



AGENDA OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
December 10, 2019  
6:30 P.M.

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**OPEN PUBLIC FORUM**

**ANNOUNCEMENTS**

- A. Ice rink opening date TBD – watch website and email for announcement
- B. Renew dog license for 2020-2021 permit period\* (p. 4)
- C. Street snow removal comments should be sent to [info@cityofbirchwood.com](mailto:info@cityofbirchwood.com)
- D. Community Club Christmas Party will be held Dec 18 from 5:30-7:00pm at City Hall
- E. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

**ADMINISTRATIVE PRESENTATION**

- A. Sheriff Report\* (p. 5)
- B. Deer Bow Hunt Results\* (p. 7)

**CITY BUSINESS – CONSENT AGENDA**

- A. Approve Regular Meeting Minutes from November 12, 2019\* (pp. 9-13)
- B. Approve Resolution 2019-28, Designating Polling Place\* (p. 15)
- C. Approve City Office Holiday Closure from Dec 24-31\* (p. 17)
- D. Approve Peterson Companies Pay Application 2 – Lift Station 1 Project\* (pp. 19-23)
- E. Approve NYFS 2020 Rate Increase\* (p. 25)
- F. Approve Treasurer’s Report\* (pp. 27-39)

**CITY BUSINESS – REGULAR AGENDA**

- A. Truth in Taxation/Adoption of Final Levy and Budget\* (pp. 41-49)
  - a. Public Hearing
  - b. Review of Proposed 2020 Levy and Budget
  - c. Approve Resolution 2019-29, Final Budget Adoption

\* Denotes items that have supporting documentation provided

- d. Approve Resolution 2019-30, Final Levy Adoption  
*Time Budget: 10 Minutes*
- B. Resolution 2019-31 - Certification of Delinquent Utility Accounts to the County\* (pp. 51-54)
  - a. Public Hearing
  - b. Council Deliberation and Approval  
*Time Budget: 5 Minutes*
- C. Sen. Wiger & Rep. Fischer Visit
  - a. School District Alignment
  - b. Ambulance District Licensing
  - c. Lake Links Trail
  - d. Sewer System Grants
  - e. Tree Disease Statutes
- D. Second Reading Ordinance 2019-04-01, Amending Permit Requirements (203)\* (pp. 55-67)
  - a. Public Hearing
  - b. Council Deliberation and Approval
  - c. Approve Resolution 2019-32, Summary Publication  
*Time Budget: 10 Minutes*
- E. City Project No. 2019-3 – Emergency Lift Station Bypass\* (pp. 69-70)
  - a. Change Order Request
  - b. Unauthorized Signage Action  
*Time Budget: 10 Minutes*
- F. Water Meter Upgrades\* (pp. 71-72)
  - a. Review Bids and Refer to Utility Committee  
*Time Budget: 5 Minutes*
- G. Birchwood Ave No Parking Signs (Wingfield)
  - a. Council Deliberation and Approval  
*Time Budget: 5 Minutes*
- H. City Project No. 2019-1 – Lake Ave Mill, Overlay & Drainage (Wingfield)\* (p. 73)
  - a. Council Deliberation  
*Time Budget: 15 Minutes*
- I. First Reading Ordinance 2019-12-01, Correcting Structural Height Restrictions (302)\* (pp. 75-79)
  - a. Council Deliberation and Approval
  - b. Waive Second Reading
  - c. Approve Resolution 2019-33, Summary Publication  
*Time Budget: 10 Minutes*
- J. Parks Committee Recommendation\* (p. 81)
  - a. Council Deliberation and Approval  
*Time Budget: 10 Minutes*
- K. Council Member Reports:

\* Denotes items that have supporting documentation provided

- a. Mayor Wingfield
  - i. Jay Path prep  
*Time Budget: 5 Minutes*
- b. Councilmember LaFoy
  - i. Council chambers equipment upgrades  
*Time Budget: 5 Minutes*
- L. City Administrator's Report
  - a. Request January City Council meeting start at 6:45pm
  - b. County Engineers and Commissioner Karwoski visit at Jan. mtg.  
*Time Budget: 5 Minutes*

**ADJOURN**

\* Denotes items that have supporting documentation provided

**DOG LICENSING IS MANDATORY IN BIRCHWOOD!!!  
IF YOU OWN A DOG, PLEASE COMPLETE FORM AND RETURN IT WITH  
THE APPROPRIATE FEE(S). PLEASE USE ONE FORM PER DOG**

	<b>CITY OF BIRCHWOOD VILLAGE APPLICATION FOR DOG LICENSE 2020-2021 LICENSING TERM</b>
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Owner \_\_\_\_\_

Microchip # \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Dog's Name \_\_\_\_\_

Age of Dog \_\_\_\_\_

Breed \_\_\_\_\_

Male or Female (circle one)

Color \_\_\_\_\_

Veterinarian \_\_\_\_\_

Date of Rabies Shot \_\_\_\_\_

Rabies # \_\_\_\_\_

RETURN APPLICATION, PROOF OF VACINATION AND CHECK TO:

**City of Birchwood Village  
207 Birchwood Avenue  
Birchwood, MN 55110**

Clerk's Record:  
License No. \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Amount \_\_\_\_\_

Licenses are for two years and are issued in even-numbered years. Newly-licensed dogs in odd-numbered years are charged 50% of the two-year fee. The license will be mailed to you upon receipt of your application/fee. The license must be put on the dog's collar by January 15, 2020.

The license fee is \$20.00 per dog and will be good through December 31, 2021. The late license fee will be triple the regular fee if the license is not purchased by February 15, 2020. Failure to obtain a license by February 15<sup>th</sup> could result in a court summons. Licenses are required for dogs 6 months of age and older.

**City code requires that all dogs must be restrained 12 months of the year.**

# MEMORANDUM



## Birchwood Village

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

Dear Mayor & City Council Members:

Below is a reporting of law enforcement incidents for November 2019. There were no citations written in November.

**Incident Summary Report** PUBLIC

From:11/1/2019 12:00:00 AM To:11/30/2019 11:59:59 PM

**WASHINGTON COUNTY SHERIFFS OFFICE**



**BIRCHWOOD**

11/2/2019 5:03:11 PM	WC19047840	XXX Birchwood Ct, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
11/3/2019 2:58:22 PM	WC19047963	XXX Cedar St, BIRCHWOOD	OTHER
11/6/2019 1:06:05 PM	WC19048400	XX Oakhill Ct, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
11/10/2019 5:54:43 PM	WC19049110	XXX WILDWOOD AVE, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
11/10/2019 9:59:17 PM	WC19049136	XX Hall Ct, BIRCHWOOD	MEDICAL
11/11/2019 5:56:14 PM	WC19049243	XX Five Oaks Ln, BIRCHWOOD	DISTURBANCE
11/15/2019 5:56:34 PM	WC19049748	XX Oakhill Ct, BIRCHWOOD	MEDICAL
11/15/2019 6:09:00 PM	WC19049750	XX Oakhill Ct, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
11/17/2019 1:57:09 PM	WC19050001	3XXX East County Line Rd, BIRCHWOOD	NEIGHBOR DISPUTE
11/19/2019 9:31:18 AM	WC19050244	XXX Birchwood Ave, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
11/21/2019 2:37:28 PM	WC19050554	XXX Cedar St, BIRCHWOOD	THEFT
11/22/2019 11:41:52 AM	WC19050687	XXX Lake Ave, BIRCHWOOD	ALARM-BUSINESS/RES/FIRE/MEDICAL/ETC
11/23/2019 8:32:26 PM	WC19050871	10XXX -BLOCK WILDWOOD AVE, BIRCHWOOD	911 ABANDONED/HANGUP/OPEN LINE
11/24/2019 2:15:05 PM	WC19050964	XXX Lake Ave, BIRCHWOOD	MEDICAL
11/25/2019 11:14:59 AM	WC19051083	XXX Birchwood Ct, BIRCHWOOD	WELFARE CHECK

Regards,  
Tobin Lay  
City Administrator



# MEMORANDUM

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Deer Bow Hunt Results  
**DATE:** December 4, 2019

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Dear Mayor & City Council Members:

The special deer bow hunt has concluded. The Council approved a harvest of 6-10 deer and contracted with Metro Bowhunters Resources Base (MBRB) to hold two special bow hunts in a designated hunt zone.

Both hunts took place in November and the total number of deer harvested were three (3). All three were taken during the first hunt and none in the second hunt.

The MBRB hunt coordinator attributed the zero harvest from the second hunt to hunters using the same hunt zone for both hunts. If the City decides to hold special hunts again in the future, it is recommended by MBRB that multiple hunt zones be established and alternated between hunts.

The City received no complaints from residents within the hunt zone. Both complaints and complements were received, however, from other residents. Complaints came in two forms – those against the hunt altogether and those who wanted the hunt to take place in their properties.

There was one complaint lodged against MBRB for following a deer outside the hunt zone. After investigating the complaint, it was determined that MBRB followed the established rules; it was the coordinator who left the hunt zone and law enforcement had been contacted and their instructions were followed.

Complements received were regarding the Council approving the hunt generally and not about the specific results or participants.

The City has requested feedback from the residents within the hunt zone. No feedback has yet been received. Any feedback that is received will be kept for future reference. Thanks!

Regards,  
Tobin Lay  
City Administrator



**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
NOVEMBER 12<sup>TH</sup>, 2019**

**MINUTES**

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

**STAFF PRESENT:** Tobin Lay, City Administrator; Alan Kantrud, City Attorney; Steve Thatcher, City Engineer.

**OTHERS PRESENT:** Justin McCarthy (515 Lake Ave), Judy Duffy (505 Lake Ave), Matt Duffy (Attorney for Lake Ave Property Owners), Mike and Candi Kraemer (471 Lake Ave), Sandra Kriz Herbert Buerkle (529 Lake Ave)

Mayor Wingfield called the regular meeting to order at 7:00pm. The pledge of allegiance was recited.

**AGENDA APPROVAL**

**COUNCILMEMBER FLECK ADDED AN AGENDA ITEM TO REGULAR AGENDA SECTION H, SUBSECTION C REGARDING SCHOOL DISTRICT BOUNDARY SURVEY RESULTS**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE THE ADGENDA AS AMENDED. AYES FROM MAYOR WINGFIELD AND COUNCILMEMBERS AAKRE, LAFOY, AND FLECK; COUNCILMEMBER WOOLSTENCROFT WAS ABSENT FOR THE VOTE. MOTION PASSED.**

**OPEN PUBLIC FORUM**

- A. Justin McCarthy (515 Lake Ave):** Expressed opinion on Lake Ave Mill & Overlay project
- B. Matt Duffy (Attorney):** Informed Council he is representing several residents for a dispute on the Lake Ave Mill & Overlay project.
- C. Mike Kraemer (471 Lake Ave):** Expressed opinion on Lake Ave Mill & Overlay project's assessment procedure.
- D. Michael McKenzie (509 Lake Ave):** Expressed opinion on Lake Ave Mill & Overlay project's assessment procedure.
- E. Debbie Harrod (430 Lake Ave):** Expressed opinion on Lake Ave Mill & Overlay project's assessment procedure.

**ANNOUNCEMENTS**

- A. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

## CONSENT AGENDA

- A. Approve Regular Meeting Minutes from October 8, 2019
- B. Approve Treasurer's Report
- C. Resolution 2019-27 – Suspending Section 609.020 Hunting
- D. Approve Peterson Companies Pay Application 1 – Lift Station 1 Project

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE CONSENT AGENDA. AYES FROM MAYOR WINGFIELD AND COUNCILMEMBERS AAKRE, LAFOY, AND FLECK; COUNCILMEMBER WOOLSTENCROFT WAS ABSENT FOR THE VOTE. MOTION PASSED.**

## CITY BUSINESS – REGULAR AGENDA

- A. City Project No. 2019-1 – Lake Ave Mill, Overlay & Drainage
  - a. Review Proposed Assessment Roll
    - i. **City Engineer Thatcher:** Explained proposed breakdown of assessment roll.
    - ii. **Mayor Wingfield:** Requested the breakdown of assessed properties be changed to 24.5 to align with the assessment policy.
  - b. Approve Resolution 2019-26 – Declaring Cost to be Assessed and Hearing on Proposed Assessment
  - c. Schedule Assessment Hearing
    - i. **Councilmember Aakre:** Recommended holding a special city council meeting for the assessment hearing; not holding the hearing during the proposed December regular city council meeting.

**Mayor & Council Members:** Discussed the public comments regarding assessment practices vs. tax levies and decided to hold a town hall meeting in January 2020 to allow all Birchwood residents to speak on the matter.

**MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER LAFOY TO HOLD A SPECIAL MEETING IN JANUARY 2020 TO DISCUSS THE USE OF ASSESSMENTS AND LEVIES AND ANNOUNCE IT IN THE DECEMBER 2019 NEWSLETTER. AYES FROM MAYOR WINGFIELD AND COUNCILMEMBERS AAKRE, LAFOY, AND FLECK; COUNCILMEMBER WOOLSTENCROFT WAS ABSENT FOR THE VOTE. MOTION PASSED.**

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO SET THE ASSESSMENT ROLL FOR CITY PROJECT NO. 2019-1 AT TWENTY FOUR AND A HALF PARCELS TO BE PAID BACK TO THE CITY WITHIN A 5 YEAR INSTALLMENT AT A 4% INTEREST RATE. AYES FROM MAYOR WINGFIELD AND COUNCILMEMBERS AAKRE, LAFOY, AND FLECK; COUNCILMEMBER WOOLSTENCROFT WAS ABSENT FOR THE VOTE. MOTION PASSED.**

- B. City Engineer Report
  - a. Lift Station #1 Update
    - i. **City Engineer Thatcher:** Detailed progress of project up to present day.

C. Assessor Search

a. Review Second Candidate

- i. **Candidate Chase Peloquin:** Introduced himself, described his professional experience and answered questions from the Council.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE CITY ENTER INTO CONTRACT WITH CHASE PELOQUIN FOR ASSESSING SERVICES STARTING JUNE 1<sup>ST</sup> 2020 WITH THE ADDED CONDITION OF RUNNING YEAR-TO-YEAR WITH A 6 MONTH NOTICE OF TERMINATION REQUIREMENT. ALL AYES. MOTION PASSED.**

D. Second Reading Resolution 2019-24 - Water Utility Surcharge

a. Public Hearing

**MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 7:50PM**

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

b. Approve Resolution 2019-24 – Water Utility Surcharge

**MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE RESOLUTION 2019-24. ALL AYES. MOTION PASSED.**

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

a. Public Hearing

**MAYOR WINGFIELD OPENED THE PUBLIC HEARING AT 7:54PM**

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

b. Council Deliberation and Approval

**MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE ORDINANCE 2019-03-01. ALL AYES. MOTION PASSED.**

c. Approve Resolution 2019-09, Summary Publication

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2019-09. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY MAYOR WINGFIELD TO ADOPT THE FEE SCHEDULE PURSUANT TO ORDINANCE 2019-03-01. ALL AYES. MOTION PASSED.**

- F. First Reading Ordinance 2019-04-01, Amending Permit Requirements
  - a. Approve First Reading

**MOTION WAS MADE BY COUNCIL MEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE FIRST READING OF ORDINANCE 2019-04-01. ALL AYES. MOTION PASSED.**

- b. Order Public Hearing and Second Reading

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO ORDER A PUBLIC HEARING AND SECOND READING ON ORDINANCE 2019-04-01 FOR DECEMBER 10, 2019. ALL AYES. MOTION PASSED.**

G. Lake Links Trail Update

- a. Route Consideration (Lake Ave or Wildwood Ave)
- b. Discuss Survey Feedback
  - i. Council deliberated
  - ii. Council directed City Administrator Lay to inquire with T.A. Schifsky on potential for bid to reestablish shoulder and drainage along road.
- c. Council Request for Money

H. Council Member Reports

- a. Mayor Wingfield
  - i. Mailboxes
    - 1. Council deliberated on where to move mailboxes along Hall Ave
- b. Councilmember Aakre
  - i. Exterior Storage
    - 1. Council deliberation on potential of placing changes to exterior storage ordinance on future council meeting agenda.
    - 2. Councilmember LaFoy offered to draft potential amendments to the exterior storage ordinance.
- c. Councilmember Fleck
  - i. School Survey
    - 1. Announced results of feedback from school district alignment survey which asked the community about the desire to align with Mahtomedi school district versus White Bear Lake school district.

I. City Administrator's Report

- a. Ice Rink Operations
  - i. Confirmed that the Council still wished to not staff the ice rink warming house during the 2019 Winter – 2020 Spring season.
  - ii. Asked the Council for permission to hire rink attendants to open, close, and clear the rink of snow and the Council approved.
- b. Lakewood Ln. Snow Removal
  - i. Announced receipt of 3 bids to clear snow from Lakewood Lane.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO ACCEPT THE BID FROM BF LAUZON TO PLOW LAKEWOOD LANE THIS WINTER. ALL AYES. MOTION PASSED.**

**ADJOURN**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY MAYOR WINGFIELD TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 9:04 PM.**

ATTEST:

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Mary Wingfield  
Mayor

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Tobin Lay  
City Administrator - Clerk



**RESOLUTION 2019-28**

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

**A RESOLUTION DESIGNATING POLLING PLACES FOR 2020 ELECTIONS**

**WHEREAS**, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

**WHEREAS**, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

**WHEREAS**, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Birchwood Village hereby designates the following polling places for elections conducted in the city in 2020:

**Birchwood Village Hall  
207 Birchwood Avenue**

**AND BE IT FURTHER RESOLVED**, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the city;

**AND BE IT FURTHER RESOLVED**, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

**AND BE IT FURTHER RESOLVED**, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Washington County Elections Office.

Resolution duly seconded and passed this 10<sup>th</sup> day of December, 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk



# MEMORANDUM



**Birchwood Village**

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** City Office Holiday Closure  
**DATE:** December 4, 2019

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Dear Mayor & City Council Members:

In an effort to assist staff in expediting the completion of the 2040 Comprehensive Plan, required by the Metropolitan Council, Mayor Wingfield has suggested that staff close the City office for one week during the holiday season, to work exclusively on the Plan.

After consulting the City calendar, I have tentatively selected December 24-31 to close the office, subject to Council's approval. The office is already scheduled to close Dec 25 for Christmas Day.

The end of December is typically slower due to the holiday season and it is not uncommon for small cities to close their offices for a week stretch between Christmas and New Years.

**Request/Recommendation**

Staff requests City Council approve closing the City office December 24-31, 2019. Thanks!

Regards,  
Tobin Lay  
City Administrator



# MEMORANDUM



**Birchwood Village**

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Peterson Companies Pay Application 2  
**DATE:** December 4, 2019

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Dear Mayor & City Council Members:

Peterson Companies has completed the sewer connection from Birchwood Lane to White Bear Township, has removed the sewer lift station, and has paved the base surface of East County Line according to Ramsey County's instructions. The new sewer connection to White Bear Township is now live.

Due to the lateness of the season, Ramsey County would not approve Peterson Companies pave the final layer of East County Line. Completion of the road will take place next spring.

Enclosed is an invoice from Peterson Companies to cover the work that has been completed. Peterson will invoice the City next Spring for the remainder of the contracted payment once the project is finalized.

Also enclosed is an email from City Engineer Steve Thatcher recommending the City pay the current invoice from Peterson Companies.

**Request/Recommendation**

Staff requests City Council approve payment of the enclosed invoice for Pay Application 2 of the Emergency Sewer Lift Station Project. Thanks!

Regards,  
Tobin Lay  
City Administrator

## Tobin Lay

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**From:** Steven W. Thatcher <sthatcher@thatcher-eng.com>  
**Sent:** Monday, November 25, 2019 7:39 PM  
**To:** Tobin Lay  
**Cc:** 'Brad Nelson'; John Dreshar  
**Subject:** Birchwood Village - Emergency Lift Station Bypass - Peterson Companies - Pay Application 2  
**Attachments:** 2019-11-22 Pay Application 2 from Peterson Companies - Birchwood Village Emergency Lift Station Bypass.pdf  
**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

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

Tobin,

Attached is Peterson Companies, Inc. Pay Application Number 2 dated November 22, 2019 in the amount of \$265,947.75.

Thatcher Engineering recommends that the City of Birchwood Village pay Peterson Companies, Inc. \$265,947.75.

Please let me know if you have any questions.

Thanks,  
Steve

**Steven Thatcher, PE**  
**Thatcher Engineering Inc.**

6201 Creek Valley Road  
Edina, MN 55439  
Phone: 612-781-2188 Cell: 612-867-7234 Fax: 612-781-2188 Web: [www.thatcher-eng.com](http://www.thatcher-eng.com)

To: City of Birchwood Village  
207 Birchwood Avenue  
Birchwood, MN 55110-1610

Project: Emergency Lift Station Bypass  
2732 South Shore Blvd  
White Bear Lake, MN 55110-3920

Application No: 2  
Invoice No: 41517  
Invoice Date: 11/22/2019  
Terms: Net 30  
Due Date: 12/22/2019  
Period To: 11/30/2019  
Project No: 19225F

From: Peterson Companies, Inc.  
8326 Wyoming Trail  
Chisago City, MN 55013  
(651) 257-6864

Original Contract Sum.....353,335.00  
Change Orders to Date .....0.00  
Revised Contract Sum.....353,335.00  
Completed to Date.....312,535.00  
Retainage.....15,626.75  
Total Earned less Retainage .....296,908.25  
Previous Billings .....30,960.50  
Current Payment Due .....265,947.75



ITEM No.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT COST	CONTRACT COST	PRIOR QUANTITY	PRIOR VALUE	CURRENT QUANTITY	CURRENT VALUE	TOTAL QUANTITY TO DATE	TOTAL VALUE TO DATE	DUE THIS REQUEST
1	Preconstruction Surface Recording	1	LS	800.00	800.00	1	800.00	0	0.00	1	800.00	0.00
2	Preconstruction Pipe Recording	1	LS	2500.00	2,500.00	1	2,500.00	0	0.00	1	2,500.00	0.00
3	Traffic Control Plan	1	LS	6000.00	6,000.00	1	6,000.00	0	0.00	1	6,000.00	0.00
4	Survey & Stake	1	LS	4000.00	4,000.00	0.5	2,000.00	0.5	2,000.00	1	4,000.00	2,000.00
5	Saw Cut Bituminous	1	LS	500.00	500.00	1	500.00	0	0.00	1	500.00	0.00
6	Remove Bituminous Pavement	1		63000.00	63,000.00	0.33	20,790.00	0.67	42,210.00	1	63,000.00	42,210.00
7	8" PVC SDR 35 Sanitary Sewer	247		52.00	12,844.00	0	0.00	247	12,844.00	247	12,844.00	12,844.00
8	8" PVC SDR 26 Sanitary Sewer	124		109.00	13,516.00	0	0.00	124	13,516.00	124	13,516.00	13,516.00
9	Standard Manhole (8' deep)	4		5000.00	20,000.00	0	0.00	4	20,000.00	4	20,000.00	20,000.00
10	Extra Depth Manhole	19	VF	225.00	4,275.00	0	0.00	19	4,275.00	19	4,275.00	4,275.00
11	Connect to existing sanitary	2		5000.00	10,000.00	0	0.00	2	10,000.00	2	10,000.00	10,000.00
12	Testing of newly installed sanitary sewer pipe.	1	LS	2000.00	2,000.00	0	0.00	1	2,000.00	1	2,000.00	2,000.00
13	Clean, Video Tape & Report SS from (A) MH 20A to MH 20E	1	LS	2000.00	2,000.00	0	0.00	0	0.00	0	0.00	0.00
14	Subgrade Prep	1	LS	10000.00	10,000.00	0	0.00	1	10,000.00	1	10,000.00	10,000.00
15	24" Select Granular Borrow - MnDOT Spec 3149	1	LS	31600.00	31,600.00	0	0.00	1	31,600.00	1	31,600.00	31,600.00
16	6" Aggregate Base Class 6	1		13000.00	13,000.00	0	0.00	1	13,000.00	1	13,000.00	13,000.00
17	3" Thick 2360 Type SP 12.5 Bituminous NW (SPNWB430B)	1	LS	33000.00	33,000.00	0	0.00	1	33,000.00	1	33,000.00	33,000.00
18	2" Thick 2360 Type SP 12.5 BW (SPWEB440F) - First Layer	1	LS	32000.00	32,000.00	0	0.00	1	32,000.00	1	32,000.00	32,000.00
19	2" Thick 2360 Type SP 12.5 BW (SPWEB440F) - Second Layer	1	LS	31000.00	31,000.00	0	0.00	0	0.00	0	0.00	0.00
20	Bituminous Tack Coat between Bit - MnDOT Spec 2357	1	LS	3600.00	3,600.00	0	0.00	0.5	1,800.00	0.5	1,800.00	1,800.00
21	F and I Bituminous Curb	1	LS	2000.00	2,000.00	0	0.00	1	2,000.00	1	2,000.00	2,000.00
22	Adjust Manholes and Gate Valves	1	LS	5000.00	5,000.00	0	0.00	1	5,000.00	1	5,000.00	5,000.00
23	Furnish and Install (F & I) and Maintain Silt Fence	1	LS	1400.00	1,400.00	0	0.00	1	1,400.00	1	1,400.00	1,400.00

ITEM No.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT COST	CONTRACT COST	PRIOR QUANTITY	PRIOR VALUE	CURRENT QUANTITY	CURRENT VALUE	TOTAL QUANTITY TO DATE	TOTAL VALUE TO DATE	DUE THIS REQUEST
24	F & I and Maintain Erosion Control at Catch Basins	1	LS	1500.00	1,500.00	0	0.00	1	1,500.00	1	1,500.00	1,500.00
25	Remove Silt Fence and Erosion Control at Catch Basins	1	LS	500.00	500.00	0	0.00	0	0.00	0	0.00	0.00
26	Excavate, F & I 4-inch thick insulation over 70 LF of SS	1	LS	1500.00	1,500.00	0	0.00	1	1,500.00	1	1,500.00	1,500.00
27	Manhole 20E (Section 32301 SS Special Conditions)	1	LS	20100.00	20,100.00	0	0.00	1	20,100.00	1	20,100.00	20,100.00
28	Lift Station (Section 32301 SS Special Condition)	1	LS	20200.00	20,200.00	0	0.00	1	20,200.00	1	20,200.00	20,200.00
29	F&I 6" Topsoil and Sod, incl. Sod staking pre MNDOT 2575	1	LS	4000.00	4,000.00	0	0.00	0	0.00	0	0.00	0.00
30	As-Built survey and As-Built plan	1	LS	1500.00	1,500.00	0	0.00	0	0.00	0	0.00	0.00

					<b>353,335.00</b>		<b>32,590.00</b>		<b>279,945.00</b>		<b>312,535.00</b>	<b>279,945.00</b>
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November 30, 2019

Tobin Lay  
City Administrator  
City of Birchwood Village  
207 Birchwood Ave.  
Birchwood Village, MN 55110

Dear Tobin:

Enclosed is an invoice for the City of Birchwood Village support of NYFS for 2020. This reflects a 6.8% increase over 2019. The reasoning for this increase is the CPI-U was +1.8 in June 2019 and we asked municipal partners to consider an additional 5% increase to help cover raising costs.

2020 marks the 44<sup>th</sup> anniversary of NYFS. We're proud of the service we have provided over the years and understand fully that much of our success is due to the many partnerships we have in the community.

We feel honored to be worthy of your ongoing support over the years and look forward to partnering with the City of Birchwood Village in 2020 as we work in tandem to make our community a good place to live, work and do business. If at any time you need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Hromatka', is written over a circular stamp or watermark.

Jerry Hromatka  
President & CEO

# 1,591



For the Period : 11/11/2019 To 12/6/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$348,791.49	\$179,203.61	\$324,549.13	\$203,445.97
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Comp Plan Grant	(\$4,040.00)	\$0.00	\$0.00	(\$4,040.00)
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$20,554.79	\$0.00	\$0.00	\$20,554.79
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	(\$7,285.26)	\$0.00	\$0.00	(\$7,285.26)
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	(\$25,181.54)	\$0.00	\$0.00	(\$25,181.54)
Sewer Re-hab Debt	\$25,587.91	\$2,177.53	\$0.00	\$27,765.44
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$66,233.91	\$0.00	\$0.00	\$66,233.91
Water	\$46,291.59	\$0.00	\$4,717.00	\$41,574.59
Sewer	\$78,204.70	\$3,485.55	\$10,786.66	\$70,903.59
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
<b>Total</b>	<b>\$549,197.59</b>	<b>\$184,866.69</b>	<b>\$340,052.79</b>	<b>\$394,011.49</b>

**TREASURER'S REPORT  
CONSENT ITEM F**

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/13/2019	MN Management & Budget	171734763*	Court Fines Oct 2019	(11/13/2019) -	N	Court Fines	100-35101-	\$ 64.99
								\$ 64.99
11/22/2019	Lallak, Jody	171734755*	Permit	(11/22/2019) -	N	Building Permits	100-32211-	\$ 157.25
								\$ 157.25
11/22/2019	Nickolaus, Anthony J.	171734756*	Building Permit	(11/22/2019) -	N	Building Permits	100-32211-	\$ 215.25
								\$ 215.25
11/22/2019	Colon, Laura	171734757*	Hall Rental	(11/22/2019) -	N	City/Town Hall Rent	100-34101-	\$ 25.00
								\$ 25.00
11/22/2019	Colon, Laura	171734758*	Hall Rental	(11/22/2019) -	N	City/Town Hall Rent	100-34101-	\$ 25.00
								\$ 25.00
11/22/2019	Ramsey/Washington Cable Commission	171734759*	Redistribution Payment - Q3 2019	(11/22/2019) -	N	Cable Comm. Grant	100-33625-	\$ 316.88
								\$ 316.88
11/22/2019	The Snelling Company	171734760*	Building Permit	(11/22/2019) -	N	Building Permits	100-32211-	\$ 62.90
								\$ 62.90
11/22/2019	DELL	171734761*	Reimbursement	(11/22/2019) -	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 106.08
								\$ 106.08
11/22/2019	Minnesota Historical Society	171734762*	Grant Funding	(11/22/2019) -	N	Miscellaneous	100-36140-	\$ 9,900.00
								\$ 9,900.00
12/02/2019	Ramsey County	171734772*	2019 Delinquent Utility Bills	(12/02/2019) -	N	Delinquent Water/Sewer Fees Delinquent Water/Sewer Fees	605-36130- 605-36130-4	\$ 341.25 \$ 34.13
								\$ 375.38

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
12/03/2019	Washington County	171734771*	Property Tax & Special Assessment Settlement - Dec 2019	(12/03/2019) -	N	General Property Taxes (31001 through 31299)	100-31001-	\$ 168,330.26
						Sewer Re-hab	305-36110-	\$ 2,177.53
						Delinquent Water/Sewer Fees	605-36130-	\$ 3,110.17
								<u>\$ 173,617.96</u>
<b>Total for Selected Receipts</b>								<b><u><u>\$ 184,866.69</u></u></b>

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
11/13/2019	Manship Plumbing & Heating Inc	30753*	Standby, Testing, Locates - October 2019	N	Water Utility	601-43180-314-	\$ 600.00
		30753*				601-43180-314-	\$ 120.00
		30753*				601-43180-314-	\$ 480.00
	<b>Total For Check</b>	<b>30753</b>					<b>\$ 1,200.00</b>
11/13/2019	IRS - US Treasury	EFT111319A	Federal Taxes - Q4 2019 - October Payment	N	Clerk - Treasurer	100-41401-100-	\$ 477.51
		EFT111319A				100-41401-100-	\$ 963.38
		EFT111319A				100-41401-100-	\$ 225.30
	<b>Total For Check</b>	<b>EFT111319A</b>					<b>\$ 1,666.19</b>
11/22/2019	Metropolitan Council - Env. Service	30754*	Wastewater Service - Dec 2019	N	Sewer Utility	605-43190-217-	\$ 4,812.53
	<b>Total For Check</b>	<b>30754</b>					<b>\$ 4,812.53</b>
11/22/2019	Toshiba Business Solutions	30755*	Maintenance - 08/01/19 - 10/31/19	N	Office Operations Supplies	100-41911-230-	\$ 63.84
	<b>Total For Check</b>	<b>30755</b>					<b>\$ 63.84</b>
11/22/2019	Mow Joe Inc	30756*	Fall Clean Up 2019	N	Leaf Pick-Up	100-43110-314-	\$ 8,012.95
		30756*				100-43110-314-	\$ 225.00
	<b>Total For Check</b>	<b>30756</b>					<b>\$ 8,237.95</b>
11/22/2019	Payroll Period Ending 11/22/2019	30757	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,867.60
	<b>Total For Check</b>	<b>30757</b>					<b>\$ 1,867.60</b>
11/22/2019	Payroll Period Ending 11/22/2019	30758	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 134.66
	<b>Total For Check</b>	<b>30758</b>					<b>\$ 134.66</b>
11/22/2019	PERA	EFT112219A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
	<b>Total For Check</b>	<b>EFT112219A</b>					<b>\$ 358.06</b>
11/22/2019	PERA	EFT112219B*	Employee Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 22.01
	<b>Total For Check</b>	<b>EFT112219B</b>					<b>\$ 22.01</b>
11/25/2019	Bulger, Emma & Thomas	30759*	Refund - Utility Bill Overpayment	N	Unallocated Expenditures	100-49201-430-	\$ 22.32

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	<b>Total For Check</b>	<b>30759</b>					<b>\$ 22.32</b>
12/05/2019	Leeves, Robert	30760*	Videographer - Nov 2019	N	Cable Eqpmt and Service	100-41950-314-	\$ 73.50
	<b>Total For Check</b>	<b>30760</b>					<b>\$ 73.50</b>
12/05/2019	Budget Tree Service, Inc.	30761*	Parks Supplies	N	Parks	100-45207-210-	\$ 225.00
	<b>Total For Check</b>	<b>30761</b>					<b>\$ 225.00</b>
12/05/2019	Dog Waste Depot	30762*	Parks Supplies	N	Parks	100-45207-210-	\$ 108.89
	<b>Total For Check</b>	<b>30762</b>					<b>\$ 108.89</b>
12/05/2019	MN Department of Health	30763*	Community Water Supply Connection Fee - Q4 2019	N	Water Utility	601-43180-437-	\$ 562.00
	<b>Total For Check</b>	<b>30763</b>					<b>\$ 562.00</b>
12/05/2019	USS Minnesota One MT LLC	30764*	Energy Charges - Oct 2019	N	General Government Buildings and Plant	100-41940-380-	\$ 75.64
		30764*			Sewer Utility	605-43190-380-	\$ 43.22
		30764*				605-43190-380-	\$ 313.37
		30764*				605-43190-380-	\$ 151.28
	<b>Total For Check</b>	<b>30764</b>					<b>\$ 583.51</b>
12/05/2019	BIRCH, INC.	30765*	Snow Removal Services - November 2019	N	Ice and Snow Removal	100-43125-314-	\$ 117.00
	<b>Total For Check</b>	<b>30765</b>					<b>\$ 117.00</b>
12/05/2019	BF Lauzon Enterprizes Inc	30766*	Snow Removal - November 2019	N	Ice and Snow Removal	100-43125-314-	\$ 132.00
	<b>Total For Check</b>	<b>30766</b>					<b>\$ 132.00</b>
12/05/2019	Oakdale Rental	30767*	Trailer Rental	N	Parks	100-45207-314-	\$ 41.04
	<b>Total For Check</b>	<b>30767</b>					<b>\$ 41.04</b>
12/05/2019	Kantrud, Alan	30768*	City Attorney Fees - Nov 2019	N	Legal Services	100-41601-300-	\$ 1,500.00
	<b>Total For Check</b>	<b>30768</b>					<b>\$ 1,500.00</b>
12/05/2019	City of White Bear Lake	30769*	Fire Services - November 2019	N	Fire	100-42201-314-	\$ 2,030.17
	<b>Total For Check</b>	<b>30769</b>					<b>\$ 2,030.17</b>
12/05/2019	Press Publications	30770*	Legal Notice Publications - Nov 2019	N	Ordinances and Proceedings	100-41130-351-	\$ 50.40
		30770*				100-41130-351-	\$ 58.80
		30770*				100-41130-351-	\$ 50.40

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		30770*				100-41130-351-	\$ 100.80
		30770*				100-41130-351-	\$ 67.20
		<b>Total For Check</b>	<b>30770</b>				<b>\$ 327.60</b>
12/05/2019	Menards - Oakdale	30771*	Parks Supplies	N	Parks	100-45207-400-	\$ 143.47
		30771*				100-45207-400-	\$ 27.94
		<b>Total For Check</b>	<b>30771</b>				<b>\$ 171.41</b>
12/05/2019	TSE, Inc. Work Account	30772*	Janitorial Services - Nov 2019	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		30772*				100-41940-314-	\$ 163.00
		<b>Total For Check</b>	<b>30772</b>				<b>\$ 188.00</b>
12/05/2019	TA Schifsky & Sons, Inc.	30773*	Street sweeping & Patching	N	Streets and Road Mntnc	100-43101-314-	\$ 735.00
		30773*				100-43101-314-	\$ 2,662.50
		30773*				100-43101-314-	\$ 1,945.00
		<b>Total For Check</b>	<b>30773</b>				<b>\$ 5,342.50</b>
12/05/2019	TA Schifsky & Sons, Inc.	30774*	Ice Rink Trench Excavation	N	Unallocated Expenditures	100-49201-430-	\$ 15,000.00
		<b>Total For Check</b>	<b>30774</b>				<b>\$ 15,000.00</b>
12/05/2019	Companion Animal Control LLC	30775	Animal Control Services - Oct & Nov 2019	N	Animal Control	100-41916-314-	\$ 80.00
		30775				100-41916-314-	\$ 80.00
		<b>Total For Check</b>	<b>30775</b>				<b>\$ 160.00</b>
12/05/2019	Gopher State One Call	30776*	Billable Tickets (23) - Nov 2019	N	Utility Locates	605-42805-314-	\$ 31.05
		<b>Total For Check</b>	<b>30776</b>				<b>\$ 31.05</b>
12/05/2019	TA Schifsky & Sons, Inc.	30777*	Salt Sand	N	Ice and Snow Removal	100-43125-210-	\$ 16.80
		<b>Total For Check</b>	<b>30777</b>				<b>\$ 16.80</b>
12/05/2019	BIRCH, INC.	30778*	Snow Removal Services - November 2019	N	Ice and Snow Removal	100-43125-314-	\$ 607.50
		30778*				100-43125-314-	\$ 180.00
		<b>Total For Check</b>	<b>30778</b>				<b>\$ 787.50</b>
12/05/2019	Thatcher Engineering, Inc	30780*	City Engineering Services - Nov Projects, & Sewer Lift Station	N	Engineer Service	100-41650-300-	\$ 170.00
		30780*				100-41650-300-	\$ 255.00
		30780*			Unallocated Expenditures	100-49201-430-	\$ 6,640.30
		<b>Total For Check</b>	<b>30780</b>				<b>\$ 7,065.30</b>

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/05/2019	Rydeen, Jim	30781*	Reimbursement - Parks Supplies - Nov 2019	N	Parks	100-45207-210-	\$ 53.64
		30781*				100-45207-210-	\$ 2.58
		30781*				100-45207-210-	\$ 2.99
		30781*				100-45207-210-	\$ 33.70
		30781*				100-45207-210-	\$ 22.99
		30781*				100-45207-210-	\$ 15.87
		30781*				100-45207-210-	\$ 34.76
	<b>Total For Check</b>	<b>30781</b>					<b>\$ 166.53</b>
12/05/2019	General Repair Service	30782*	Lift Station Repair Work	N	Unallocated Expenditures	100-49201-430-	\$ 4,164.47
	<b>Total For Check</b>	<b>30782</b>					<b>\$ 4,164.47</b>
12/05/2019	White Bear Township	30783*	Public Works Director phone call with Steve Thatcher	N	Sewer Utility	605-43190-314-	\$ 53.23
	<b>Total For Check</b>	<b>30783</b>					<b>\$ 53.23</b>
12/05/2019	White Bear Township	30784*	Public Works Director phone call with Steve Thatcher	N	Sewer Utility	605-43190-314-	\$ 239.51
	<b>Total For Check</b>	<b>30784</b>					<b>\$ 239.51</b>
12/05/2019	White Bear Township	30785*	Lift Station #2 Low Level Alarm Response	N	Sewer Utility	605-43190-314-	\$ 72.40
		30785*				605-43190-314-	\$ 67.90
		30785*				605-43190-314-	\$ 80.00
	<b>Total For Check</b>	<b>30785</b>					<b>\$ 220.30</b>
12/05/2019	White Bear Township	30786*	Connecting New Gravity Line	N	Sewer Utility	605-43190-314-	\$ 106.45
		30786*				605-43190-314-	\$ 30.00
	<b>Total For Check</b>	<b>30786</b>					<b>\$ 136.45</b>
12/05/2019	White Bear Township	30787*	Public Works Director - Decomission Lift Station #1	N	Sewer Utility	605-43190-314-	\$ 26.61
	<b>Total For Check</b>	<b>30787</b>					<b>\$ 26.61</b>
12/05/2019	White Bear Township	30788*	Lift Station #1 Project	N	Sewer Utility	605-43190-314-	\$ 106.45
	<b>Total For Check</b>	<b>30788</b>					<b>\$ 106.45</b>
12/05/2019	White Bear Township	30789*	November Sewer Stub Locates	N	Sewer Utility	605-43190-314-	\$ 72.40
		30789*				605-43190-314-	\$ 67.90
		30789*				605-43190-314-	\$ 50.00
	<b>Total For Check</b>	<b>30789</b>					<b>\$ 190.30</b>

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/05/2019	White Bear Township	30790*	Disabling of Lift Station #1	N	Sewer Utility	605-43190-314-	\$ 36.20
		30790*				605-43190-314-	\$ 33.95
		<b>Total For Check</b>	<b>30790</b>				<b>\$ 70.15</b>
12/05/2019	White Bear Township	30791*	General Repair on Lift Station #2	N	Sewer Utility	605-43190-314-	\$ 3,337.22
		<b>Total For Check</b>	<b>30791</b>				<b>\$ 3,337.22</b>
12/05/2019	White Bear Township	30792*	Reponse to Low Level Alarms at Lift Station #2	N	Sewer Utility	605-43190-314-	\$ 104.44
		30792*				605-43190-314-	\$ 54.30
		30792*				605-43190-314-	\$ 50.93
		30792*				605-43190-314-	\$ 97.50
		<b>Total For Check</b>	<b>30792</b>				<b>\$ 307.17</b>
12/05/2019	Peterson Compaines, Inc.	30793*	Emergency Lift Station Bypass	N	Unallocated Expenditures	100-49201-430-	\$ 265,947.75
		<b>Total For Check</b>	<b>30793</b>				<b>\$ 265,947.75</b>
12/05/2019	Payroll Period Ending 12/05/2019	30794	Maintenance - Ron Koehnle	N	Parks	100-45207-100-	\$ 808.53
		<b>Total For Check</b>	<b>30794</b>				<b>\$ 808.53</b>
12/05/2019	Payroll Period Ending 12/05/2019	30795	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,067.52
		<b>Total For Check</b>	<b>30795</b>				<b>\$ 1,067.52</b>
12/05/2019	Xcel Energy	EFT120519A*	Xcel Gas Bill: 10.16.19 - 11.14.19	N	Sewer Utility	605-43190-383-	\$ 27.82
		<b>Total For Check</b>	<b>EFT120519A</b>				<b>\$ 27.82</b>
12/05/2019	Xcel Energy	EFT120519B*	Xcel Street Light Bill: 10.03.19 - 11.02.19	N	Street Lighting	100-43160-380-	\$ 1,200.71
		<b>Total For Check</b>	<b>EFT120519B</b>				<b>\$ 1,200.71</b>
12/05/2019	PERA	EFT120519C*	Employee Retirement - Jim Rydeen	N	Parks	100-45207-121-	\$ 182.00
		<b>Total For Check</b>	<b>EFT120519C</b>				<b>\$ 182.00</b>
12/06/2019	Payroll Period Ending 12/06/2019	30796	Administrator - Insurance	N	Clerk - Treasurer	100-41401-100-	\$ 426.84
		<b>Total For Check</b>	<b>30796</b>				<b>\$ 426.84</b>
12/06/2019	Payroll Period Ending 12/06/2019	30797	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,867.60
		<b>Total For Check</b>	<b>30797</b>				<b>\$ 1,867.60</b>
12/06/2019	Payroll Period Ending 12/06/2019	30798	Treasurer - Deput Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 180.24
		<b>Total For Check</b>	<b>30798</b>				<b>\$ 180.24</b>

Fund Name: All Funds

Date Range: 11/11/2019 To 12/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
12/06/2019	Manship Plumbing & Heating Inc	30799*	Standby, Testing, Locates - November 2019	N	Water Utility	601-43180-314-	\$ 600.00
		30799*				601-43180-314-	\$ 240.00
		30799*				601-43180-314-	\$ 120.00
		30799*			Sewer Utility	605-43190-314-	\$ 720.00
	<b>Total For Check</b>	<b>30799</b>					<b>\$ 1,680.00</b>
12/06/2019	St. Anthony Village	30800*	Professional Billing Services - Bank Reconciliation - Q4	N	Financial Administration	100-41501-314-	\$ 2,400.00
		30800*				601-41501-314-	\$ 1,995.00
	<b>Total For Check</b>	<b>30800</b>					<b>\$ 4,395.00</b>
12/06/2019	MENARD'S - OAKDALE	30801*	Maintenance Supplies	N	Parks	100-45207-400-	\$ 2.99
		30801*				100-45207-400-	\$ 9.97
	<b>Total For Check</b>	<b>30801</b>					<b>\$ 12.96</b>
12/06/2019	PERA	EFT120619A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
	<b>Total For Check</b>	<b>EFT120619A</b>					<b>\$ 358.06</b>
12/06/2019	PERA	EFT120619B*	Employee Retirement - Andy Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 30.94
	<b>Total For Check</b>	<b>EFT120619B</b>					<b>\$ 30.94</b>
<b>Total For Selected Checks</b>							<b>\$ 340,052.79</b>

As on 12/6/2019

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	0.00	15,000.00	15,000.00
<b>Total Acct 322</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Recreation			
Miscellaneous: Dues and Subscriptions	0.00	200.00	(200.00)
Community Events	0.00	1,350.00	(1,350.00)
Refunds and Reimbursements	0.00	242.09	(242.09)
<b>Total Acct 451</b>	<b>0.00</b>	<b>1,792.09</b>	<b>(1,792.09)</b>
Parks			
Operating Supplies (211 through 219)	0.00	905.46	(905.46)
<b>Total Acct 452</b>	<b>0.00</b>	<b>905.46</b>	<b>(905.46)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>2,697.55</b>	<b>(2,697.55)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>8,252.34</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>15,000.00</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>2,697.55</b>	
<b>Cash Balance as of 12/06/2019</b>		<b>20,554.79</b>	

As on 12/6/2019

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	0.00	0.00	0.00
<b>Other Financing Sources:</b>			
Total Other Financing Sources	0.00	0.00	0.00
<b>Disbursements:</b>			
Total Disbursements	0.00	0.00	0.00
<b>Other Financing Uses:</b>			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		66,233.91	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 12/06/2019		66,233.91	

As on 12/6/2019

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Water Fee	0.00	79,366.37	79,366.37
Penalty - Late Water/Sewer	0.00	449.69	449.69
State and Misc fees	0.00	1,627.50	1,627.50
<b>Total Acct 341</b>	<b>0.00</b>	<b>81,443.56</b>	<b>81,443.56</b>
Water Main Break	0.00	116.86	116.86
<b>Total Acct 349</b>	<b>0.00</b>	<b>116.86</b>	<b>116.86</b>
Delinquent Water/Sewer Fees	0.00	5.86	5.86
Miscellaneous	0.00	33.59	33.59
<b>Total Acct 361</b>	<b>0.00</b>	<b>39.45</b>	<b>39.45</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>81,599.87</b>	<b>81,599.87</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	221.15	(221.15)
<b>Total Acct 414</b>	<b>0.00</b>	<b>221.15</b>	<b>(221.15)</b>
Financial Administration			
Contracted Services	0.00	7,892.10	(7,892.10)
<b>Total Acct 415</b>	<b>0.00</b>	<b>7,892.10</b>	<b>(7,892.10)</b>
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	219.00	(219.00)
Refunds and Reimbursements	0.00	65.98	(65.98)
Newsletter			
Printing and Binding (351 through 359)	0.00	523.20	(523.20)
<b>Total Acct 419</b>	<b>0.00</b>	<b>808.18</b>	<b>(808.18)</b>
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	864.00	(864.00)
Professional Services: Legal Fees	0.00	1,444.00	(1,444.00)
Contracted Services	0.00	56,973.72	(56,973.72)
Fees	0.00	13,002.59	(13,002.59)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	245.56	(245.56)
PROFESSIONAL SERVICES (301 through 319)	0.00	290.88	(290.88)
Refunds and Reimbursements	0.00	569.99	(569.99)
<b>Total Acct 431</b>	<b>0.00</b>	<b>73,390.74</b>	<b>(73,390.74)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>82,312.17</b>	<b>(82,312.17)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>42,286.89</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>81,599.87</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>82,312.17</b>	
<b>Cash Balance as of 12/06/2019</b>		<b>41,574.59</b>	

As on 12/6/2019

## Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Penalty - Late Water/Sewer	0.00	559.25	559.25
State and Misc fees	0.00	0.00	0.00
Sewer Fee	0.00	104,553.48	104,553.48
<b>Total Acct 341</b>	<b>0.00</b>	<b>105,112.73</b>	<b>105,112.73</b>
SPECIAL ASSESSMENTS	0.00	512.30	512.30
Delinquent Water/Sewer Fees	0.00	3,860.92	3,860.92
<b>Total Acct 361</b>	<b>0.00</b>	<b>4,373.22</b>	<b>4,373.22</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>109,485.95</b>	<b>109,485.95</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	806.50	(806.50)
<b>Total Acct 414</b>	<b>0.00</b>	<b>806.50</b>	<b>(806.50)</b>
Office Operations Supplies			
Refunds and Reimbursements	0.00	319.00	(319.00)
Newsletter			
Printing and Binding (351 through 359)	0.00	77.60	(77.60)
<b>Total Acct 419</b>	<b>0.00</b>	<b>396.60</b>	<b>(396.60)</b>
Utility Locates			
Contracted Services	0.00	330.80	(330.80)
<b>Total Acct 428</b>	<b>0.00</b>	<b>330.80</b>	<b>(330.80)</b>
Sewer Utility			
Sewer - Wastewater Charge	0.00	52,937.83	(52,937.83)
Contracted Services	0.00	31,692.36	(31,692.36)
Utility Services (381 through 389)	0.00	6,775.37	(6,775.37)
Utility Services: Gas Utilities	0.00	29.75	(29.75)
<b>Total Acct 431</b>	<b>0.00</b>	<b>91,435.31</b>	<b>(91,435.31)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>92,969.21</b>	<b>(92,969.21)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>54,386.85</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>109,485.95</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>92,969.21</b>	
<b>Cash Balance as of 12/06/2019</b>		<b>70,903.59</b>	



**CITY OF BIRCHWOOD VILLAGE  
2020 SUMMARY BUDGET STATEMENT**

The purpose of this report is to provide summary 2020 budget information concerning the City of Birchwood Village to interested citizens. The budget is published in accordance with Minnesota Statute Section 471.6965. This budget is not complete; the complete budget may be examined at Birchwood City Hall, 207 Birchwood Ave., Birchwood Village, MN 55110.

**Governmental Funds 2020 Adopted Budgeted**

	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Revenues:</b>		
Property Taxes	364,000	488,500
Licenses and Permits	0	0
Intergovernmental Revenues		
County and Other Local Governments	0	0
Charges for Services	0	0
Fines and Forfeits	0	0
Interest on Investments	0	0
Miscellaneous Revenues	0	0
Total Revenues	364,000	488,500
<b>Expenditures:</b>		
Current:		
General Government	162,059	165,890
Public Safety	80,600	90,315
Public Works	43,400	50,400
Sanitation	16,300	18,500
Culture and Recreation	28,590	29,380
Conservation	2,000	2,000
Miscellaneous	1,051	2,015
Special Assessment Improvements		100,000
Transfer to other funds	30,000	30,000
Total Expenditures	364,000	488,500
Excess (deficiency) of Revenues over (under) Expenditures	0	0
Property Tax Levy Requirement to Fund This Budget	364,000	488,500

	A	B	M	N	O	P	Q	
1	<b>City of Birchwood Village Revenue and Expenditure Trends</b>							
2			<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
3								
4	<b>RECEIPTS</b>							
5	General Property Taxes (levy)		\$326,299.00	\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	
43	NON-LEVY REVENUE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
44	ALL REVENUE - including levy		\$326,299.00	\$326,299.00	\$354,500.00	\$364,000.00	\$488,500.00	
45	<b>TOTAL REVENUES</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>	<b>\$364,000.00</b>	<b>\$488,500.00</b>	
46								
47	<b>DISBURSEMENTS</b>							
48			<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
49	<b>GENERAL GOVERNMENT</b>							
50	Publishing							
51	Printing and Binding	100-41130-350	\$80.00	\$80.00	\$0.00	\$0.00	\$500.00	
52	Legal Notice Publication	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
53	<b>Subtotal Publication</b>		<b>\$2,080.00</b>	<b>\$2,080.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,500.00</b>	
54	City Council							
55	Wages and Salaries	100-41310-100	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	
56	Employer Cont.-Retirement	100-41310-121			\$195.00	\$195.00	\$195.00	
58	Medicare - Employer	100-41401-100			\$57.00	\$57.00	\$57.00	
59	Social Security Employer	100-41401-100			\$242.00	\$242.00	\$242.00	
62	<b>City Council Subtotal</b>		<b>\$3,900.00</b>	<b>\$3,900.00</b>	<b>\$4,394.00</b>	<b>\$4,394.00</b>	<b>\$4,394.00</b>	
63	Clerk							
64	Wages and Salaries	100-41401-100	\$65,000.00	\$65,000.00	\$65,000.00	\$66,500.00	\$68,163.00	
67	Employer Cont.-Retirement	100-41401-121			\$9,100.00	\$5,000.00	\$5,000.00	
69	Medicare - Employer	100-41401-100			\$943.00	\$960.00	\$1,200.00	
70	Social Security Employer	100-41401-100			\$4,030.00	\$4,100.00	\$4,800.00	
73	Other Pay	100-41401-100			\$6,000.00	\$6,000.00	\$6,216.00	
74	Mileage							
75	Recording and Reporting							
76	Accounting (Treasurer)							
77	Wages and Salaries	100-41401-100	\$5,000.00	\$5,000.00	\$7,128.00	\$8,640.00	\$7,344.00	
78	Employer Cont.-Retirement	100-41401-121			\$1,000.00	\$700.00	\$600.00	
79	Medicare - Employer	100-41401-100			\$105.00	\$200.00	\$150.00	
80	Social Security Employer	100-41401-100			\$448.00	\$700.00	\$600.00	
83	Office Support							
84	Wages and Salaries	100-41401-100				\$1,000.00	\$1,000.00	
85	Medicare - Employer	100-41401-100				\$15.00	\$15.00	
86	Social Security Employer	100-41401-100				\$60.00	\$60.00	
87	<b>Admin. Staff Subtotal</b>		<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$93,754.00</b>	<b>\$93,875.00</b>	<b>\$95,148.00</b>	

	A	B	M	N	O	P	Q
88	Elections						
89	Wages and Salaries	100-41410-100	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
90	Operating Supplies	100-41410-210	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
91	Repair & Maint. Supplies	100-41410-220	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
92	Mileage						
93	Legal Notice Publication	100-41410-351	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
94	<b>Elections Subtotal</b>		<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>
95	Office Supplies						
96	Office Supplies	100-41911-200	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
97	Operating Supplies						
98	Repair & Maint. Supplies						
99	Office Equipment	100-41911-230	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
100	Small Tools & Minor Equip						
101	Contracted Services (Toshiba)	100-41911-314	\$375.00	\$375.00	\$625.00	\$625.00	\$625.00
102	Postage/Postal Permits						
103	Office Supplies	100-41430-200	\$650.00	\$650.00	\$200.00	\$0.00	\$0.00
104	Refunds & Reimbursements						
105	<b>Office Operations Subtotal</b>		<b>\$3,825.00</b>	<b>\$3,825.00</b>	<b>\$3,625.00</b>	<b>\$3,425.00</b>	<b>\$3,425.00</b>
106	Financial Administration						
107	Auditing Services						
108	Fees (banking)	100-41501-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
109	<b>Subtotal</b>		<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
110	Insurance - City						
111	Insurance						
112	Packaged Liability (incl. gen. liab.)	100-41945-361	\$4,000.00	\$6,100.00	\$5,499.00	\$5,400.00	\$5,200.00
114	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,100.00	\$1,600.00	\$2,159.00	\$2,500.00	\$2,526.00
116	Excess Liability	100-41945-369	\$1,000.00	\$1,000.00	\$855.00	\$855.00	\$855.00
119	<b>Insurance Subtotal</b>		<b>\$8,650.00</b>	<b>\$11,250.00</b>	<b>\$8,513.00</b>	<b>\$8,755.00</b>	<b>\$8,581.00</b>
120	Assessing						
121	Contracted Services	100-41550-314	\$5,450.00	\$5,450.00	\$6,300.00	\$6,200.00	<b>\$6,352.00</b>
122	Legal Services						
123	Professional Services	100-41601-300	\$7,000.00	\$7,000.00	\$18,000.00	\$18,000.00	\$18,000.00
124	Engineer Service						
125	Professional Services	100-41650-300	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00
130	Planning & Zoning	100-41910-314	\$0.00	\$0.00			
131	<b>Services Subtotal</b>		<b>\$19,950.00</b>	<b>\$19,950.00</b>	<b>\$29,800.00</b>	<b>\$29,200.00</b>	<b>\$29,352.00</b>
132	City Training & Development						
133	Training	100-41914-310			\$2,005.00	\$2,500.00	\$3,500.00
134	Travel & Subsistence	100-41914-334			\$600.00	\$1,200.00	\$1,200.00
135	Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$1,040.00	\$215.00	\$220.00	\$1,300.00
137	Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00

	A	B	M	N	O	P	Q
138	<b>T &amp; D Subtotal</b>		<b>\$3,040.00</b>	<b>\$3,040.00</b>	<b>\$4,820.00</b>	<b>\$5,920.00</b>	<b>\$8,000.00</b>
139	City Hall-Gov't Buildings						
140	Repair, Operating & Maint. Supplies	100-41940-220	\$500.00	\$500.00	\$500.00	\$765.00	\$765.00
141	Professional Services	100-41940-300					
142	Contracted Services (janitorial)	100-41940-314	\$500.00	\$600.00	\$750.00	\$1,000.00	\$1,000.00
143	Telephone	100-41940-321					
144	Utility Services	100-41940-380	\$4,500.00	\$4,500.00	\$3,500.00	\$3,500.00	\$3,500.00
145	Buildings & Structures	100-41940-520					
146	Computer/Internet (Metro-INET)	100-41940-320	\$5,200.00	\$5,200.00	\$6,000.00	\$6,250.00	\$6,250.00
147	<b>Gov't Bldgs Subtotal</b>		<b>\$10,700.00</b>	<b>\$10,800.00</b>	<b>\$10,750.00</b>	<b>\$11,515.00</b>	<b>\$11,515.00</b>
148	Cable Eqmpt and Service						
149	Contracted Services (videographer)	100-41950-314					
150	Communication	100-41950-320					
151	Newsletter (non levy)						
152	Operating Supplies	100-41960-210					Non Levy
153	Contracted Services	100-41960-350					Non Levy
154	Printing and Binding	100-41960-350					Non Levy
155	<b>Communication Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
156	<b>TOTAL Gen Government</b>		<b>\$125,120.00</b>	<b>\$127,820.00</b>	<b>\$160,631.00</b>	<b>\$162,059.00</b>	<b>\$165,890.00</b>
157	<b>PUBLIC SAFETY</b>						
158	Police						
159	Contracted Services	100-42101-314	\$51,000.00	\$52,000.00	\$53,000.00	\$57,600.00	\$59,500.00
160	Fire						
161	Contracted Services	100-42201-314	\$20,000.00	\$20,000.00	\$21,139.00	\$22,000.00	\$29,715.00
162	Building Inspection (non levy)						
163	Small Tools and Minor Equipment						
164	Contracted Services	100-42401-314	Non Levy				
165	Fees (variance, cond.use permits)	100-42401-437	\$100.00	\$100.00	\$500.00	Non Levy	Non Levy
166	Other Protection						
167	Contracted Services (Code Red)	100-42801-314	\$100.00	\$150.00	\$100.00	\$100.00	\$100.00
168	Dept. of Labor Fees						
169	County Environmental Charge						
170	Animal Control	100-41916-314	\$900.00	\$1,000.00	\$900.00	\$900.00	\$1,000.00
173	Refunds & Reimbursements						
174	<b>PUBLIC SAFETY TOTAL</b>		<b>\$72,100.00</b>	<b>\$73,250.00</b>	<b>\$75,639.00</b>	<b>\$80,600.00</b>	<b>\$90,315.00</b>
175	<b>PUBLIC WORKS</b>						
176	Improv Other than Bldg						
177	Survey Public Spaces		\$0.00	\$0.00			
178	Highways, Streets & Roadways						
179	Repair & Maint. Supplies	100-43101-220	\$1,000.00	\$1,000.00	\$500.00	\$500.00	

	A	B	M	N	O	P	Q
180	Contracted Services (Pot Holes)	100-43101-314	\$5,000.00	\$5,000.00	\$3,000.00	\$5,500.00	\$6,000.00
181	Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
182	Seal Coat						
183	Crack Sealing						
184	Street Signs (Council action to place in Own Fund)						
185	<b>Street Maintenance Subtotal</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$7,500.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
186	Street Lights						
187	Utility Services	100-43160-380	<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$19,000.00</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>
188	Drainage - Structure Care						
189	Stormwater Pond						
190	Contracted Services (sump cleanout - Schifsky's)	100-43150-314	\$1,600.00	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00
191	Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
192	<b>Subtotal</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>
193	Ice and Snow Removal						
194	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
195	Contracted Services (Birch)	100-43125-314	\$11,000.00	\$11,000.00	\$10,000.00	\$10,000.00	\$17,000.00
196	<b>Snow &amp; Ice Subtotal</b>		<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$22,000.00</b>
197	Water Utility						
198	Refunds & Reimbursements	100-43180-810					Non Levy
199	Sewer Utility						
200	Refunds & Reimbursements	100-43190-810					Non Levy
202	<b>TOTAL - Public Works</b>		<b>\$46,000.00</b>	<b>\$46,000.00</b>	<b>\$43,500.00</b>	<b>\$43,400.00</b>	<b>\$50,400.00</b>
203	<b>CULTURE &amp; RECREATION</b>						
204	Recreation						
205	Operating Supplies						
206	Dues & Subscriptions	100-45101-433	\$200.00	\$200.00	Non Levy	Non Levy	Non Levy
207	Community Events (Volunteer Recognition)	210-45101-440	\$200.00	\$1,500.00	Non Levy	Non Levy	Non Levy
208	<b>TOTAL Recreation</b>		<b>\$400.00</b>	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
209	Parks						
210	Wages and Salaries	100-45207-100	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$21,500.00
211	Employer Cont.-Retirement	100-45207-121				\$1,560.00	\$850.00
215	Medicare - Employer	100-41401-100			\$70.00	\$450.00	\$450.00
216	Social Security - Employer	100-41401-100			\$300.00	\$1,780.00	\$1,780.00
220	Operating Supplies	100-45207-210					
221	Repair & Maint. Supply/Contractual	100-45207-400	\$500.00	\$500.00	\$600.00	\$1,500.00	\$1,500.00
222	Professional Services						
223	Contracted Services (porta potty)	100-45207-314	\$1,000.00	\$2,000.00	\$3,000.00	\$2,500.00	\$2,500.00
224	Utility Services	100-45207-380	\$1,000.00	\$1,000.00	\$600.00	\$800.00	\$800.00
225	Fees	100-45207-530					
226	Buildings & Structures						
227	Furniture and Fixtures						

	A	B	M	N	O	P	Q
228	Garbage Pickup						
229	Tree Removal						
230	Projects				\$1,000.00	\$0.00	\$0.00
231	<b>Parks GF Subtotal</b>		<b>\$12,500.00</b>	<b>\$13,500.00</b>	<b>\$15,570.00</b>	<b>\$28,590.00</b>	<b>\$29,380.00</b>
232	<b>TOTAL Parks &amp; Recreation</b>		<b>\$12,900.00</b>	<b>\$15,200.00</b>	<b>\$15,570.00</b>	<b>\$28,590.00</b>	<b>\$29,380.00</b>
233	<b>SANITATION</b>						
234	Tree Care - Inspection & Removal						
235	Contracted Services (tree inspector)	100-43104-314			\$500.00	\$1,300.00	\$1,300.00
236	Tree Removal						
237	Operating Supplies	100-43135-210					
238	Diseased Trees						
239	Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
240	Sanitation - Recycling						
241	Contracted Services (Tennis Sanitation)	100-43300-314	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$12,200.00
242	Recycling grant projects						
243	Lawn Care/Maintenance						
244	Contracted Services	100-45208-100	\$10,000.00	\$10,000.00	\$9,000.00	\$0.00	\$0.00
245	Weed Control - MILFOIL						
246	<b>TOTAL - Sanitation</b>		<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$24,500.00</b>	<b>\$16,300.00</b>	<b>\$18,500.00</b>
247	<b>CONSERVATION - NATURAL RESOURCE</b>						
248	Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$1,885.00	\$1,885.00	\$2,000.00	\$2,000.00	\$2,000.00
249	USGS Lake Study		\$0.00	\$0.00			
250	<b>TOTAL - Conservation</b>		<b>\$1,885.00</b>	<b>\$1,885.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
251	<b>UNALLOCATED EXPENDITURES</b>						
252	Other Pay						
253	Operating Supplies						
254	Refunds & Reimbursements						
255	Sales Tax						
256	Miscellaneous	100-49201-430	\$13,294.00	\$7,144.00	\$2,660.00	\$1,051.00	\$2,015.00
257	Surcharge						
258	Gopher State and Locates						
259	Purchase of Investment						
260	Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
261	Transfer to Sewer Fund						\$100,000.00
262	Transfer to Water Fund						
263	<b>TOTAL - Other Unallocated</b>		<b>\$43,294.00</b>	<b>\$37,144.00</b>	<b>\$32,660.00</b>	<b>\$31,051.00</b>	<b>\$132,015.00</b>
264	<b>TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>	<b>\$364,000.00</b>	<b>\$488,500.00</b>
265							

	A	B	M	N	O	P	Q
266							
267						<u>2019</u>	<u>2020</u>
268	Levy					\$ 364,000	\$ 488,500
269	Proposed \$\$ Change					\$ 9,500	\$ 124,500
270	Proposed % Change					2.68%	34.20%

**RESOLUTION 2019-29**

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

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE MUNICIPAL  
OPERATIONS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON  
COUNTY, MINNESOTA FOR FISCAL YEAR 2020**

**WHEREAS**, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

**WHEREAS**, the City has the legal authority to levy necessary funds to operate; and

**WHEREAS**, the City continually monitors its expenditures and develops a budget based on a calendar year's expenses.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Washington County, Minnesota that the final budget for the municipal operations of the City of Birchwood Village, Washington County, Minnesota, for fiscal year 2020, and as indicated in the attached exhibit, is hereby adopted.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 10th day of December 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk

**RESOLUTION 2019-30**

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

**A RESOLUTION ADOPTING THE FINAL LEVY ON REAL PROPERTY  
LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF  
BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA PAYABLE  
IN FISCAL YEAR 2020**

**WHEREAS**, the City of Birchwood Village is required to maintain a budget to fund its regular operations; and

**WHEREAS**, the City has the legal authority to levy necessary funds to operate; and

**WHEREAS**, the City continually monitors its expenditures and develops a budget based on a calendar year's expenses; and

**WHEREAS**, the City conducted a Truth In Taxation meeting on December 10, 2019 to solicit public input on the proposed levy.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Washington County, Minnesota that the 2019 levy on real property located within the corporate limits of the City of Birchwood Village, Washington County, Minnesota, payable on property taxes in the year 2020, be set at \$488,500.00

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 10th day of December 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk



**CITY OF BIRCHWOOD VILLAGE**  
**PROPOSED UTILITY CERTIFICATION LIST - SUMMARY DELINQUENT BALANCES**

Customer Number Tax Parcel ID Service Address	Tax Cert Payor Service Type	Service Balance	Certification Penalty	Total Balance
<b>8110-01</b>	Owner Occupied			
30-030-21-24-0027 5 HALL CT				
	SEWER	\$107.44	\$0.00	\$107.44
	WATER	\$89.06	\$0.00	\$89.06
		<u>\$196.50</u>	<u>\$0.00</u>	<u>\$196.50</u>
<b>8116-00</b>	Owner Occupied			
30-030-21-24-0040 5 WHITE PINE LN				
	SEWER	\$135.34	\$0.00	\$135.34
	WATER	\$131.17	\$0.00	\$131.17
		<u>\$266.51</u>	<u>\$0.00</u>	<u>\$266.51</u>
<b>8162-01</b>	Owner Occupied			
25-30-22-11-0005 4029 1/2 E COUNTY LINE RD				
	SEWER	\$252.00	\$0.00	\$252.00
		<u>\$252.00</u>	<u>\$0.00</u>	<u>\$252.00</u>
<b>8164-02</b>	Owner Occupied			
25-30-22-11-0003 4051 E COUNTY LINE RD				
	SEWER	\$350.00	\$0.00	\$350.00
		<u>\$350.00</u>	<u>\$0.00</u>	<u>\$350.00</u>
<b>8167-00</b>	Owner Occupied			
30-030-21-22-0017 136 WILDWOOD AVE				
	SEWER	\$439.51	\$0.00	\$439.51
	WATER	\$547.55	\$0.00	\$547.55
		<u>\$987.06</u>	<u>\$0.00</u>	<u>\$987.06</u>
<b>8181-00</b>	Owner Occupied			
30-030-21-21-0018 161 WILDWOOD AVE				
	SEWER	\$35.26	\$0.00	\$35.26
	WATER	\$79.14	\$0.00	\$79.14
		<u>\$114.40</u>	<u>\$0.00</u>	<u>\$114.40</u>
<b>8243-01</b>	Owner Occupied			
30-030-21-21-0065 310 WILDWOOD AVE				
	SEWER	\$409.96	\$0.00	\$409.96
	WATER	\$567.87	\$0.00	\$567.87
		<u>\$977.83</u>	<u>\$0.00</u>	<u>\$977.83</u>
<b>8247-01</b>	Owner Occupied			
30-030-21-24-0075 265 CEDAR ST				
	SEWER	\$87.60	\$0.00	\$87.60
	WATER	\$59.26	\$0.00	\$59.26
		<u>\$146.86</u>	<u>\$0.00</u>	<u>\$146.86</u>

<b>8251-02</b>	Owner Occupied			
30-030-21-21-0066				
312 WILDWOOD AVE				
	SEWER	\$252.68	\$0.00	\$252.68
	WATER	\$147.29	\$0.00	\$147.29
		<u>\$399.97</u>	<u>\$0.00</u>	<u>\$399.97</u>
<b>8290-00</b>	Owner Occupied			
30-030-21-42-0057				
297 JAY ST				
	SEWER	\$644.91	\$0.00	\$644.91
	WATER	\$712.04	\$0.00	\$712.04
		<u>\$1356.95</u>	<u>\$0.00</u>	<u>\$1356.95</u>
<b>8330-01</b>	Owner Occupied			
30-030-21-13-0001				
530 HALL AVE				
	SEWER	\$267.73	\$0.00	\$267.73
	WATER	\$165.31	\$0.00	\$165.31
		<u>\$433.04</u>	<u>\$0.00</u>	<u>\$433.04</u>
<b>8378-00</b>	Owner Occupied			
30-030-21-22-0065				
123 CEDAR ST				
	SEWER	\$472.75	\$0.00	\$472.75
	WATER	\$352.56	\$0.00	\$352.56
		<u>\$825.31</u>	<u>\$0.00</u>	<u>\$825.31</u>
<b>8385-00</b>	Owner Occupied			
30-030-21-23-0049				
124 CEDAR ST				
	SEWER	\$288.43	\$0.00	\$288.43
	WATER	\$188.37	\$0.00	\$188.37
		<u>\$476.80</u>	<u>\$0.00</u>	<u>\$476.80</u>
<b>8393-00</b>	Owner Occupied			
30-030-21-22-0056				
105 CEDAR ST				
	SEWER	\$207.51	\$0.00	\$207.51
	WATER	\$274.39	\$0.00	\$274.39
		<u>\$481.90</u>	<u>\$0.00</u>	<u>\$481.90</u>
<b>8442-00</b>	Owner Occupied			
25-30-22-14-0001				
3955 E COUNTY LINE RD				
	SEWER	\$346.50	\$0.00	\$346.50
		<u>\$346.50</u>	<u>\$0.00</u>	<u>\$346.50</u>
<b>8475-00</b>	Owner Occupied			
30-030-21-24-0060				
6 OAKVIEW CT				
	SEWER	\$325.71	\$0.00	\$325.71
	WATER	\$228.94	\$0.00	\$228.94
		<u>\$554.65</u>	<u>\$0.00</u>	<u>\$554.65</u>

<b>8690-01</b>	Owner Occupied			
30-030-21-23-0039				
15 OAKRIDGE DR				
	SEWER	\$242.83	\$0.00	\$242.83
	WATER	\$199.12	\$0.00	\$199.12
		<u>\$441.95</u>	<u>\$0.00</u>	<u>\$441.95</u>
<b>8792-04</b>	Owner Occupied			
30-030-21-13-0005				
365 LAKEWOOD LN				
	SEWER	\$154.94	\$0.00	\$154.94
	WATER	\$41.11	\$0.00	\$41.11
		<u>\$196.05</u>	<u>\$0.00</u>	<u>\$196.05</u>
<b>GRAND TOTALS</b>				
SEWER		\$5021.10	\$0.00	\$ 5,021.10
WATER		\$3783.18	\$0.00	\$ 3,783.18
		<u>\$8804.28</u>	<u>\$0.00</u>	<u>\$ 8,804.28</u>

December 06, 2019 06:03

Run date - 12/4/2019 5:29:33 PM, Desc - 2019 BW TAX CERTIFICATION, Include Overrides - True

**CITY OF BIRCHWOOD VILLAGE  
STATE OF MINNESOTA**

**RESOLUTION 2019-31**

**RESOLUTION CERTIFYING UNPAID UTILITY CHARGES FOR COLLECTION**

**WHEREAS**, the City of Birchwood Village has identified residents who are delinquent in payment of their utility bills, and

**WHEREAS**, the City has given notice to those residents that the City Council would conduct a public hearing on December 10, 2019, at which residents who are considered delinquent would have an opportunity to be heard; and

**WHEREAS**, the City has provided ample opportunity for residents to pay their utility bills.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE, MINNESOTA**

1. The City of Birchwood Village hereby makes the delinquent utility payments on the following accounts a charge against the resident identified and hereby certifies these unpaid charges to the county auditor with taxes against the property served for collection as other taxes are collected.
2. The resident may pay the amount due at any time. If payment is made before December 17, 2019, the delinquency will not be certified to the county.
3. After December 17, 2019, the City Administrator shall transmit a certified copy of this list to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid in the same manner as property taxes.

I certify that the City Council of the City of Birchwood Village, Washington County, Minnesota adopted the above Resolution on this 10th day of December 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk

## ORDINANCE 2019-04-01

CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTAAN ORDINANCE AMENDING PERMIT REQUIREMENTS  
AND STANDARDS IN CITY BUILDING CODE

The City Council of the City of Birchwood Village hereby ordains that Chapter 203 (Zoning Code: City Building Regulations) of the Municipal Code of the City of Birchwood Village is hereby amended as follows:

## SECTION 203. CITY BUILDING REGULATIONS

- 203.010. STATE BUILDING CODE ADOPTED. The Minnesota State Building Code, as adopted by the Commissioner of [Labor and Industry pursuant to Minnesota Statutes chapter Administration pursuant to Minnesota Statutes Sections 326B.01 through 326B.16, including all optional chapters hereinafter specifically adopted by the City Council and](#) including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of [Labor and Industry Administration](#), through the Building Codes and Standards [Unit Division](#), is hereby adopted by reference and incorporated in this ordinance as if fully set out herein [with the exception of the optional chapters, unless specifically adopted in this ordinance](#), and shall be known as the Birchwood Building Code.
- 203.015. ~~SELF PERPETUATING ORDINANCE.~~
- 203.020. BUILDING CODE OPTIONAL CHAPTERS. The following optional provisions identified in the most current edition of the State Building Code are hereby adopted and incorporated as part of the building code for Birchwood Village:
- ~~Chapter 1305, Grading~~ Appendix ~~chapter~~ J of the ~~2012~~2006-International Building Code ([Grading](#)).
- 203.030. APPLICATION, ADMINISTRATION AND ENFORCEMENT. The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The City Council shall appoint a [Minnesota Certified Building Official](#) who shall attend to all aspects of Building Code administration including enforcement [within the extraterritorial limits permitted by Minnesota Statutes, 326B.121](#). The Birchwood Building Code shall be enforced within the incorporated limits of the City.
- 203.035. EXTERIOR COMPLETION. The exterior finish on all residential dwellings and/or their accessory buildings shall be completed within six months of the date the permit is issued. Refinishing of existing buildings shall be completed within

six months of the start of the work. Any owner of a dwelling who does not comply with this section shall have six months from the date of written notification of such to bring the dwelling to compliance. Tarpaper, unfinished plywood, fiberboard insulation, foam insulation, brown coat or scratch coat of stucco, plastic sheeting and other similar materials not designed to be an exterior finish shall not be considered an acceptable exterior finish. The building official may grant a 90-day extension if there is an unusual hardship, such as bad weather. Further time extensions must be approved by the city council.

203.040. PERMITS REQUIRED.

1. Required. An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

2. Work exempt from permit. Exemptions from permit requirements of the code do not authorize work to be done in any manner in violation of the code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

A. Building:

(1) one-story detached accessory structures, used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 144 square feet;

(2) retaining walls that are not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III A liquids;

(3) water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1;

(4) painting, papering, flooring finishes (non-structural), cabinets, countertops, and similar finish work;

(5) temporary motion picture, television, and theater stage sets and scenery;

(6) prefabricated swimming pools installed entirely above ground accessory to dwelling units constructed to the provisions of the International Residential Code or R-3 occupancies constructed to the

provisions of the International Building Code, which do not exceed both 5,000 gallons in capacity and a 24-inch depth;

(7) window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support, when constructed under the International Residential Code or Group R-3 and Group U occupancies constructed to the provisions of the International Building Code;

(8) movable cases, counters, and partitions not over five feet, nine inches in height;

(9) swings and other playground equipment; and

(10) nominal structures.

B. Electrical: all electrical permits must be obtained through the Minnesota Dept. of Labor & Industry.

3. **Emergency repairs.** If equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted to the building official within the next working business day.

4. **Repairs.** Application or notice to the building official is not required for ordinary repairs to structures. The repairs shall not include the opening or removal of any wall, partition, or portion of a wall or partition, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, or mechanical or other work affecting public health or general safety.

5. **Application for permit.** To obtain a permit, the applicant shall file an application in writing on a form furnished by the Department of Building Safety for that purpose. The application shall:

A. identify and describe the work to be covered by the permit for which application is made;

B. describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work;

C. indicate the use and occupancy for which the proposed work is intended;

- D. indicate the type of construction;
  - E. be accompanied by construction documents and other information as required by the code including soils investigation reports if any;
  - F. state the valuation of the proposed work;
  - G. be signed by the applicant, or the applicant's authorized agent; and
  - H. give other data and information required by the building official.
6. **Action on application.** The building official shall examine or cause to be examined applications for permits and amendments within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject the application and notify the applicant of the reasons. The building official shall document the reasons for rejecting the application. The applicant may request written documentation of the rejection and the reasons for the rejection. When the building official is satisfied that the proposed work conforms to the requirements of the code and applicable laws and ordinances, the building official shall issue a permit.
7. **Time limitation of application.** An application for a permit for any proposed work shall be considered abandoned 180 days after the date of filing, unless the application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
8. **Validity of permit.** The issuance or granting of a permit or approval of plans, specifications, and computations, shall not be construed to be a permit for any violation of the code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the jurisdiction are not valid. Any permit issued becomes invalid if the work authorized by the permit is suspended or abandoned for more than 180 days. The 180 days commences the first day the work was suspended or abandoned.
9. **Expiration.** Every permit issued expires unless the work authorized by the permit is commenced within 180 days after its issuance. The building official shall grant, in writing, extensions of time, for periods not more than 180 days each if the applicant demonstrates justifiable cause for the extension to the building official.

10. **Suspension or revocation.** The building official may suspend or revoke a permit issued under the code if the permit is issued in error; on the basis of incorrect, inaccurate, or incomplete information; or in violation of any ordinance or regulation or the code.
11. **Information and placement of permit.** The building permit or a copy shall be kept on the site of the work until the completion of the project. Pursuant to Minnesota Statutes, section 15.41, the permit shall specify the name and address of the applicant, and the general contractor, if one exists. All construction permits shall be posted in a conspicuous and accessible place at the premises or site of construction.
12. **Responsibility.** Every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical, or plumbing systems, for which the code is applicable, shall comply with the code. The person, firm, or organization securing the permit is responsible for code compliance for the work being performed.
13. **Signage of construction.** For a building permit, a sign must be posted on the permit site at least five days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. ~~The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.~~
14. **Site Standards.** The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must sweep streets and boulevard areas and keep adjacent properties clean from waste, materials or refuse resulting from operations on the site. Inoperable equipment and equipment not being used on the site must be removed within 24 hours after it becomes inoperable or is no longer in use. All materials related to the project must be stockpiled in appropriate areas on-site. ~~Debris must be contained on the project site. No material may be deposited or stockpiled on the public streets, boulevards, sidewalks or adjacent property. At the end of each working day, the permit holder must remove any soil, trash or debris that washed or was deposited on any street or public space and must remove any trash or debris that washed or was deposited on any adjacent property.~~

~~1. No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert, or demolish any building or structure in the City or cause the same to be done, without first obtaining from the city a separate building permit for each such building or structure.~~

~~2. It shall be unlawful for any person, partnership, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, convert, demolish, equip, use, occupy or maintain any building or structure in the City of Birchwood Village or cause the same to be done contrary to, or in violation of any of the provisions of this Code. Any person, partnership, firm or corporation violating any of the provisions of this Code shall be guilty of a misdemeanor, and shall be guilty of a separate offense for each and every day, or portion thereof, during which any violation of the provisions of this Code is committed, continued or permitted.~~

203.050. PERMIT FEES. The city is authorized pursuant to Minnesota Statutes, section 326B.~~424~~151 and 326B.153, and ~~the Minnesota State Building Code,~~ Minnesota Administrative Rules part 1300.0160, to establish fees for the consideration and issuance of building permits under the Birchwood Building Code.

1. PERMIT FEES. The City shall establish appropriate permit fees for the various activities conducted under the Birchwood Building Code in accordance with the fee schedule as set forth in Chapter 701~~by resolution and promulgate such fees in a fee schedule.~~ In addition, a surcharge fee shall be collected on all permits issued for work governed by the Birchwood Building Code in accordance with Minnesota statute 326B.148.

2. VALUATION. The Chart of Estimated Construction Cost as annually provided by the Minnesota Department of Labor and Industry~~Administration~~ State Building Codes and Standards Unit~~Division~~ shall be utilized~~used~~ to compute building valuations for the purposes of establishing the appropriate permit fee. Permit valuation shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. Permit fees for prefabricated structures shall be based on a valuation of on-site work only.

203.060. PERFORMANCE STANDARDS FOR ALL PERMITTING IN THE CITY. Unless exempted by 203.040 or otherwise advised by the City Administrator or Building Official, the following are required for all activity in the City that requires a building permit to be issued to conduct the activity.

1. Certificate of insurance; coverage. The applicant must furnish the city with a certificate of insurance evidencing the following required coverage:

A. Commercial general liability, including XCU (explosion, collapse and underground) coverage.

(1) Bodily injury.

~~(i) \$1,000,000.00 each occurrence.~~

~~(ii) \$1,000,000.00 aggregate products and completed operations.~~

~~(2) Property damage.~~

~~(i) \$1,000,000.00 each occurrence.~~

~~(ii) \$1,000,000.00 aggregate.~~

~~B. Comprehensive automobile liability (owned, nonowned, hired):~~

~~(1) Bodily injury:~~

~~(i) \$1,000,000.00 each occurrence.~~

~~(ii) \$1,000,000.00 each accident.~~

~~(2) Property damage. Property damage: \$1,000,000.00 each occurrence.~~

~~C. The minimum insurance coverage must be maintained until one year after the demolition has been completed or, if a new dwelling is being constructed, a certificate of occupancy has been issued. The city must be named as an additional insured.~~

~~**2. Soils investigation report and shoring plan.** Based upon soil types, topography, the location of adjacent structures and other pertinent information, the building official shall determine if a soils investigation report and/or shoring plan is necessary. If the building official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide a detailed plan to ensure that adjacent property will not be damaged by reducing lateral support for driveways, foundations, fences or lawns caused by excavation, demolition or construction activity. The soils report and shoring plan must be approved by the building official. The permit holder must adhere to the approved plan(s).~~  
**Soils investigation report and shoring plan.** Based upon soil types, topography, the location of adjacent structures and other pertinent information, the building official shall determine if a soils investigation report and/or shoring plan is necessary. If the building official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide a detailed plan to ensure that adjacent property will not be damaged by reducing lateral support for driveways, foundations, fences or lawns caused by excavation, demolition or construction

activity. The soils report and shoring plan must be approved by the building official. The permit holder must adhere to the approved plan(s).

3. **Written notification of demolition.** For a demolition permit, at least 15 calendar days before demolition commences, the permit holder must provide written notification to all property owners within 300 feet of the perimeter of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five days before demolition commences. A sign must also be posted on the demolition site at least five days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.
4. **Signage of construction.** For a building permit, a sign must be posted on the permit site at least five days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a city phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five and six square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.
5. **Erosion control plans.** For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the city engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on- and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden stormwater runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.**Erosion control plans.** For a building permit, the applicant must submit stormwater and erosion control plans

prepared and signed by a licensed professional engineer. The plans must be approved by the city engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on- and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden stormwater runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.

#### **6.—Permit standards.**

- A. The permit holder must comply with the state building code, state statutes and this Code.
- B. Deliveries of equipment and material to the site, work crews on site and construction and demolition activity are prohibited except between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, and 9:00 a.m. and 6:00 p.m. on Saturday. Work is prohibited on Sundays and holidays.
- C. The permit holder must repair any damage to public property, streets, and sidewalks. If damage occurs to the foregoing, it must be repaired within three working days after the damage occurs, unless the permit holder has received written permission from the building official to delay repairs to a later specified date.
- D. The permit holder must maintain a five-foot parking setback from driveways and a 30-foot parking setback from intersections. When parking on a street, a vehicle must be completely located on the street surface, parallel to and within 12 inches of the curb. Vehicles in violation of these requirements may be towed in accordance with Minn. Stats. § 168B.035. On-street parking of equipment other than licensed motor vehicles is prohibited. Stopping, standing or parking a vehicle is prohibited, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
  - (1) On a boulevard between the sidewalk and roadway;

(2) Within five feet of the intersection of any public or private driveway or alley with any street or highway;

(3) Where the vehicle will block a fire escape or the exit from any building;

(4) Where temporary signs prohibit parking.

(i) Parking is allowed on local streets if a 12-foot wide area is open for the traveled portion of the road. Off-street and off-site parking for on-site workers is required to the extent practicable.

(ii) City Parks and Open Spaces shall not be used for parking vehicles or staging materials or equipment.

(iii) Police officers, community service officers, and City Staff shall be responsible for enforcing the parking requirements and parking regulations of this section.

E. The permit holder must install and maintain a rock entrance pad or its equivalent at each location where vehicles enter or exit the construction site, at locations approved by the building official.

F. ~~The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must sweep streets and boulevard areas and keep adjacent properties clean from waste, materials or refuse resulting from operations on the site. Inoperable equipment and equipment not being used on the site must be removed within 24 hours after it becomes inoperable or is no longer in use. All materials related to the project must be stockpiled in appropriate areas on-site. Debris must be contained on the project site. No material may be deposited or stockpiled on the public streets, boulevards, sidewalks or adjacent property. At the end of each working day, the permit holder must remove any soil, trash or debris that washed or was deposited on any street or public space and must remove any trash or debris that washed or was deposited on any adjacent property.~~

G. ~~Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust. The permit holder must eliminate dust problems immediately upon receiving notice from the building official that there is a dust problem.~~

HG. No building material, temporary sanitary facilities, dumpster or equipment may be placed within street right-of-way, or on a sidewalk. Motor vehicles may not be parked or stopped on a sidewalk. Public sidewalks must be left open and unobstructed at all times.

H. Prior to commencing demolition, protective fencing approved by the building official must be installed around boulevard trees and trees that will not be removed.

203.070. VIOLATIONS AND PENALTIES. A violation of this code is a misdemeanor.

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Adopted by the City of Birchwood Village City Council this 10<sup>th</sup> day of December, 2019

Attest:

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

\_\_\_\_\_  
Tobin Lay  
City Administrator-Clerk

**RESOLUTION 2019-32**

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

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF  
ORDINANCE NO. 2019-04-01, AN ORDINANCE AMENDING THE CITY'S CODE  
SECTION 203 REGARDING PERMIT REQUIREMENTS AND  
STANDARDS IN CITY BUILDING CODE**

**WHEREAS**, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

**WHEREAS**, the City has adopted Ordinance No. 2019-04-01, which amends City Code Section 203: City Building Regulations; and

**WHEREAS**, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. Because the terms of Ordinance 2019-04-01 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 10<sup>th</sup> day of December, 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk

Please be advised that the City of Birchwood has duly-passed the following ORDINANCE:

AN ORDINANCE AMENDING SECTION 203  
REGARDING PERMIT REQUIREMENTS  
AND STANDARDS IN CITY BUILDING CODE

The following is a SUMMARY of the Ordinance:

On December 10, 2019 the City adopted an Ordinance (2019-04-01) to provide for the management of building permits including requirements, standards and exempt activities. The Ordinance describes the permit process and site standards that apply to permitted activity.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

*Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.*





8326 WYOMING TRAIL  
CHISAGO CITY, MN 55013  
(P) 651.257.6864  
(F) 651.257.3393  
PETERSONCOMPANIES.NET

### CHANGE ORDER REQUEST

Date: 12/3/19  
Project: Birchwood Village Sanitary Sewer  
COR Number: 3

Thatcher Engineering, Inc.  
6201 Creek Valley Road  
Edina, MN 55439

**Description: Paving Extras**

The following pricing is the additional costs related to paving the final wear course in the spring of 2020 as opposed to finishing in the fall of 2019.

Description	Labor / Material	QTY	Unit of Measure	Unit Price	Total
Supervision	superintendent	12	HRS	\$149.00	\$1,788.00
10% markup	10% markup	0.1	%	\$1,788.00	\$178.80
Road closure	Safety Signs	1	LS	\$3,800.00	\$3,800.00
Additional bituminous work	Schifsky	1	LS	\$4,850.00	\$4,850.00
5% markup	5% markup	0.05	%	\$8,650.00	\$432.50
				<b>TOTAL</b>	<b>\$11,049.30</b>

Please feel free to call if you have any questions.

Sincerely,

Brad Nelson  
VP of Project Management  
651.257.0301

T. A. Schifsky & Sons, Inc.  
 2370 Highway 36 East  
 North St. Paul, MN 55109  
 Phone (651) 777-1313  
 Fax (651) 777-7843  
[www.taschifsky.com](http://www.taschifsky.com)



**WORK ORDER #1**

<b>Job:</b>	Birchwood Emergency Lift Station	
<b>Location:</b>	Birchwood	
<b>WOR #</b>	#1	
<b>Date:</b>	12.03.19	

**We propose the following for the above referenced project:**

	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Remove and Replace Curb for 6.0' Hight	LS	1	\$2,450.00	\$2,450.00
Mill Ramp and Prep for wear course	LS	1	\$900.00	\$900.00
Mobilizaiton for wear course	LS	1	\$1,500.00	\$1,500.00
<b>Lump Sum Total</b>				<b>\$4,850.00</b>

<b>Notes:</b>	<i>Traffic Control Not Included.</i>
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**Contractor's Guarantee**

*We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2019 unless otherwise specified.*

Thank you for the opportunity to quote. If you have any questions please do not hesitate to call.

**T.A. Schifsky & Sons, Inc. (Affirmative Action, Equal Opportunity Employer)**

By: \_\_\_\_\_ Date 12.03.19  
 Jonathan Hager

Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
 (Bid must be signed and returned)

# MEMORANDUM

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Water Meter Upgrades



---

Dear Mayor & City Council Members:

Steve Thatcher and I received and opened two (2) bids on Thursday December 5, 2019 for the water meter upgrades. These bids are not included in the Council packets because of their size but hard copies will be available during the Council meeting for your review. They are the same documents that I emailed each of you on Friday December 6, 2019.

Rather than award a bid during this meeting, I recommend Council request the Utility Committee review and prepare a recommendation to you in January. Both bidders have volunteered to meet as requested to explain their bids and answer any questions. I recommend the Utility Committee invite both companies to meet with them.

What will help the Utility Committee is to know what the Council's preference is between the two system types being offered – 1) drive around reader and 2) cellular reader. You will find info about both in the attached bids.

### **Request/Recommendation**

Staff requests Council:

- 1) Review and discuss the two (2) bids;
- 2) Determine what system preference Council has, if any (drive around reader vs cellular reader); and
- 3) Request the Utility Committee meet with the bidding companies and make a recommendation to Council in January, 2020.

Thanks!

Regards,  
Tobin Lay  
City Administrator

**BID TABULATION**  
City Of Birchwood Village, Minnesota

**Water Meter Replacement Project**  
**(City Project No. 2019-4)**  
**Bid Opening 12/5/2019**

No.	Bidder	Dakota Supply Group	Metering Technology Solutions			
1.	<b>BID SCHEDULE A</b>	<b>\$125,895.00</b> plus \$5,500 for software	<b>\$142,000.00</b> plus \$0.09/meter/month			
2.	<b>Option #1: Voluntary Deduct</b>	<b>N/A</b>	<b>N/A</b>			
3.	<b>BID SCHEDULE B</b>	<b>No Bid</b>	<b>\$144,000.00</b> plus \$0.89/meter/month			
4.	<b>Option #1: Voluntary Deduct</b>	<b>N/A</b>	<b>N/A</b>			

T:\Projects\Birchwood Village\Water Meter Replacement\2019-12-5a Bid Tabulation.xlsx\Bid Tabulation



Thatcher Engineering, Inc.  
6201 Creek Valley Road  
Edina, MN 55439  
Phone: 612.781.2188  
www.thatcher-eng.com

**FEASIBILITY STUDY  
ADDENDUM #1  
For  
CITY OF BIRCHWOOD VILLAGE, MINNESOTA**

**LAKE AVENUE  
MILL AND OVERLAY  
(City Project No. 2019-1)  
DECEMBER 1, 2019**

**1.0 FUNDING**

Based on public hearing comments at recent City Council meetings, the city could consider the following for assessing the improvements to the Lake Avenue Project:

Funding Alternative #1

Based on our previous analysis, there are twenty four and a half (24.5) assessment units for the project. Therefore, the total amount to be assessed is \$49,422.63 (24.5 assessment units x \$2,017.24 per assessment unit). The City of Birchwood Village would pay for the remaining sums incurred.

Funding Alternative #2

Funding Alternative #2 is to estimate the possible number of lots in Tighe-Schmitz Park and use that number in the assessment calculations.

Based on the City's minimum lot size of 12,000 square feet and minimum lot width of 80 feet, and based the City's assessment policy that multiple frontage lots are assessed a sum total of one unit, TEI estimates that the possible number of lots in Tighe-Schmitz Park is seven (7).

Therefore, there are thirty one and a half (31.5) assessment units for the project and the total amount to be assessed is \$63,543.06 (31.5 assessment units x \$2,017.24 per assessment unit). The City would also pay costs over and above that assessed amount.



# MEMORANDUM



**Birchwood Village**

---

**TO: Birchwood City Council**  
**FROM: Tobin Lay, City Administrator**  
**SUBJECT: Correcting Structural Height Restrictions**

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Dear Mayor & City Council Members:

The Planning Commission has found an error in the formula illustrated in Exhibit A of Birchwood City Code Section 302.045; structural height restrictions.

Accordingly, the Commission has recommended that the City Council amend this section to correct the error, as provided in the enclosed Ordinance 2019-12-01.

As the recommended amendments are merely a correction of an error and not a substantive change to the requirements and standards of this Code, City Attorney Alan Kantrud has advised that a public hearing and second reading would not be required.

Attorney Kantrud is present to answer any questions you might have about the legal requirements of adopting this Ordinance as recommended.

**Request/Recommendation**

The Planning Commission recommends and staff requests City Council:

- 1) Review and adopt enclosed Ordinance 2019-12-01;
- 2) Waive public hearing; and
- 3) Waive second reading.

Thanks!

Regards,  
Tobin Lay  
City Administrator

**ORDINANCE 2019-12-01**

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

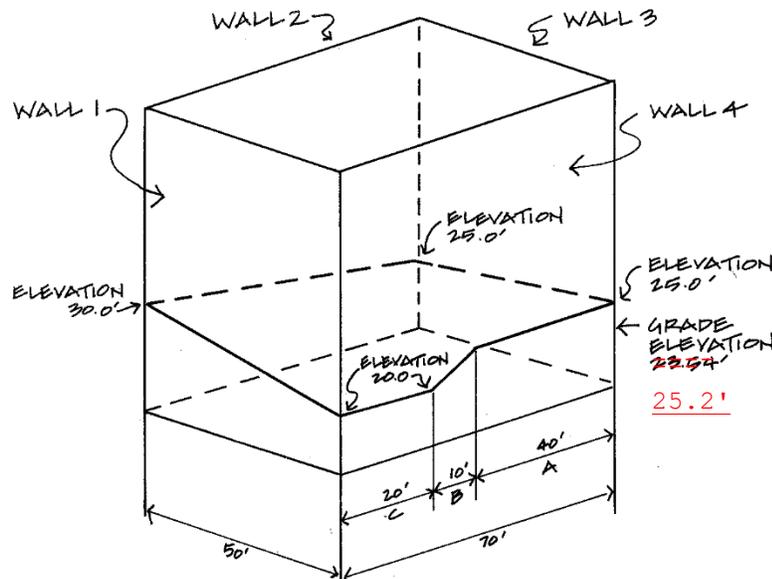
**AN ORDINANCE AMENDING STRUCTURAL HEIGHT  
RESTRICTIONS IN CITY ZONING CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 302 (Zoning Code: Requirements and Performance Standards) of the Municipal Code of the City of Birchwood Village is hereby amended as follows:

**SECTION 302. ZONING CODE: REQUIREMENTS AND PERFORMANCE STANDARDS**

...  
302.045. STRUCTURAL HEIGHT RESTRICTIONS

...  
Exhibit A: ILLUSTRATION 10: GRADE, GRADE ELEVATION



GRADE = AVERAGE GROUND ELEVATION

WALL 1	$\frac{20.0 + 30.0}{2} \times 50 = 1250$
WALL 2	$\frac{30.0 + 25.0}{2} \times 70 = 1925$
WALL 3	$\frac{25.0 + 25.0}{2} \times 50 = 1250$
WALL 4	A- $25.0 \times 40 = 1000$
	B- $\frac{25.0 + 20.0}{2} \times 10 = 225$
	C- $20.0 \times \frac{20}{240} = \frac{400}{240}$
	$\frac{6050}{240} = \frac{25125}{240} = \frac{6050}{240} = 25.2$

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Adopted by the City of Birchwood Village City Council this 10<sup>th</sup> day of December, 2019

Attest:

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

\_\_\_\_\_  
Tobin Lay  
City Administrator-Clerk

**RESOLUTION 2019-33**

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

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF  
ORDINANCE NO. 2019-12-01, AN ORDINANCE AMENDING THE CITY'S CODE  
SECTION 302 REGARDING PERMIT REQUIREMENTS AND  
STANDARDS IN CITY ZONING CODE**

**WHEREAS**, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

**WHEREAS**, the City has adopted Ordinance No. 2019-12-01, which amends City Code Section 302 Zoning Code: Requirements and Performance Standards; and

**WHEREAS**, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. Because the terms of Ordinance 2019-12-01 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 10<sup>th</sup> day of December, 2019.

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

Attest:

\_\_\_\_\_  
Tobin Lay, City Administrator-Clerk

Please be advised that the City of Birchwood has duly-passed the following ORDINANCE:

AN ORDINANCE AMENDING SECTION 302  
REGARDING PERMIT REQUIREMENTS  
AND STANDARDS IN CITY ZONING CODE

The following is a SUMMARY of the Ordinance:

On December 10, 2019 the City adopted an Ordinance (2019-12-01) to correct numeric figures on an Exhibit provided in the performance standards section that illustrates how to calculate average grade elevation.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

*Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.*



