
100	Refunds & Reimbursements		\$0.00					
101	Office Operations Subtotal		\$4,175.00	\$0.00	\$3,825.00	\$3,825.00	\$3,825.00	\$3,625.00

	A	B	C	D	E	F	G	H
102	Financial Administration							
103	Auditing Services		\$0.00		\$0.00			
104	Fees (banking)	100-41501-437	\$400.00		\$400.00	\$400.00	\$400.00	\$400.00
105	Subtotal		\$400.00	\$0.00	\$400.00	\$400.00	\$400.00	\$400.00
106	Insurance - City							
107	Insurance							
108	Packaged Liability (incl. gen. liab.)	100-41945-361	\$3,800.00		\$3,800.00	\$4,000.00	\$6,100.00	\$5,499.00
110	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,100.00		\$1,100.00	\$1,100.00	\$1,600.00	\$2,159.00
112	Excess Liability	100-41945-369	\$900.00		\$900.00	\$1,000.00	\$1,000.00	\$855.00
115	Insurance Subtotal		\$8,190.00	\$0.00	\$8,190.00	\$8,650.00	\$11,250.00	\$8,513.00
116	Assessing							
117	Contracted Services	100-41550-314	\$5,450.00		\$5,450.00	\$5,450.00	\$5,450.00	\$6,300.00
118	Legal Services							
119	Professional Services	100-41601-300	\$7,200.00		\$7,000.00	\$7,000.00	\$7,000.00	\$18,000.00
120	Engineer Service							
121	Professional Services	100-41650-300	\$10,000.00		\$7,000.00	\$7,000.00	\$7,000.00	\$5,000.00
122	Per Diem (Planning Commission)	100-41913	\$1,560.00		\$600.00	\$500.00	\$500.00	\$500.00
126	Planning & Zoning	100-41910-314	\$0.00		\$200.00	\$0.00	\$0.00	
127	Services Subtotal		\$24,210.00	\$0.00	\$20,250.00	\$19,950.00	\$19,950.00	\$29,800.00
128	City Training & Development							
129	Training	100-41914-310	\$1,200.00					\$2,005.00
130	Travel & Subsistence	100-41914-334	\$100.00		\$100.00			\$600.00
131	Dues & Subscriptions	100-41914-433	\$1,035.00		\$1,063.00	\$1,040.00	\$1,040.00	\$215.00
132	Grants (pandemic 2008)		\$0.00		\$0.00			
133	Grants - Counseling Center (NYFS)	100-41905-438	\$1,825.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
134	T & D Subtotal		\$4,160.00	\$0.00	\$3,163.00	\$3,040.00	\$3,040.00	\$4,820.00
135	City Hall-Gov't Buildings							
136	Repair, Operating & Maint. Supplies	100-41940-220	\$2,350.00		\$500.00	\$500.00	\$500.00	\$500.00
137	Professional Services	100-41940-300	\$0.00		\$0.00			
138	Contracted Services	100-41940-314	\$700.00		\$500.00	\$500.00	\$600.00	\$750.00
139	Telephone	100-41940-321	\$1,450.00					
140	Utility Services	100-41940-380	\$2,500.00		\$3,500.00	\$4,500.00	\$4,500.00	\$3,500.00
141	Buildings & Structures	100-41940-520	\$0.00		\$0.00			
142	Computer/Internet	100-41940-320	\$0.00		\$4,500.00	\$5,200.00	\$5,200.00	\$6,000.00
143	Gov't Bldgs Subtotal		\$7,000.00	\$0.00	\$9,000.00	\$10,700.00	\$10,800.00	\$10,750.00
144	Cable Eqpmnt and Service							
145	Contracted Services	100-41950-314		\$800.00				
146	Communication	100-41950-320	\$0.00		\$0.00			
147	Newsletter							
148	Operating Supplies	100-41960-210	\$25.00		\$25.00			
149	Contracted Services	100-41960-350						
150	Printing and Binding	100-41960-350	\$100.00		\$100.00			
151	Communication Subtotal		\$125.00	\$800.00	\$125.00	\$0.00	\$0.00	\$0.00
152	TOTAL Gen Government		\$113,300.00	\$800.00	\$127,883.00	\$125,120.00	\$127,820.00	\$160,631.00
153	PUBLIC SAFETY							
154	Police							
155	Contracted Services	100-42101-314	\$91,348.00		\$48,000.00	\$51,000.00	\$52,000.00	\$53,000.00
156	Fire							
157	Contracted Services	100-42201-314	\$20,593.00		\$21,000.00	\$20,000.00	\$20,000.00	\$20,000.00
158	Building Inspection (non levy)							
159	Small Tools and Minor Equipment							
160	Contracted Services	100-42401-314		\$8,200.00	\$8,000.00	Non Levy	Non Levy	Non Levy
161	Fees (variance, cond.use permits)	100-42401-437		\$200.00	\$100.00	\$100.00	\$100.00	\$500.00
162	Other Protection							
163	Contracted Services (Code Red)	100-42801-314	\$100.00		\$100.00	\$100.00	\$150.00	\$100.00
164	Dept. of Labor Fees							
165	County Environmental Charge							
166	Animal Control	100-41916-314	\$697.00	\$200.00	\$600.00	\$900.00	\$1,000.00	\$900.00
167	Operating Supplies							
168	Refuse Collection							
169	Refunds & Reimbursements							
170	PUBLIC SAFETY TOTAL		\$112,738.00	\$8,600.00	\$77,800.00	\$72,100.00	\$73,250.00	\$74,500.00
171	PUBLIC WORKS							
172	Improv Other than Bldg							
173	Survey Public Spaces		\$0.00		\$0.00	\$0.00	\$0.00	
174	Highways, Streets & Roadways							
175	Repair & Maint. Supplies	100-43101-220	\$750.00		\$1,000.00	\$1,000.00	\$1,000.00	\$500.00
176	Contracted Services (Pot Holes)	100-43101-314	\$4,500.00		\$5,000.00	\$5,000.00	\$5,000.00	\$3,000.00
177	Street Sweeping	100-43103-314	\$4,000.00		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
178	Seal Coat		\$12,500.00	\$12,500.00				
179	Crack Sealing		\$5,000.00	\$5,000.00				
180	Street Signs (Council action to place in Own Fund)		\$1,500.00					
181	Street Maintenance Subtotal		\$28,250.00	\$17,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$7,500.00
182	Street Lights							
183	Utility Services	100-43160-380	\$15,600.00	\$0.00	\$15,000.00	\$18,000.00	\$18,000.00	\$19,000.00
184	Drainage - Structure Care							
185	Stormwater Pond							
186	Contracted Services (pd Jan 2013 \$2358 - '12 Exp)	100-43150-314	\$800.00		\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
187	Fees (mpca)	100-43150-437	\$400.00		\$400.00	\$400.00	\$400.00	\$400.00
188	Subtotal		\$1,200.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
189	Ice and Snow Removal							
190	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
191	Contracted Services	100-43125-314	\$11,000.00		\$11,000.00	\$11,000.00	\$11,000.00	\$10,000.00
192	Snow & Ice Subtotal		\$16,000.00	\$0.00	\$16,000.00	\$16,000.00	\$16,000.00	\$15,000.00
193	Water Utility							
194	Refunds & Reimbursements	100-43180-810	\$0.00		\$0.00			
195	Sewer Utility							
196	Refunds & Reimbursements	100-43190-810	\$0.00		\$0.00			
197	Weed Control \$135 moved to line 232		\$0.00		\$0.00			
198	TOTAL - Public Works		\$61,050.00	\$17,500.00	\$43,000.00	\$46,000.00	\$46,000.00	\$43,500.00

	A	B	C	D	E	F	G	H
199	CULTURE & RECREATION							
200	Recreation							
201	Operating Supplies		\$0.00		\$0.00			
202	Dues & Subscriptions	100-45101-433	\$200.00		\$200.00	\$200.00	\$200.00	Non Levy
203	Community Events (Volunteer Recognition)	100-45101-440	\$1,700.00		\$1,500.00	\$200.00	\$1,500.00	Non Levy
204	TOTAL Recreation		\$1,900.00		\$1,700.00	\$400.00	\$1,700.00	\$0.00
205	Parks							
206	Wages and Salaries (Spvsr=volunteer 2012 unpaid)	100-45207-100	\$7,500.00		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
207	Federal Tax - Employee							
208	State Tax - Employee							
209	Unemployment Compensation							
210	Medicare - Employer							\$70.00
211	Social Security - Employer							\$300.00
212	Social Security - Employee							
213	Medicare - Employee							
214	Office Supplies							
215	Operating Supplies	100-45207-210	\$450.00		\$200.00			
216	Repair & Maint. Supply/Contractual	100-45207-400	\$1,600.00		\$2,000.00	\$500.00	\$500.00	\$600.00
217	Professional Services							
218	Contracted Services	100-45207-314	\$1,600.00		\$1,000.00	\$1,000.00	\$2,000.00	\$3,000.00
219	Utility Services	100-45207-380	\$1,150.00		\$1,000.00	\$1,000.00	\$1,000.00	\$600.00
220	Fees	100-45207-530			\$800.00			
221	Buildings & Structures		\$1,700.00					
222	Furniture and Fixtures							
223	Garbage Pickup							
224	Tree Removal		\$0.00		\$0.00			
225	Projects		\$0.00	\$9,900.00	\$1,000.00			\$1,000.00
226	Parks GF Subtotal		\$14,000.00		\$16,000.00	\$12,500.00	\$13,500.00	\$15,570.00
227	TOTAL Parks & Recreation		\$15,900.00	\$9,900.00	\$17,700.00	\$12,900.00	\$15,200.00	\$15,570.00
228	SANITATION							
229	Tree Care - Inspection & Removal							
230	Contracted Services	100-43104-314	\$0.00		\$0.00			\$500.00
231	Tree Removal							
232	Operating Supplies	100-43135-210						
233	Diseased Trees		\$0.00		\$0.00			
234	Contracted Services	100-43135-314	\$5,000.00		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
235	Sanitation - Recycling							
236	Contracted Services	100-43300-314	\$12,000.00		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
237	Recycling grant projects		\$0.00		\$0.00			
238	Lawn Care/Maintenance							
239	Contracted Services	100-45208-314	\$6,000.00		\$13,000.00	\$10,000.00	\$10,000.00	\$9,000.00
240	Weed Control - MILFOIL		\$1,200.00					
241	TOTAL - Sanitation		\$24,200.00	\$0.00	\$28,000.00	\$25,000.00	\$25,000.00	\$24,500.00
242	CONSERVATION - NATURAL RESOURCE							
243	Fees, Dues & Subscriptions	100-46101-437	\$2,082.00		\$1,916.00	\$1,885.00	\$1,885.00	\$2,000.00
244	USGS Lake Study		\$0.00		\$0.00	\$0.00	\$0.00	
245	TOTAL - Conservation		\$2,082.00	\$0.00	\$1,916.00	\$1,885.00	\$1,885.00	\$2,000.00
246	UNALLOCATED EXPENDITURES							
247	Other Pay							
248	Operating Supplies							
249	Refunds & Reimbursements							
250	Sales Tax							
251	Miscellaneous	100-49201-430	\$7,240.00			\$13,294.00	\$7,144.00	\$2,598.00
252	Surcharge							
253	Gopher State and Locates							
254	Purchase of Investment							
255	Transfer to Capital Projects Fund	100-49360-722			\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
256	Transfer to Sewer Fund							
257	Transfer to Water Fund							
258	TOTAL - Other Unallocated		\$7,240.00	\$0.00	\$30,000.00	\$43,294.00	\$37,144.00	\$32,598.00
	TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$336,510.00	\$36,800.00	\$326,299.00	\$326,299.00	\$326,299.00	\$353,299.00
259								
260								
261								
262								
263								
264	Levy		\$ 325,000	\$ 336,013				\$ 353,299
265	Proposed \$\$ Change			\$ 11,013		\$0	\$0	\$ 27,000
266	Proposed % Change			3.39%		0%	0%	8.27%