



CITY OF BIRCHWOOD VILLAGE
CITY COUNCIL MEETING AGENDA
December 10, 2013
7:00 P.M.

- I. CALL TO ORDER. (Roll Call for attendance)**
- II. PLEDGE OF ALLEGIANCE.**
- III. APPROVE DECEMBER 10, 2013 AGENDA.**
- IV. PUBLIC FORUM.**
- V. CONSENT AGENDA. (motion only)**
 - a. Approval of Minutes from the November 12, 2013, and continued November 20, 2013 City Council meeting.
 - b. Treasurer's Report and Disbursements for November 2013.
- VI. PUBLIC HEARINGS. (none)**
- VII. GENERAL BUSINESS OF COUNCIL.**
 - a. City Attorney Interview – LeVander, Gillen & Miller, PA – Bridget McCauley Nason is presenting. (7:00 pm)
 - b. Resolution 2013-26; 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 2014.
 - c. Resolution 2013-27; Adopting the Final Budget for the Municipal Operations of the City of Birchwood Village, Washington County, Minnesota for Fiscal Year 2014.
 - d. Resolution 2013-28; Authorizing Transfers of Specified Funds
 - e. City Attorney Interview – Alan Kantrud, PA – Alan Kantrud is presenting. (7:30 pm)
 - f. Resolution 2013-29; Animal Control Services Contract/liaison with Otter Lake Animal Care.
 - g. Discussion of 2014 Sewer Rates and call for a Public Hearing at the January 14, 2014 City Council meeting.
 - h. Steve Thatcher, Thatcher Engineering: *(discussion)*
 - i. Consider Land disturbance Policy;
 - ii. Catch basin update;
 - iii. MS4 Permit Application (5 year application)
 - iv. City Code Revisions.
 - i. Review Rental Housing & Certificates for the City of St. Louis Park. Councilmember LaFoy.
- VIII. REPORTS FROM COMMISSIONS & COMMITTEES.**
 - a. Roads Committee. (no report)
 - b. Finance & Budget Committee. (no report)
 - c. Parks Committee. (no report)
 - d. Personnel Committee. (no report)
- IX. STAFF REPORTS.**
- X. INFORMATION & ANNOUNCEMENTS.**
- XI. ADJOURNMENT.**

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
NOVEMBER 12, 2013

MINUTES

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I. CALL TO ORDER

MEMBERS PRESENT: Mayor Wingfield, Councilmembers Bill Hullsiek, Randy LaFoy, Greg Donovan and Kevin Woolstencroft

MEMBERS ABSENT: None

STAFF PRESENT: John Lund and Charlie Yunker

II. PLEDGE OF ALLEGIANCE

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

III. APPROVE NOVEMBER 12, 2013 AGENDA

Mayor Wingfield added Item VIII.d., Discussion of Catch Basins; and, Item VIII.e., Discussion of Boat Fees through Utility Billing.

Mayor Wingfield talked about the issue of speed and asked if the Road's Committee had a recommendation. She said there was a public hearing in September but they didn't act on it last month because they wanted to hear more about it. Councilmember Donovan said they didn't cover speeds they covered stop signs. He asked if anyone has heard any residents against it. Councilmember Hullsiek said he heard several people saying that it has been wonderful and ever since the road has been closed off, the speeds have been dramatically reduced. Mayor Wingfield noted they would incorporate the discussion of the speed issue through the Road's Committee.

MOTION WAS MADE BY MAYOR WINGFIELD TO ADOPT THE AMENDED AGENDA AND SECONDED BY COUNCILMEMBER HULLSIEK. ALL AYES. MOTION PASSED.

IV. PUBLIC FORUM

a. Leaf Pick Up on November 16-17

Mayor Wingfield reminded everyone that leaf pick up is Saturday and Sunday.

b. Canoes at Birch

Mayor Wingfield said there are a number of canoes that have been removed at Birch and there is a liability issue. Councilmember LaFoy said they are supposed to give the clerk the names of those who have the canoes.

44 c. Update by State Representative Fisher

45 Peter Fisher, State Representative, said he wanted to give an update with what happened at
46 the last legislative session. He talked about the sales tax, reported on the ground water around
47 White Bear Lake, and said a committee was put together to come up with options. He stated
48 there will be a preliminary report on January 15th.

49
50 Mr. Fisher said they also authorized money for the USGS to finalize a study they did in White
51 Bear Lake. Another thing they tried to do was get legislation for a commission on water. He
52 noted there are 15 other areas with a water crisis. He said that they didn't realize that a
53 commission would have to be passed by the Senate so they will be coming back next year. Mr.
54 Fisher said they have a large working group of 25 legislators talking about what's going on in the
55 area. By the end of the month, the DNR will have the first management area around White Bear
56 Lake but they aren't sure what kind of impact it will have. He said they are trying to figure out
57 ways to address issues. Mr. Fisher commented on the surface area and said they have
58 proposals to see what they can do to bring the water levels back up. He said they are also
59 working with local communities. Next week he will be calling leaders from the communities to
60 let them know where things are. He noted the Met Council and DNR have an outline on their
61 issues. Mr. Fisher said the water rates would be changing to implement more of a water
62 conservation pricing structure. He noted a lot of solutions will be costly and they also realize
63 this is the third largest lake in the metro area.

64
65 Councilmember Hullsiek asked about a smart grid technology for water management similar to
66 the ones electrical companies use to measure. Mr. Fisher said that's a great idea. There is
67 about 20% ground water that is not permitted by the DNR. He noted communities are more
68 efficient than they used to be. Councilmember Hullsiek said they should have more real time
69 usage. He noted he works for Excel Energy.

70
71 Mayor Wingfield said one of her concerns is that it's tragic they use water to flush toilets and
72 clean cars. She said the transferring of water doesn't get talked about and it is unfortunate they
73 have to trade one for the other. Mr. Fisher said they talked about the regional plat concept for
74 irrigation at golf courses. He also noted that out west, they have a third pipeline for gray water
75 that would be major infrastructure changes and replacing pipelines.

76
77 Councilmember LaFoy asked Mr. Fisher to mention the different committees he is on. Mr.
78 Fisher said he is on the Environmental Natural Resource Policy Committee as Vice Chair, Health
79 and Human Services Finance, Housing Committee and Labor and Regulated Industries (phone
80 and cable). He said if there are ever any issues he will help advocate.

81
82 Mayor Wingfield commented on building a hockey warming hut and said they spent around
83 \$20,000 for real costs. She asked about getting a credit on the sales tax for the purchases. Mr.
84 Fisher said he thought it would start July 1st next fiscal year (2014) but would double check on
85 that.

86
87 Councilmember Donovan asked if the state appointed a new broadband commission yet. Mr.
88 Fisher responded that they were going through an application process and as of a month
89 ago, it was still vacant.

90

91 d. City Clerk Position

92 Ed Bryne asked about the status of the City Clerk position. Charlie said they are in the stages of
93 reviewing the applications. He noted there were about 12-15 applications and all applicants
94 would be noted one way or another. Mayor Wingfield noted that St. Anthony is doing the
95 evaluations, screening and scoring.

96
97 V. CONSENT AGENDA

98 Mayor Wingfield asked for Item A to be removed from the Consent Agenda.

99
100 Councilmember Donovan clarified TimeSaver would be doing the minutes. Charlie said they are
101 going to take over with this meeting.

102
103 Mayor Wingfield also removed the check for the Mayor's Association under the Treasurer's
104 report.

- 105
106 a. Treasurer's Report and Disbursement for October 2013.
107 b. Resolution 2013-23; a Resolution to Approve the Rink Attendants for the 2013-2014
108 skating season.
109 c. Resolution 2013-24; a Resolution to Approve the Contract with TimeSaver, Inc. for the
110 Services of Recording Secretary for Birchwood Village for the period of November 1,
111 2013 to December 31, 2013.

112
113 MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK
114 TO ACCEPT THE AMENDED CONSENT AGENDA. ALL AYES. MOTION PASSED.

- 115
116 a. Approval of October 8, 2013 Regular Meeting Minutes
117 Mayor Wingfield stated there should be a correction to line 16 and 67, which now read Hanson.
118 Also, referred to line 91 and suggested going in to a public hearing.

119
120 MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER DONOVAN
121 TO APPROVE THE OCTOBER 8, 2013 MEETING MINUTES AS AMENDED. ALL AYES. MOTION
122 PASSED.

123
124 VI. PUBLIC HEARING

- 125 a. Resolution 2013-10; a Resolution to Certify Delinquent utility Accounts to Washington
126 County
127 Mayor Wingfield noted this is procedural in order to get the accounts over to the county for
128 collections. She said there are 12 properties that would be certified.

129
130 There being no public input, Mayor Wingfield opened and closed the public hearing.

131
132 MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER
133 WOOLSTENCROFT TO APPROVE RESOLUTION 2013-10; A RESOLUTION TO CERTIFY
134 DELINQUENT UTILITY ACCOUNTS TO WASHINGTON COUNTY. ALL AYES. MOTION PASSED.

- 135
136 b. Ordinance 2013-25; an Ordinance to Amend Section §605.021 Animal Licensing of the
137 Birchwood City Code

138 Mayor Wingfield explained the rabies proof would be three years instead of two years. She
139 noted the resolution is prepared and they are ready for publication.

140
141 There being no public input, Mayor Wingfield opened and closed the public hearing.
142 MOTION MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER
143 DONOVAN TO AMEND ORDINANCE 2013-25; AN ORDINANCE TO AMEND SECTION §605.021
144 ANIMAL LICENSING OF THE BIRCHWOOD CITY CODE. ALL AYES. MOTION PASSED.

145
146 VII. REPORTS FROM COMMISSIONS & COMMITTEES

147 a. Road's Committee

148 i. Discussion of 2014 Seal Coating

149 Gene Ruehle, 262 Wildwood, suggested using rain barrels. He talked about the old business
150 and said the chip seal bid hasn't been accepted. The recommendation from the committee was
151 to accept the bid for the summer of 2014, which would be between \$37,000 and \$38,000.

152
153 Councilmember Donovan said the oil prices are low and should be locked in now. Mayor
154 Wingfield agreed.

155
156 MOTION MADE BY COUNCILMEMBER DONOVAN AND SECONDED BY COUNCILMEMBER
157 HULLSIEK TO LOCK IN THE 2014 SEAL COATING BID. ALL AYES. MOTION PASSED.

158
159 ii. Signage

160 Mr. Ruehle said the second issue is signage. He explained they debated about the 25 mph
161 speed limit on the streets. He said there is a lot of use of that road and speeding. The estimate
162 to put stickers on the signs is \$40.

163
164 Mayor Wingfield noted there are ten speed signs that would need to be changed so she thought
165 it would be \$20 to change. Mr. Ruehle explained the number stickers would replace the existing
166 numbers. Mayor Wingfield said 25 mph is very slow. Councilmember Donovan asked about
167 other alternatives and said he wouldn't mind seeing that road closed. Councilmember
168 Woolstencroft said closing a road is out.

169
170 MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER DONOVAN
171 TO CHANGE THE SPEED FROM 30 TO 25 MPH AND AUTHORIZE THE ROAD'S COMMITTEE TO
172 IMPLEMENT AS SOON AS POSSIBLE. ALL AYES. MOTION PASSED.

173
174 iii. Other

175 Mayor Wingfield said the traffic numbers had 10,000 vehicle trips. The council talked about a
176 roundabout and the possibility of a county road that would share in the tax collection.

177
178 Mr. Ruehle reported that one member resigned, Tom Patsy. He said they would like to write
179 something in the newspaper about joining the committee. Mayor Wingfield said a thank you
180 should also be sent.

181
182 Mr. Ruehle said there were a lot of experimental things this past year and the committee is one.
183 He stated it would be fun to show some recognition and invite the whole village to an evening.
184 He talked about getting people involved.

185

186 b. Finance and Budget Committee
187 John Lund, Park and Recreation, said the warming house is coming along well. He showed what
188 the plaque will look like. Mayor Wingfield noted there is around \$14,000 in donations.
189 Mr. Lund reviewed the park budget for 2014 and said the wages and salaries are \$7,500 and the
190 summer help is \$600 for a total of \$8,100 for 2014. Supplies under landscape total \$240 for
191 trees and more plants. He commented on the repair and maintenance and said the hockey rink
192 floor will need to be painted next year and the material cost only is \$2,500. He noted he will
193 power wash it and will use an industrial painter. The boards also need to be repaired at \$500.
194 Mr. Lund said the playground equipment cost is \$900 for new chains, 2 swings and a new baby
195 swing. He commented on the tennis court and said they took down the tree and still have to cut
196 out 60 feet of root that has raised the court and is a hazard for people playing. The contingency
197 repair and maintenance has \$700. Mr. Lund said it would be \$300 for 2 hockey net
198 replacements. He reviewed the electricity and said the proposed number is \$16,000 from the
199 general fund and \$4,700 for park projects. The park project fund proposal sign is at \$1,000. It is
200 \$2,500 to remove trees by the hockey rink.

201
202 c. Parks Committee
203 Mayor Wingfield talked about having the Parks Committee available for fun projects next year.
204 She said they also need to recognize people who have done something, possibly name the park
205 after somebody, and do something positive to recognize the community and history.

206
207 Mr. Lund commented on donating his labor time.
208
209 Councilmember Donovan asked how many rink attendants there will be. Mr. Lund said five so
210 far and two are new this year and have to be approved.

211
212 Mayor Wingfield talked about paying \$10 per meeting and said she would prefer to recognize
213 people and would like to see a volunteer recognition with a catered meal.
214

215 Mayor Wingfield noted she thinks the parks should maintain the Music in the Parks. She said
216 she would also like to see when bands come they are well received and if not, it is addressed.
217 She said there is \$1,500 in the budget.

218
219 Mayor Wingfield said they have volunteer painters for the signs.

220
221 d. Personnel Committee
222 i. Update on Hiring City Clerk and Treasurer
223 Charlie said the Personnel Committee was already mentioned. He said they plan to go through
224 the personnel liaisons.

225
226 e. Dock Association
227 i. Minutes from the October 22, 2013, Workshop
228 MOTION MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER
229 DONOVAN TO WAIVE THE \$500 DOCK FEE AND PUT ON THE DOCK BILL. ALL AYES. MOTION
230 PASSED.

231
232 VIII. GENERAL BUSINESS OF THE COUNCIL
233 a. Water and Sewer Rates

234 Mayor Wingfield stated that Shelly from St. Anthony Village requested to continue the meeting
235 until next Wednesday to discuss the different options presented on the water rates. She noted
236 the sewer rates are not keeping up with expenses and White Bear increased costs significantly.
237

238 The Council decided to meet next Wednesday at 7:30 p.m. to take action on the rates.
239

240 b. Discussion on RFP's for City Attorney Services

241 Mayor Wingfield reported on the RFP's for city attorney services. She said they asked the same
242 five firms and received four bids. She said they are paying \$145,000 for general lawyer services
243 and a couple of the bids came in at \$120,000. Charlie said he will send the resumes to the
244 council.
245

246 c. Discussion on Findings Regarding Nuisances

247 Councilmember LaFoy said a handout was provided on nuisances. He stated the code includes
248 the state statute. He talked about looking at Hopkins. Mayor Wingfield said she would like
249 something done this spring.
250

251 d. Discussion on Catch Basins

252 Mayor Wingfield said there are nine or ten catch basins and three of them are full. The fourth
253 one is on Cedar and Hall. The sediment goes in and when it becomes full, it goes on someone's
254 lawn. She said they are spending \$200 a month so the catch basin is redundant.
255

256 Councilmember LaFoy talked about putting together a lift station sewer policy.
257

258 e. Discussion of Boat Fees through Utility Billing

259 Mayor Wingfield said she met with the dock people and there are a few gaps as to who has slips
260 that they haven't collected.
261

262 IX. STAFF REPORTS

263 The utility billing is set up and ready to go and staff is working on items for the newsletter.
264

265 The Council talked about updating contact information.
266

267 Mayor Wingfield noted she has documentation on things that have been done to organize and
268 they have come up with solutions.
269

270 Councilmember LaFoy showed the video on demand of council meetings.
271

272 X. ADJOURN / RECESS

273 MOTION WAS MADE BY COUNCILMEMBER LAFOY TO RECESS THE MEETING TO WEDNESDAY
274 AT 7:30 P.M. AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT. ALL AYES. MOTION
275 PASSED.
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281 NOVEMBER 20, 2013

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283 MINUTES

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285 I. CALL TO ORDER

286 MEMBERS PRESENT: Mayor Wingfield, Councilmembers Bill Hullsiek, Randy LaFoy, and Greg
287 Donovan

288
289 MEMBERS ABSENT: Kevin Woolstencroft

290
291 a. Water and Sewer Rates (continued from November 12, 2013 meeting)

292
293 Mayor Wingfield introduced Shelly Rueckert, Finance Director for St. Anthony Village and
294 added that sewer and water rates were just reviewed in July 2012.

295
296 Shelly Rueckert stated the rates were adjusted in July 2012 for the end of 2012 and 2013.
297 She presented three (3) scenarios of

298
299 Leave the water rates for 2014 at the current level. She added with the implementation of
300 tiered water rates it would be ideal to have a two year cycle to see if the tiers are sufficient
301 to promote conservation of water. In the future Council could revisit the water rates to
302 evaluate the effectiveness of tiered rates.

303
304 Mary Wingfield indicated she just attended a meeting regarding water use and water
305 consumption. In talking with others about this, it appears that the City might want to
306 explore a Water Committee. She addressed Paul Steinhauser, resident, who is very active
307 on this issue if he would be willing to initial this committee. He indicated he would be
308 interested in this.

309
310 Shelly Rueckert indicated currently there is sufficient data for the committee to look at. For
311 sewer rates, there is more of a need of rate adjustments. There are three options:

312
313 Option 1: Provides for capital replacement but is more dependent on usage to cover base
314 costs.

315
316 Option 2: Less usage dependent but does not provide funds for future capital needs.

317
318 Option 3: Similar to option 2 but provides a sufficient base fee to cover non-usage based
319 costs and provides funds for future capital needs. This option would provide \$15,000 for
320 capital needs on-going to assist with Scada upgrade costs for the sewer system and debt
321 service funding and is less dependent on first quarter water usage. The usage based system
322 makes it more difficult to cover long term costs. She is recommending option 3 for the 2014
323 sewer costs.

324
325 Shelly Rueckert added at the present time there is approximately \$120,000 in the Enterprise
326 sewer funds and recommends transferring \$60,000 to Debt Service funds to cover deficit
327 and meet debt needs and \$30,000 from the Enterprise Funds to Improvement funds for

328 Scada Equipment. This would bring the balance of the Enterprise fund to just under \$30,000
329 which she felt would be and appropriate of working capital for the in and out flows of cash
330 throughout the year. This would be her recommendation.

331
332 Mary Wingfield asked what other communities are paying currently.

333
334 Shelly Rueckert stated that Option 1 is on the low end, Option 2 is mid-range and Option 3
335 is in the high mid-range of what other communities are paying.

336
337 Mary Wingfield clarified that Scada costs and sewer jetting costs have not been included
338 previously and the debt service costs have not been fully covered. Not only would this
339 increase cover the Scada, sewer jetting, and debt service it will allow the City to plan for
340 upcoming incidents.

341
342 Shelly Rueckert added Option 3 will give the City the opportunity to save for capital needs.

343
344 Councilmember LaFoy clarified that the jetting costs will be expended from the Enterprise
345 Fund annually.

346
347 Shelly Rueckert confirmed this and added that an additional \$15,000 would be set aside for
348 capital needs.

349
350 Councilmember Donovan questioned what the capital needs are for the City?

351
352 Mary Wingfield stated lift pumps will need to be replaced in the future.

353
354 Shelly Rueckert stated Metropolitan Council has stated there will increases and it seem
355 overflation to her.

356
357 Councilmember Hullsiek stated there are costs associated with water treatment facilities
358 due to more pollutants. These are warranted costs.

359
360 Shelly Rueckert stated Metropolitan Council has provided fair warning of the possible cost
361 increases.

362
363 Mary Wingfield stated by analyzing, Birchwood is not increasing the costs but increasing the
364 usage. This keeps the City on top of the issue and pass along the costs to the residents.

365
366 Councilmember LaFoy stated he appreciated that this plan will allow setting aside money
367 for capital costs.

368
369 Mary Wingfield stated this will be back at the December 10, 2013 meeting incase residents
370 have questions.

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OTHER:

Mary Wingfield suggested contacting the City of Mahtomedi about lowering the speed limit on Cedar Street since Birchwood Village has. She will draft a letter and have the clerk send it off.

Councilmember Hullsiek asked about the status of the road with the delay of being finished.

Brief discussion of the road status.

Councilmember Donovan stated the street sweeper was back through the City today picking up the last of the leaves.

MOTION MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER DONOVAN. ALL AYES. MOTION PASSED.

Mary Wingfield
Mayor

Barbara J. Suci
Interim City Clerk

Birchwood Village
Treasurer Report
12-5-2013
Council Meeting 12/10/2013

V b.

To: City Council
From: Charlie Yunker, Treasurer

Financial Report

Attached are the CTAS reports:

The DISBURSEMENTS REGISTER is for those claims presented for approval and/or payment this eve. Disbursement Register includes check numbers or EFT identifier. THE DISBURSEMENT REGISTER is for expenses of period between council meetings (November 8 – December 5, 2013).

The Interim Financial Report shows the year to date totals for each revenue and expense of each Fund. The report is presented by ACCOUNT code. Fund 100 is the operating fund (General Fund) for which property taxes are levied, and also includes other revenues the city receives. In the disbursement section of this report you will find a running total (YTD) and variance (remaining balance) of the full year budgeted amount for each category of expense. The Interim Financial Report is provided for 2013 through council meeting date December, 2013 to provide balance remaining for budgeted items.

The Cash Balance Statement is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at 4M Fund /US Bank (checking for operating funds, savings, enterprise fund accounts for various funds & reserves). Special Revenue Project FUND includes budget for special projects for Elm Easement (Assigned Fund #211) & Turf Management projects established in 2012. Special Revenue Fund #225 added for warming house donations.

Please call/email with any questions.

Charlie Yunker, Birchwood City Treasurer

Fund Name: All Funds
Date Range: 11/05/2013 to 12/05/2013

Date	Vendor Name	Description	Check #	Total	Account #	Amount
11/07/2013	Mills Fleet Farm #534812	Mats for Warming House	28001	\$839.86	210-45200-520	\$839.86
11/07/2013	Xcel Energy	Gas/Electric at City Hall Sep 2013	28002	\$121.65	100-41940-380	\$121.65
11/07/2013	Xcel Energy	Electric at 180 Birchwood Ave Sep 2013	28003	\$1,304.20	100-41940-380	\$1,304.20
11/07/2013	TSE, INC	City Hall Cleaning 10/10/13	28004	\$19.00	100-41940-305	\$19.00
11/07/2013	TSE, INC	City Hall Cleaning 09/26/13	28005	\$19.00	100-41940-305	\$19.00
11/07/2013	SL - serco	Meter Repair - 10/07/2013	28006	\$45.00	601-43180-305	\$22.50
					605-43190-305	\$22.50
11/07/2013	On-Site Sanitation Inc	Rental Unit - TS & Fennis Court Oct 2013	28007	\$152.16	100-45200-305	\$152.16
11/07/2013	Yardworks	Mowing & Trimming Sep 2013	28008	\$1,231.44	100-45010-305	\$1,231.44
11/07/2013	MN Mayors Assn	Annual Membership Dues	28009	\$30.00	100-41920-433	\$30.00
11/07/2013	Ronnan, Kenny	Oct 13 (2 hrs) Service 2013	28010	\$45.00	100-41950-305	\$45.00
11/07/2013	Menards - Maplewood	Warming House Supplies	28011	\$120.88	210-45200-520	\$120.88
11/07/2013	MN Dept of Labor and Industry	Mn Bldg Permit Surcharge 3rd Qtr 2013	28012	\$59.00	100-42401-430	\$59.00
11/07/2013	Eckberg, Lammers, Briggs, Wolff	Legal Service - Sep 2013	28013	\$1,014.00	100-41600-300	\$1,014.00
11/07/2013	Qwest/CenturyLink	Phone/Fax lines Oct 2013	28014	\$113.59	100-41940-321	\$113.59
11/07/2013	Thatcher Engineering, Inc	General Office	28015	\$879.70	605-41650-300	\$879.70
11/07/2013	S&T Office Supplies	Office Supplies	28016	\$26.61	100-41420-200	\$26.61
11/07/2013	City of Roseville	IT Services Oct 2013	28017	\$368.75	100-41900-300	\$368.75
11/07/2013	City of White Bear Lake Bldg Inspecc	Bldg Inspections - Aug & Sep 2013	28018	\$1,821.00	100-42401-305	\$1,821.00
11/07/2013	City of White Bear Lake Public Work	Billing for September 2013 Pubic Works	28019	\$2,146.17	605-43185-305	\$1,073.08
					605-43190-305	\$1,073.09
11/07/2013	City of White Bear Lake	Water purchase 06/28/13 - 09/30/13	28020	\$12,930.54	601-43180-215	\$12,930.54
11/07/2013	City of White Bear Lake Fire	Fire Srvc Sept 2013	28021	\$7,612.33	100-42200-305	\$7,612.33

City of Birchwood Village

Disbursements Register

12/05/2013

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
11/07/2013	City of White Bear Lake Police	Police Srvc Oct 2013	28022	\$1,605.83	100-42100-305	\$1,605.83
11/07/2013	Valley-Rich Co., Inc.	9 Oakridge Dr	28023	\$212.00	100-43180-400	\$212.00
11/07/2013	S&T Office Supplies	Office Supplies	28024	\$53.59	100-41420-200	\$53.59
11/07/2013	Gopher State One Call	Locates (18) - Oct 2013	28025	\$24.65	601-42805-305	\$24.65
11/07/2013	Simmons, Mary Sue	Contractor Wage October 2013	28026	\$647.50	100-41400-305	\$647.50
11/07/2013	Tennis Sanitation, LLC	Recycling Sep & Oct 2013	28027	\$1,656.00	100-43300-305	\$1,656.00
11/07/2013	Press Publications	Public Hearing on Delinquent Utility Accounts	28028	\$32.74	100-41130-351	\$32.74
11/07/2013	Press Publications	Job Postings for Clerk & Treasurer	28029	\$254.35	100-41130-351	\$254.35
11/07/2013	City of Roseville	IT Services Nov 2013	28030	\$368.75	100-41900-300	\$368.75
11/07/2013	League of MN Cities	Work Comp - Audit 2012/2013	28031	\$189.00	100-41945-150	\$189.00
11/07/2013	TA Schifsky & Sons, INC	Patching Crew (1.5) Hours (2) Tons Mix	28032	\$3,776.50	100-43100-305	\$3,776.50
11/07/2013	Manship Plumbing & Heating Inc	Monthly Locates (19), Shut-Offs (2) & Water Standby	28033	\$1,540.00	601-43180-305	\$1,540.00
11/07/2013	League of MN Cities	Membership Dues	28034	\$942.00	100-41000-433	\$942.00
11/07/2013	City of St. Anthony Village	Interim Clerk & Treasurer and Assessment	28035	\$8,500.00	100-41000-300	\$8,500.00
11/07/2013	Xcel Energy	Electric For Lift Stations Sep 13	AUTO 10/16	\$493.39	100-43160-380	\$493.39
11/07/2013	Xcel Energy	Electric For Lift Stations Oct 13	AUTO 11/18	\$430.88	100-43160-380	\$430.88
12/02/2013	U S Bank	Debt Service Payment	28036	\$22,045.59	301-47100-600 301-47100-610	\$18,897.15 \$3,148.44
12/05/2013	Steve Dean Tree Trimming	Diseased Tree Removal & 2013 Inspections	28037	\$1,568.38	110-43130-305 110-43135-305 110-43135-305	\$390.00 \$64.28 \$1,114.10
12/05/2013	White Bear Locksmith	10 Keys Cut	28038	\$23.62	100-41940-220	\$23.62
12/05/2013	Qwest/CenturyLink	Phone/Fax lines Nov 2013	28039	\$113.30	100-41940-321	\$113.30
12/05/2013	TSE, INC	City Hall Janitorial 10/31/13 & 11/14/13	28040	\$38.00	100-41940-305 100-41940-305	\$19.00 \$19.00
12/05/2013	Tailored PC Documents	Minutes transcription October 2013	28041	\$53.83	100-41400-305	\$53.83

City of Birchwood Village

Disbursements Register

12/05/2013

Date	Vendor Name	Description	Check #	Total	Account #	Amount
12/05/2013	KEJ Enterprizes	Sign Installation, Sod Repair, Street Sweeping & Leak Pick-Up	28042	\$9,308.78	100-43110-305	\$6,107.50
					100-43123-305	\$2,050.00
					100-43155-305	\$776.28
					601-43185-305	\$375.00
12/05/2013	Thatcher Engineering, Inc	Site Visit 1 Oakridge Retaining Wall	28043	\$92.85	605-41650-300	\$92.85
12/05/2013	Eckberg, Lammers, Briggs, Wolff	Legal Service - Oct 2013	28044	\$205.00	100-41600-300	\$205.00
12/05/2013	Toshiba Business Solutions, USA Inc	Qtrly Mntnc Aug - Nov 2013	28046	\$40.95	100-41420-305	\$40.95
12/05/2013	On-Site Sanitation Inc	Rental Unit - TS & Tennis Court Nov 2013	28047	\$119.02	100-45200-305	\$119.02
12/05/2013	White Bear Rental & Sales	Warming House - Sheetrock Panel Jack	28048	\$32.93	210-45200-240	\$32.93
12/05/2013	Simmons, Mary Sue	Contractor Wage November 2013	28049	\$770.00	100-41400-305	\$770.00
12/05/2013	Press Publications	Pubic Notice - Delinquent Utility Accounts	28050	\$29.10	100-41130-351	\$29.10
12/05/2013	Ronnau, Kenny	Nov 13 (3.25 hrs) Service 2013	28051	\$95.63	100-41950-305	\$95.63
12/05/2013	MN Dept of Health Drinking Water	Water Supply Connection Srvc Qtrly Fee 2013	28052	\$562.00	601-43180-430	\$562.00
12/05/2013	City of White Bear Lake Bldg Inspec	Bldg Inspections - Oct 2013	28053	\$326.00	100-42401-305	\$326.00
12/05/2013	City of White Bear Lake Public Work	Billing for October 2013 Pubic Works	28054	\$1,715.15	605-43185-305	\$857.58
					605-43190-305	\$857.57
12/05/2013	City of White Bear Lake Police	Police Srvc Nov 2013	28055	\$7,612.33	100-42100-305	\$7,612.33
12/05/2013	City of White Bear Lake Fire	Fire Srvc October 2013	28056	\$1,605.83	100-42200-305	\$1,605.83
12/05/2013	Menards - Maplewood	Warming House Supplies	28057	\$134.08	210-45200-520	\$134.08
12/05/2013	Gopher State One Call	Locates (10) - Nov 2013	28058	\$13.05	601-42805-305	\$13.05
12/05/2013	Xcel Energy	Electric For Warming House Oct 13	28059	\$6.75	100-45200-380	\$6.75
12/05/2013	Xcel Energy	Gas/Electric For City Hall Oct 13	28060	\$200.08	100-41940-380	\$200.08
12/05/2013	Xcel Energy	Electric For Street Lights Oct 13	28061	\$1,318.57	100-43160-380	\$1,318.57
12/05/2013	Xcel Energy	Electric for Lift Stations Nov 13	AUTO	\$347.56	100-43160-380	\$347.56

Total For Period

\$100,005.44

Total Year To Date

\$640,279.90

As of 12/05/2013

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$336,013.00	\$175,926.87	(\$160,086.13)
Total Acct 310	\$336,013.00	\$175,926.87	(\$160,086.13)
Building Permits	\$8,500.00	\$6,029.99	(\$2,470.01)
Dog Licenses	\$200.00	\$55.00	(\$145.00)
Zoning App Fee	\$0.00	\$618.00	\$618.00
Total Acct 322	\$8,700.00	\$6,702.99	(\$1,997.01)
State Grants and Aids	\$0.00	\$119.00	\$119.00
Local Government Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$119.00	(\$119.00)
Recycle Grant	\$1,000.00	\$1,678.00	\$678.00
Cable Comm. Grant	\$7,000.00	\$6,288.30	(\$711.70)
Total Acct 336	\$8,000.00	\$7,966.30	(\$33.70)
City Hall and Garage Rent	\$500.00	\$443.00	(\$57.00)
Total Acct 341	\$500.00	\$443.00	(\$57.00)
Fines	\$650.00	\$763.26	\$113.26
Total Acct 351	\$650.00	\$763.26	\$113.26
Delinqnt Utilities - Garb/CEC	\$0.00	\$624.24	\$624.24
Miscellaneous	\$100.00	\$0.00	(\$100.00)
Total Acct 361	\$100.00	\$624.24	\$524.24
MISCELLANEOUS REVENUES	\$0.00	\$11.48	\$11.48
Interest Earnings	\$50.00	\$91.40	\$41.40
Contrib. and Donations-Private	\$500.00	\$1,014.00	\$514.00
Refund-Reimbursemnt-Dividend	\$0.00	\$469.08	\$469.08
Total Acct 362	\$550.00	\$1,585.96	\$1,035.96
Total Revenues	\$354,751.00	\$194,131.62	(\$160,619.38)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
GENERAL GOVERNMENT	\$0.00	\$9,522.16	(\$9,522.16)
Total Acct 410	\$0.00	\$9,522.16	(\$9,522.16)
Publishing	\$2,100.00	\$1,835.18	\$264.82
Total Acct 411	\$2,100.00	\$1,835.18	\$264.82
City Council	\$4,200.00	\$252.70	\$3,947.30
Total Acct 413	\$4,200.00	\$252.70	\$3,947.30
Clerk - Treasurer	\$58,240.00	\$38,827.81	\$19,412.19
Elections	\$500.00	\$822.50	(\$322.50)
Office Operations/Supplies	\$3,525.00	\$1,829.74	\$1,695.26
Postage/Postal Permits	\$650.00	\$851.91	(\$201.91)

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

12/05/2013

Total Acct 414	\$62,915.00	\$42,331.96	\$20,583.04
Financial Administration	\$400.00	\$35.00	\$365.00
Assessing	\$5,450.00	\$5,493.67	(\$43.67)
Total Acct 415	\$5,850.00	\$5,528.67	\$321.33
Legal Services	\$7,200.00	\$5,617.28	\$1,582.72
Engineer Service	\$10,000.00	\$545.42	\$9,454.58
Total Acct 416	\$17,200.00	\$6,162.70	\$11,037.30
Per Diem	\$1,560.00	\$0.00	\$1,560.00
Total Acct 418	\$1,560.00	\$0.00	\$1,560.00
OTHER GENERAL GOVERNMENT	\$0.00	\$737.50	(\$737.50)
Grants	\$1,825.00	\$919.00	\$906.00
Planning and Zoning	\$0.00	\$184.00	(\$184.00)
City Training and Development	\$2,335.00	\$295.00	\$2,040.00
City Hall-Gov't Buildings	\$7,000.00	\$8,753.49	(\$1,753.49)
City Insurance	\$7,380.00	\$8,112.00	(\$732.00)
Cable Eqpmt and Service	\$800.00	\$2,311.88	(\$1,511.88)
Newsletter	\$125.00	\$0.00	\$125.00
Total Acct 419	\$19,465.00	\$21,312.87	(\$1,847.87)
Police	\$91,348.00	\$85,341.46	\$6,006.54
Total Acct 421	\$91,348.00	\$85,341.46	\$6,006.54
Fire	\$20,593.00	\$25,275.96	(\$4,682.96)
Total Acct 422	\$20,593.00	\$25,275.96	(\$4,682.96)
Building Inspection	\$8,400.00	\$7,417.69	\$982.31
Total Acct 424	\$8,400.00	\$7,417.69	\$982.31
Other Protection	\$100.00	\$68.38	\$31.62
Animal Control	\$897.00	\$897.00	\$0.00
Total Acct 428	\$997.00	\$965.38	\$31.62
Streets and Road Mntnc	\$5,250.00	\$42,175.40	(\$36,925.40)
Leaf Pick-Up	\$0.00	\$6,107.50	(\$6,107.50)
Crack Seal Project	\$10,000.00	\$8,450.00	\$1,550.00
Seal Coat project	\$25,000.00	\$37,484.80	(\$12,484.80)
Street Sweeping	\$4,000.00	\$4,605.00	(\$605.00)
Ice and Snow Removal	\$16,000.00	\$13,542.65	\$2,457.35
Tree Removal	\$5,000.00	\$394.26	\$4,605.74
Utility - Drain Structure Care	\$1,200.00	\$2,488.09	(\$1,288.09)
Street Signs	\$0.00	\$2,156.67	(\$2,156.67)
Street Lights	\$15,600.00	\$11,665.43	\$3,934.57
Water Utility	\$0.00	\$212.00	(\$212.00)
Total Acct 431	\$82,050.00	\$129,281.80	(\$47,231.80)
Weed Control - Milfoil	\$1,200.00	\$0.00	\$1,200.00
Total Acct 432	\$1,200.00	\$0.00	\$1,200.00
Recycle	\$0.00	\$3,312.00	(\$3,312.00)
Total Acct 433	\$0.00	\$3,312.00	(\$3,312.00)
Sanitation - Recycling	\$12,000.00	\$6,444.60	\$5,555.40
Total Acct 441	\$12,000.00	\$6,444.60	\$5,555.40
Lawn Care/Mntnc	\$6,000.00	\$6,157.20	(\$157.20)
Total Acct 450	\$6,000.00	\$6,157.20	(\$157.20)

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

12/05/2013

Recreation	\$1,900.00	\$1,550.00	\$350.00
Total Acct 451	\$1,900.00	\$1,550.00	\$350.00
Parks	\$14,000.00	\$10,691.61	\$3,308.39
Total Acct 452	\$14,000.00	\$10,691.61	\$3,308.39
CONSERVATION - NATURAL RESOURC	\$2,082.00	\$2,081.97	\$0.03
Total Acct 461	\$2,082.00	\$2,081.97	\$0.03
Unallocated Expenditures	\$8,050.00	\$133.37	\$7,916.63
Total Acct 492	\$8,050.00	\$133.37	\$7,916.63
 Total Disbursements	 \$361,910.00	 \$365,599.28	 (\$3,689.28)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$525,009.93	
Cash Balance as of 12/05/2013		\$353,542.27	

As of 12/05/2013

Tree Canopy Care	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Tree Care/Inspection	\$0.00	\$390.00	(\$390.00)
Tree Removal	\$0.00	\$10,471.08	(\$10,471.08)
Total Acct 431	\$0.00	\$10,861.08	(\$10,861.08)
Total Disbursements	\$0.00	\$10,861.08	(\$10,861.08)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$8,350.00	
Cash Balance as of 12/05/2013		(\$2,511.08)	

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

12/05/2013

As of 12/05/2013

Special Rev Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$3,900.00	\$3,900.00
Total Acct 322	\$0.00	\$3,900.00	\$3,900.00
Interest Earnings	\$0.00	\$0.29	\$0.29
Total Acct 362	\$0.00	\$0.29	\$0.29
Total Revenues	\$0.00	\$3,900.29	\$3,900.29
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Engineer Service	\$0.00	\$225.00	(\$225.00)
Total Acct 416	\$0.00	\$225.00	(\$225.00)
Parks	\$5,900.00	\$21,281.09	(\$15,381.09)
Total Acct 452	\$5,900.00	\$21,281.09	(\$15,381.09)
Unallocated Expenditures	\$0.00	\$200.00	(\$200.00)
Total Acct 492	\$0.00	\$200.00	(\$200.00)
Total Disbursements	\$5,900.00	\$21,706.09	(\$15,806.09)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$13,756.91	
Cash Balance as of 12/05/2013		(\$4,048.89)	

As of 12/05/2013

Spec Project-Elm Easement

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$4,000.00	\$325.00	\$3,675.00
Total Acct 452	\$4,000.00	\$325.00	\$3,675.00
Total Disbursements	\$4,000.00	\$325.00	\$3,675.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		(\$325.00)	

As of 12/05/2013

Spec Rev - Warm House	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Contrib. and Donations-Private	\$0.00	\$13,896.10	\$13,896.10
Total Acct 362	\$0.00	\$13,896.10	\$13,896.10
Total Revenues	\$0.00	\$13,896.10	\$13,896.10
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		\$13,896.10	

As of 12/05/2013

Sewer 2004 Bonds

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$4,249.54	\$4,249.54
Total Acct 361	\$0.00	\$4,249.54	\$4,249.54
Total Revenues	\$0.00	\$4,249.54	\$4,249.54
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$15.00	(\$15.00)
Total Acct 415	\$0.00	\$15.00	(\$15.00)
Bond Payment	\$0.00	\$50,551.72	(\$50,551.72)
Total Acct 471	\$0.00	\$50,551.72	(\$50,551.72)
Total Disbursements	\$0.00	\$50,566.72	(\$50,566.72)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		(\$46,317.18)	

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

12/05/2013

As of 12/05/2013

Birchwood In Re-hab Bond

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$615.34	\$615.34
Total Acct 361	\$0.00	\$615.34	\$615.34
Total Revenues	\$0.00	\$615.34	\$615.34
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$183.00	(\$183.00)
Total Acct 415	\$0.00	\$183.00	(\$183.00)
Total Disbursements	\$0.00	\$183.00	(\$183.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		\$432.34	

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

12/05/2013

As of 12/05/2013

Sewer Re-hab 2008 Debt

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$10,632.50	\$10,632.50
Total Acct 361	\$0.00	\$10,632.50	\$10,632.50
Total Revenues	\$0.00	\$10,632.50	\$10,632.50
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Assessing	\$0.00	\$243.00	(\$243.00)
Total Acct 415	\$0.00	\$243.00	(\$243.00)
Bond Payment	\$0.00	\$3,138.61	(\$3,138.61)
Total Acct 471	\$0.00	\$3,138.61	(\$3,138.61)
Total Disbursements	\$0.00	\$3,381.61	(\$3,381.61)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		\$7,250.89	

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

12/05/2013

As of 12/05/2013

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Streets and Road Mntnc	\$0.00	\$45,583.33	(\$45,583.33)
Street Signs	\$1,500.00	\$0.00	\$1,500.00
Total Acct 431	\$1,500.00	\$45,583.33	(\$44,083.33)
Total Disbursements	\$1,500.00	\$45,583.33	(\$44,083.33)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$44,571.00	
Cash Balance as of 12/05/2013		(\$1,012.33)	

As of 12/05/2013

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$58,587.99	
Cash Balance as of 12/05/2013		\$58,587.99	

As of 12/05/2013

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/05/2013		\$0.00	

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

12/05/2013

As of 12/05/2013

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$48,498.10	\$48,498.10
Penalty - Late Water/Sewer	\$0.00	\$707.29	\$707.29
State and Misc fees	\$0.00	\$1,849.04	\$1,849.04
Total Acct 341	\$0.00	\$51,054.43	\$51,054.43
DELQ - Water-Sewer fees	\$0.00	\$1,045.71	\$1,045.71
Total Acct 361	\$0.00	\$1,045.71	\$1,045.71
Interest Earnings	\$0.00	\$2.43	\$2.43
Refund-Reimbursemnt-Dividend	\$0.00	\$483.90	\$483.90
Total Acct 362	\$0.00	\$486.33	\$486.33
Total Revenues	\$0.00	\$52,586.47	\$52,586.47
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Postage/Postal Permits	\$0.00	\$350.00	(\$350.00)
Total Acct 414	\$0.00	\$350.00	(\$350.00)
Assessing	\$0.00	\$15.00	(\$15.00)
Total Acct 415	\$0.00	\$15.00	(\$15.00)
Utility Locates	\$0.00	\$226.40	(\$226.40)
Total Acct 428	\$0.00	\$226.40	(\$226.40)
Water Utility	\$0.00	\$66,439.66	(\$66,439.66)
Wtr/Swr Emergency	\$0.00	\$4,295.00	(\$4,295.00)
Total Acct 431	\$0.00	\$70,734.66	(\$70,734.66)
Total Disbursements	\$0.00	\$71,326.06	(\$71,326.06)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$31,968.02	
Cash Balance as of 12/05/2013		\$13,228.43	

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

12/05/2013

As of 12/05/2013

Sewer Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Penalty - Late Water/Sewer	\$0.00	\$988.47	\$988.47
Sewer Fee	\$0.00	\$71,623.44	\$71,623.44
Total Acct 341	\$0.00	\$72,611.91	\$72,611.91
DELQ - Water-Sewer fees	\$0.00	\$1,646.12	\$1,646.12
Total Acct 361	\$0.00	\$1,646.12	\$1,646.12
Interest Earnings	\$0.00	\$10.19	\$10.19
Total Acct 362	\$0.00	\$10.19	\$10.19
Total Revenues	\$0.00	\$74,268.22	\$74,268.22
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Postage/Postal Permits	\$0.00	\$300.00	(\$300.00)
Total Acct 414	\$0.00	\$300.00	(\$300.00)
Assessing	\$0.00	\$15.00	(\$15.00)
Total Acct 415	\$0.00	\$15.00	(\$15.00)
Engineer Service	\$0.00	\$1,310.05	(\$1,310.05)
Total Acct 416	\$0.00	\$1,310.05	(\$1,310.05)
Utility Locales	\$0.00	\$162.55	(\$162.55)
Total Acct 428	\$0.00	\$162.55	(\$162.55)
Utility - Drain Structure Care	\$0.00	\$90.00	(\$90.00)
Wtr/Swr Emergency	\$0.00	\$5,030.58	(\$5,030.58)
Sewer Utility	\$0.00	\$63,839.55	(\$63,839.55)
Total Acct 431	\$0.00	\$68,960.13	(\$68,960.13)
Total Disbursements	\$0.00	\$70,747.73	(\$70,747.73)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$115,000.00	
Cash Balance as of 12/05/2013		\$118,520.49	

As of 12/05/2013

Fiscal Year:2013

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$525,009.93	\$195,212.25	\$365,599.28	\$354,622.90
Tree Canopy Care	\$8,350.00	\$0.00	\$10,861.08	(\$2,511.08)
Special Rev Projects	\$13,756.91	\$4,700.29	\$21,706.09	(\$3,248.89)
Spec Project-Elm Easement	\$0.00	\$0.00	\$325.00	(\$325.00)
Spec Rev - Warm House	\$0.00	\$13,896.10	\$0.00	\$13,896.10
Sewer 2004 Bonds	\$0.00	\$4,249.54	\$50,566.72	(\$46,317.18)
Birchwood In Re-hab Bond	\$0.00	\$615.34	\$183.00	\$432.34
Sewer Re-hab 2008 Debt	\$0.00	\$10,632.50	\$3,381.61	\$7,250.89
Cap Project - PW	\$44,571.00	\$0.00	\$45,583.33	(\$1,012.33)
Capital Projects	\$58,587.99	\$0.00	\$0.00	\$58,587.99
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$31,968.02	\$52,586.47	\$71,326.06	\$13,228.43
Sewer Enterprise Fund	\$115,000.00	\$74,268.22	\$70,747.73	\$118,520.49
Total	\$797,243.85	\$356,160.71	\$640,279.90	\$513,124.66

Fund Name: All Funds
 Date Range: 11/05/2013 to 12/05/2013

Date	Remitter	Description	Receipt #	Total	Account #	Amount
11/18/2013	Residents - via St Anthony Village	Boat Lift Fees, Building Permits	1112	\$1,880.63	100-32210	\$1,055.63
					100-34101	\$25.00
					210-32260	\$800.00
12/02/2013	Residents - via St Anthony Village	Utility Billing - SAV 11/14/2013	1110	\$1,176.58	601-34110	\$547.39
					601-34160	\$41.85
					601-34170	\$15.51
					605-34160	\$48.80
					605-34190	\$523.03
12/02/2013	Residents - via St Anthony Village	Utility Billing - SAV 11/22/2013	1111	\$192.34	601-34110	\$90.20
					601-34170	\$2.72
					605-34190	\$99.42
Total For Period				\$3,249.55		
Total Year To Date				\$356,160.71		

CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA

RESOLUTION 2013-26

ADOPTING THE FINAL LEVY ON REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA PAYBLE IN FISCAL YEAR 2014

WHEREAS, the City of Birchwood Village, Washing County, Minnesota is required to maintain a budget for its fiscal operations; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota has the legal authority to use its taxing authority to levy necessary funds to operate the City; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is continually monitoring its budget and develops a fiscal budget based on a calendar year. (see attached)

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, that the 2014 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 2014, be set at \$326,299.

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, 2013.

Mary Wingfield, Mayor

Attest: _____
Barbara J. Suciu, Interim City Clerk

	A	B	C	D	E	F	G	H	I
164	Contracted Services (Pot Holes)	0	10,460	10,292	6,000	2,805	4,500		5,000
165	Street Sweeping	0	0		4,000	3,785	4,000		4,000
166	Seal Coat	0	35,739		0	0	12,500		12,500
167	Crack Sealing	0	0	0	0	0	5,000		5,000
168	Street Signs (Council action to place in Own Fund)			266	3,000	0	1,500		
169	Street Maintenance Subtotal	10,703	46,715	10,558	14,000	6,834	28,250	17,500	10,000
170	Street Lights								
171	Utility Services	12,979	14,847	14,679	15,000	14,002	15,600	0	15,000
172	Drainage - Structure Care								
173	Stormwater Pond								
174	Contracted Services (pd Jan 2013 \$2358 - '12)	0	238	2,042	2,800	0	800		1,600
175	Fees (mpca)	0	400	117	600	0	400		400
176	Subtotal	0	628	2,159	3,400	0	1,200	0	2,000
177	Ice and Snow Removal								
178	Operating Supplies (salt, sand)	0	3,266	0	5,000	2,791	5,000		5,000
179	Contracted Services	18,404	17,646	10,319	12,000	5,800	11,000		11,000
180	Snow & Ice Subtotal	18,404	20,912	40,140	17,000	8,591	16,000	0	16,000
181	Water Utility								
182	Refunds & Reimbursements	0	554	474	0	0	0		0
183	Sewer Utility								
184	Refunds & Reimbursements	0	270	270	0	0	0		0
185	Weed Control \$135 moved to line 232			0	0	0	0		0
186	TOTAL - Public Works	42,086	83,927	744	56,200	33,551	61,050	17,500	43,000
187	CULTURE & RECREATION								
188	Recreation								
189	Operating Supplies	0	41	96	100	0	0		0
190	Dues & Subscriptions	0	0	0	200	200	200		200
191	Community Events (Music In Park)			1,325	1,700	1,500	1,700		1,500
192	TOTAL Recreation	0	41		2,000	1,700	1,900		1,700
193	Parks								
194	Wages and Salaries (Spvsr-volunteer 2012 un	0	5,508	5,490	5,900	2,883	7,500		10,000
195	Federal Tax - Employee								
196	State Tax - Employee	0	34						

City of Birchwood Village Revenue and Expenditure Trends

A	B	C	D	E	F	G	H	I
	2009	2010	2011	2012	2012	2013 FINAL	Other Revenue	2014 PROPOSE
	Actual	Actual	Actual	Budget	Actual	Levy		
RECEIPTS								
4								
5	363,941	323,491	315,354	325,000	320,067	336,013		
6	LICENSES AND PERMITS							
7	36,546	9,583		100	0		8,500	
8	0	0	10,659	8,500	7,792			
9	0	0	0	0	0			
10	0	0	206	0	412			
11	0	0	25	1,000	617		200	
12	INTERGOVERNMENTAL REVENUES							
13	0	0	0	0	0			
14	7,201	32,985	0	0	0			
15	0	0	238	238	238		238	
16	0	3,500	13,404	0	0		1,000	
17	0	0	1,678	1,650	1,678		7,000	
18	0	0	7,595	7,000	6,496			
19	501	652	0	0	0			
20	GENERAL GOVERNMENT							
21	0	340	350	500	375		500	
22	8,053	1,116		0	0			
23	0	0		0	248			
24	PUBLIC SAFETY							
25	HIGHWAYS AND STREETS							
26	CULTURE AND RECREATION							
27	5,900		0	0	0			
28	OTHER CHARGES							
29				0	0			
30	0	0		0	0			
31	FINES AND FORFEITS							
32	2,474	1,277	735	1,000	453		650	

	A	B	C	D	E	F	G	H	I
33	Forfeits								
34	MISCELLANEOUS REVENUES								
35	Surcharge	0	0		0	0			
36	Interest Earnings	2,764	1,332	33	1,000	41		50	
37	Contrib. & Donations-Private	0	0	725	400	765		500	
38	Refunds and Reimbursements	0	0	250	0	2,428		-	
39	Sale of Investments	35,000	70,000		0	0		-	
40	Recycling Charge (Mant/Willemie)	0	0		0	0		-	
41	Cable/Excess Franchise Fee	0	0		0	0		-	
42	Miscellaneous	3,047	4,702	2,741	500	62		100	
43	NON-EMPY RESERVE								
44	ALL REVENUE IN PROGRESS								
45	TOTAL REVENUES								
46					incl. cap prj				
47		DISBURSEMENTS							
48		2009	2010	2011	2012	2012	2013		
49	GENERAL GOVERNMENT								
50	Publishing								
51	Printing and Binding	0	0	91	175	100	100	80	
52	Legal Notice Publication	1,535	2,719	1,683	2,000	4,213	2,000	2,000	
53	Subtotal Publication	1,535	2,719	1,774	2,175	4,313	2,100	0	2,080
54	City Council								
55	Wages and Salaries	4,300	1,847	4,415	2,700	2,442	4,200	0	4,200
56	Clerk								
57	Wages and Salaries	32,935	51,131	57,501	56,000	56,260	58,240		70,000
58	Federal Tax - Employee	0	0	0					
59	State Tax - Employee	0	0	0					
60	Employer Cont-Retirement	0	0	0					
61	Retirement - Employee	0	0	0					
62	Medicare - Employer	0	0	0					
63	Social Security Employer	0	0	0					
64	Medicare - Employee	0	0	0					
65	Soc Security - Employee	0	0	0					

	A	B	C	D	E	F	G	H	I
66	Other Pay	0	0	0	0				
67	Mileage			42					
68	Recording and Reporting	127	0	0					
69	Accounting (Treasurer)								2,000
70	Professional Services	4,064	3,500	0					
71	Admin. Staff Subtotal	37,126	54,631	57,543	56,000	56,260	58,240	0	72,000
72	Elections								
73	Wages and Salaries	0	4,311	0	3,500	3,715	0		3,500
74	Operating Supplies	0	0	0	100	358	0		250
75	Repair & Maint. Supplies	470	0	470	500	470	500		500
76	Mileage	0	0	0	50	114	0		
77	Legal Notice Publication	0	0	0	250	407	0		400
78	Elections Subtotal	470	4,311	470	4,400	5,064	500	0	4,650
79	Office Supplies								
80	Office Supplies	3,413	2,846	2,236	2,500	2,340	2,000		2,000
81	Operating Supplies	0	445	78	100	0	100		
82	Repair & Maint. Supplies	0	520	0	0	0	0		
83	Office Equipment	0	2,023	1,933	1,000	680	800		800
84	Small Tools & Minor Equip	0	70	0	300	0	250		
85	Contracted Services	0	59	1,425	375	295	375		375
86	Postage/Postal Permits			0					
87	Office Supplies	0	433	642	800	1,026	650		650
88	Refunds & Reimbursements	0	52	0		0	0		
89	Office Operations Subtotal	3,413	6,447	6,334	5,075	4,341	4,175	0	3,825
90	Financial Administration								
91	Auditing Services	0	22,874	15,143		0	0		0
92	Fees (banking)	170	472	393	400	375	400		400
93	Subtotal	170	23,346	15,536	400	375	400	0	400
94	Insurance - City								
95	Insurance	0	0						
96	General Liability Ins.	5,677	3,604	6,980	4,355	3,754	3,800		3,800
97	Property Insurance	930	2,160	2,619	2,500	2,183	2,200		2,200
98	Worker's Comp (for employees & contractors P	676	690	2,447	1,800	3,234	1,100		1,100

	A	B	C	D	E	F	G	H	I
99	Vehicle Insurance	0	69	69	72	69	70		70
100	Excess Liability	0	900	900	927	900	900		900
101	Crime Coverage	0	133	118	125	118	120		120
102	Municipal	1,500	0		745	0	0		0
103	Insurance Subtotal	8,783	7,556	13,133	10,524	10,258	8,190	0	8,190
104	Assessing								
105	Contracted Services	5,978	5,164	5,324	5,325	5,436	5,450		5,450
106	Legal Services								
107	Professional Services	6,557	15,731	7,004	8,000	6,679	7,200		7,000
108	Engineer Service								
109	Professional Services	3,160	2,818	5,491	6,000	6,223	10,000		7,000
110	Per Diem (Planning Commission)	495	475	475	1,560	985	1,560		600
111	GRANTS THIS SECTION MOVED TO TRAINING & DEV (BELOW)								
112	Grants (pandemic 2008)	0	0	0	0	0	0		0
113	Grants Counseling Center 2011/2012 WC Her	0	0	0	0	0	0		
114	Planning & Zoning			46	0	206	0		200
115	Services Subtotal	16,190	24,188	18,340	20,885	19,529	24,210	0	20,250
116	City Training & Development								
117	Training	660	40	1,609	700	210	1,200		
118	Transportation	32	0	247	100	0	100		100
119	Dues & Subscriptions	5,410	5,275	992	1,000	1,038	1,035		1,063
120	Grants (pandemic 2008)	0	0	200	0	0	0		0
121	Grants Counsel Center 2012/2012 WC Herring	0	0	2,022	3,200	2,941	1,825		2,000
122	T & D Subtotal	6,102	5,315	5,070	5,000	4,189	4,160	0	3,163
123	City Hall-Gov't Buildings								
124	Repair, Operating & Maint. Supplies	2,130	176	3,843	3,300	2,532	2,350		500
125	Professional Services	0	182	6,904	0	0	0		0
126	Contracted Services	0	418	924	700	624	700		500
127	Telephone	0	1,158	1,298	1,300	1,439	1,450		3,500
128	Utility Services	6,631	3,249	3,298	4,000	2,219	2,500		0
129	Buildings & Structures	0	10,861	0	0	0	0		0
130	Computer/Internet	336	0	0	0	0	0		4,500
131	Gov't Bldgs Subtotal	9,097	16,044	16,267	9,300	6,814	7,000	0	9,000

	A	B	C	D	E	F	G	H	I
132	Cable Eqmnt and Service								
133	Contracted Services	990	1,106	1,064	1,200	839		800	
134	Communication	0	26,785	0	0	0	0	0	0
135	Newsletter								
136	Operating Supplies	0		0	0	0	25		25
137	Contracted Services	0	302	446					
138	Printing and Binding	0	0	0	400	228	100		100
139	Communication Subtotal	990	28,193	1,510	1,600	1,067	125	800	125
140	TOTAL Gen Government	88,176	174,597	140,392	118,059	114,652	113,300	800	127,883
141	PUBLIC SAFETY								
142	Police								
143	Contracted Services	89,667	85,637	88,505	90,935	89,776	91,348		48,000
144	Fire								
145	Contracted Services	21,375	21,867	20,078	20,500	21,317	20,593		21,000
146	Building Inspection (non levy)								
147	Small Tools and Minor Equipment			175					
148	Contracted Services	22,387	15,664	8,237	8,700	9,623		8,200	8,000
149	Fees (Variance, cond, use permits)	0	692	170	700	104		200	100
150	Other Protection								
151	Contracted Services (Code Ref)	0	1,015	0	68	241	100		100
152	Dept. of Labor Fees	1,185	692	0		0			
153	County Environmental Charge	627		0		0			
154	Animal Control	1,237	304	857	925	882	697	200	600
155	Operating Supplies	0		0		0			
156	Refuse Collection	79	0	0		0			
157	Refunds & Reimbursements	0		0		0			
158	PUBLIC SAFETY TOTAL	136,557	125,871	118,022	121,828	121,943	112,738	8,600	77,800
159	PUBLIC WORKS								
160	Improv Other than Bldg	0	0	0	0	0	0		0
161	Survey Public Spaces				6,800	4,124	0		0
162	Highways, Streets & Roadways								
163	Repair & Maint. Supplies	10,703	516		1,000	244	750		1,000

	A	B	C	D	E	F	G	H	I
197	Unemployment Compensation	0	174						
198	Medicare - Employer								
199	Social Security - Employer								
200	Social Security - Employee								
201	Medicare - Employee								
202	Office Supplies	0	30						
203	Operating Supplies	0	1,392	979	350	97	450		200
204	Repair & Maint. Supply/Contractual	0	890	223	1,530	1,030	1,600		2,000
205	Professional Services	0	190	374	0	590			
206	Contracted Services	0	1,902	3,438	360	4,526	1,600		1,000
207	Utility Services	0	507	901	900	973	1,150		1,000
208	Fees	0	35	0		0			800
209	Buildings & Structures	0	1,429	1,336	1,660	1,390	1,700		
210	Furniture and Fixtures	0	1,212	0		0			
211	Garbage Pickup			0		0			
212	Tree Removal			0	600	0	0		0
213	Per Diem / Projects			0	0	0	0	9,900	1,000
214	Parks GF Subtotal	16,388	13,304	12,741	11,300	11,489	14,000		16,000
215	TOTAL Parks & Recreation	16,388	13,345	14,162	13,300	13,189	15,900	9,900	17,700
216	SANITATION								
217	Tree Care - Inspection & Removal								
218	Contracted Services	0	701	450	800	711	0		0
219	Tree Removal								
220	Operating Supplies	0	321	0	250	0			
221	Diseased Trees	4,218	0	0	0	0	0		0
222	Contracted Services	0	4,762	3,991	2,300	2,393	5,000		5,000
223	Sanitation - Recycling								
224	Contracted Services	8,849	12,537	11,047	11,050	11,389	12,000		10,000
225	Recycling grant projects				1,650	0	0		0
226	Lawn Care/Maintenance								
227	Contracted Services	0	4,480	5,065	6,000	4,900	6,000		13,000
228	Weed Control - MIL/FOIL	0	4,480	135	1,700	927	1,200		
229	TOTAL - Sanitation	13,067	27,280	20,688	23,750	20,320	24,200	0	28,000

CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA

RESOLUTION 2013-27

A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE MUNICIPAL OPERATIONS OF THE CITY OF BIRCHWOOD VILLAGE, WASHINGTON COUNTY, MINNESOTA FOR FISCAL YEAR 2014

WHEREAS, the City of Birchwood Village, Washing County, Minnesota is required to maintain a budget for its fiscal operations; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota has the legal authority to use its taxing authority to levy necessary funds to operate the City; and

WHEREAS, the City of Birchwood Village, Washington County, Minnesota is continually monitoring its budget and develops a fiscal budget based on a calendar year.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, that the final budget for the municipal oerations of the City of Birchwood Village, Washington County, Minnesota, for the fiscal year 2014, 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, 2013.

Mary Wingfield, Mayor

Attest: _____
Barbara J. Suci, Interim City Clerk

CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA

RESOLUTION 2013-28

A RESOLUTION AUTHORIZING TRANSFERS OF SPECIFIED FUNDS

- WHEREAS, each year staff budgets certain operating and debt service transfers between funds; and
- WHEREAS, each year, staff evaluates existing funds and identifies those funds in which all activity has concluded and obligations have been satisfied; and
- WHEREAS, Capital Projects should be closed when all activity has concluded; any residual money and all assets should be transferred to the associated debt service fund or a capital project fund reserved for public projects and if a deficit exist, funding must be provided.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Birchwood Village here approves the transfer of any funds noted, but subject to closing adjustments as needed:

From Fund	Amount	To Fund
Debt service/Capital Transfers:		
Sewer Enterprise	\$ 50,000.00	Sewer Bonds 2004
Sewer Enterprise	\$ 10,000.00	Sewer Bonds 2008
Sewer Enterprise	\$ 30,000.00	Sewer Infrastructure
Closing Transfers		
Capital Projects	\$ 57,320.29	Capital Projects PW
Capital Projects	\$ 325.00	Spec Project- Elm
Capital Projects	\$ 942.70	Tree Canopy Care
Birchwood In Re-Hab Bond	\$ 432.34	Sewer Bonds 2004
Special Revenue - Warming House	\$ 13,896.10	Special Revenue Project

Adopted this 10th day of December, 2013.

Mary Wingfield, Mayor

ATTEST: _____
Barbara J. Suciu, Interim City Clerk

CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA

RESOLUTION 2013-29

A RESOLUTION APPROVING A CONTRACT WITH OTTER LAKE ANIMAL CARE
CENTER FOR LIAISON OF ANIMAL CONTROL

WHEREAS, the City of Birchwood Village approved a contract with Companion Care for animal control services; and

WHEREAS, Companion Control requires a holding shelter for animals; and

WHEREAS, Otter Lake Animal Care Center will be such holding shelter for animals.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, approves a contract with Otter Lake Animal Care for providing the services of liaison of animal control for the City of Birchwood Village

Adopted on this 10th day of December, 2013.

Mary Wingfield, Mayor

Attest: _____
Barbara J. Suci, Interim City Clerk

CONTRACT FOR ANIMAL CONTROL SERVICES

This agreement, entered into this _____ day of _____ 2013, by and between the City of *Barkwood* Minnesota, hereinafter referred to as the "Municipality" and Otter Lake Animal Care Center, 6848 Otter Lake Road, Hugo, Minnesota 55038. Hereinafter referred to as "Otter Lake " regarding the provision of animal control services in the City of

The parties hereto agree as follows:

TERM

The term of this contract shall be from _____ through _____

BASIC SERVICES

Otter Lake agrees to provide the following services:

1. Shelter for animals on a 24 hour basis.
2. Animal examinations and veterinary care as required whenever staff is available.
3. Boarding for up to seven (7) days.
4. Euthanasia and disposal of animals if required.
5. Assist in handling animal abuse/neglect cases in cooperation with Municipal officials when necessary.
6. Vaccinate all boarders with Bordetella upon arrival at \$8.00 per dog.

COMPENSATION

Charges due from City of *Barkwood*

\$17.50 Daily boarding fee, up to 5 working days.

\$100.00 Maximum, statutory veterinary services

\$25.00 Euthanasia

\$55.00 Cremation

\$45.00 Disposal of animal not euthanized

\$8.00 Administration Fee

Charges due from the City of *Barkwood* shall be reduced by any *Impound Fees Collected from owners of unclaimed animals.*

Charges due from Owner, Claimed Animal

\$20.00 Daily Boarding Fee

Actual Cost Veterinary Services

\$8.00 Administration Fee

\$70.00 City of Birchwood Impound Fee

~~\$~~ 70.00 Claim Fee to be paid by owner

PUBLIC HEARING

JANUARY 14, 2014

7:00 P.M.

CITY HALL

PLEASE TAKE NOTICE that the City Council will hold a public hearing as part of the monthly City Council meeting on Tuesday, January 14, 2014, on the proposed adoption of a sewer rate increase. Interested person will be provided an opportunity to speak. Written comments may also be submitted to the city clerk in advance of the City Council meeting.

The City Council is considering the following rate increase to be effective the first quarter of 2014. The proposed increased rates would remain in effect through at least the end of 2014.

- The Sewer Usage Rate will decrease from \$3.75 to \$3.12 per 100 cubic feet.
- A sewer base fee of \$36.00 per quarter will be established.
- A quarterly base fee of \$70.00 per quarter for sewer only accounts will be established.

The reasons for the proposed rate increases are to produce sufficient cash flow to meet operating requirements and to provide for an annual transfer for \$15,000 for capital improvements.

Barbara J. Suciu
City Clerk

Publish: White Bear Press
December 31, 2013

ORDINANCE NO. 2361-08
ORDINANCE RELATING TO BUSINESS
AND RENTAL HOUSING LICENSING AND CERTIFICATES
OF MAINTENANCE, AMENDING CHAPTERS SIX AND EIGHT OF THE ST. LOUIS PARK
CODE OF ORDINANCES
THE CITY OF ST. LOUIS PARK DOES ORDAIN:

Sec. 8-36. Refusal, suspension, revocation and reinstatement.

Except as otherwise provided in this chapter, the city may refuse, suspend, revoke and reinstate any rental license under this chapter as follows:

(1) The city may refuse to grant a license or license renewal and may suspend or revoke any license at any time, for any reasonable cause, including failure of an applicant or licensee to comply with provisions of this Code or other applicable federal, state or local laws or regulations.

(2) Any applicant, within ten days of notice of denial, suspension or revocation of a license, may request in writing an administrative hearing **before the city clerk**. The **city clerk** shall promptly issue a written decision in the matter. The **city clerk's** decision may be appealed to the city council by filing a written appeal to the city clerk within ten days of receiving written notice of **the city clerk's** decision.

(3) The city council may appoint a committee of the city council or an independent hearing officer to hear the matter, report findings of fact and a recommendation of disposition to the city council. Hearings on the appeal shall be open to the public and the licensee or applicant shall have the right to appear and be represented by legal counsel and to offer evidence in such person's behalf. At the conclusion of the hearing, the city council shall make a final decision.

(4) If a license is reinstated following suspension or revocation, the applicant shall complete a new license application, and pay a reinstatement fee in addition to the current license fee. Such fees shall be set from time to time by the city and a schedule of such fees listed in Appendix A to this Code. As a further condition of reinstatement, the licensee shall reimburse the city for all law enforcement costs, legal fees, investigations, inspections or other professional fees incurred due to the licensee's violation of applicable laws, ordinances, regulations and conditions of the license.

Sec. 8-1 12. Exemptions.

The following persons are exempt from the licensing requirements of this subdivision:

(1) The owner-occupant of a one-family or two-family dwelling who is working on the owner-occupant's own dwelling.

Sec. 8-188. Payment of taxes on licensed premises.

(a) Any and all real estate taxes or special assessments levied against the property for which a license application is made under this division must be current before such license is issued or renewed.

(b) Upon receipt of evidence that such taxes or special assessments levied against any such premises have become delinquent during the term of a license under this division, the city clerk shall notify the licensee of the delinquency and that all licenses issued for the premises shall be suspended 30 days after date of the notice unless such taxes and special assessments are paid and the county treasurer's receipt of such payment is delivered to the city clerk. The license will remain suspended and all licensed activity must cease until such time that the taxes and special assessments are paid in full.

(c) The reinstatement of a license upon payment of delinquent taxes and assessments is conditioned upon the taxes and assessments being paid on time for the two year period following reinstatement. If this condition is not met and the taxes remain unpaid after the licensee receives a ten day notice of the delinquency from the city clerk or designee, the license shall be considered revoked effective immediately. The revocation shall be final. The provisions of Section 8-36 relating to an administrative hearing and appeal to the city council shall not apply. No new business license for the same activity or to the same licensee shall be issued for a period of one year.

Subdivision VIII. Rental Housing

Sec. 8-326. License required.

(a) The owner of a residential building or portion thereof operated as rental housing with one or more dwelling units must obtain a rental housing license. The license shall contain a statement that the tenant or tenants may contact the attorney general for information regarding the rights and obligations of owners and tenants under state law. The statement shall include the telephone number and address of the attorney general.

(b) The term "rental housing" means any dwelling unit that is not owner occupied. The term includes any dwelling unit which is either unoccupied or occupied by a relative of the owner.

(c) Exceptions. No license shall be required under the following circumstances:

(1) A dwelling unit occupied by the owner for a minimum of six months per calendar year.

(2) Rented rooms within an owner occupied dwelling unit.

(3) Unoccupied dwelling units being offered for sale which have been issued a Certificate of Property Maintenance that remains in effect.

(d) The term "Owner" means the owner as determined by an examination of record title to the property at the office of the Washington County Recorder.

Sec. 8-327. Required Application Information.

The owner must identify a designated property manager responsible for operation and maintenance of each licensed property. Contact information for the owner and property manager must be provided on the license application, and the owner must provide the city with any changes occurring within the license period. The owner may be the designated property manager. The owner must submit verification with the license application that the designated property manager-

has attended required training as specified in this section and that the Crime Free/Drug Free and Disorderly Use language required by this section is contained in the licensed property tenant lease or leases.

~~Sec. 8-328. Crime Free/Drug Free Training:~~

~~The owner or property manager must have attended an approved training program in The Minnesota Crime Free Multi-Housing Program before any rental license is issued. A Provisional License may be issued for six months to accommodate the training schedule. An owner whose only rental housing is either unoccupied or a dwellin2 unit homesteaded by a relative is exemoted from t ainin~~

~~Sec. 8-329. Maintenance:~~

~~The owner of a residential building or portion thereof operated as rental housing must maintain all dwelling units, common space and exteriors of such buildings within the owner's control in compliance with the City Code, and state and federal laws and regulations. The owner of such rental housing shall perform a periodic assessment of all portions of the building and correct any inadequacies to ensure the building is maintained in good repair. (Ord. No. 2334-07, 08-10-2007)~~

~~Sec. 8-330. City Inspections:~~

~~(a) The owner of rental housing shall permit access by the City to perform a minimum of one inspection every two years of every dwelling unit and common space within the owner's control. The City may perform or require additional inspections if deemed necessary by the City or by the request of a tenant. The owner shall notify the tenant or tenants of the time when the City inspection will be conducted and provide access to the units.~~

~~(b) The owner's rental housing license may be suspended, revoked or denied renewal for failing to maintain the licensed building in compliance with the property maintenance code as set forth in chapter 6, article V of this Code or otherwise failing to comply with the requirements of the City Code or applicable state or federal law. (Ord. No. 2334-07, 08-10-2007)~~

Sec. 8-331. Crime Free/Drug Free and Disorderly Use Lease Requirements.

(a) All tenant leases shall contain the following Crime Free/Drug Free and Disorderly Use language:

(1) Crime Free/Drug Free.

1. Resident, any members of the resident's household or a guest or other person affiliated with resident shall not engage in criminal activity, including drug related criminal activity, on or near the premises.

2. Resident, any member of the resident's household or a guest or other person affiliated facilitate criminal activity, including drug activity, on or near the premises.

3. Resident or members of the household will not permit the dwelling unit to be

used for, or to regardless of whether the member of the household, or a guest.

4. Resident, any member of the resident's household or a guest, or other person affiliated selling, using, storing, any locations, whether on or near the premises or otherwise.

5. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND FOR IMMEDIATE TERMINATION OF TENANCY.

(2) Disorderly Use.

1. Resident, members of the resident's household, guests, or other persons under the resident's control shall not engage in the following Disorderly Use activities: violations of state law relating to alcoholic beverages, trespassing or disorderly conduct; and violation of the Birchwood Code relating to zoning, nuisance and prohibited noise.

2. THREE DISORDERLY USE VIOLATIONS INVOLVING THE SAME TENANCY WITHIN A CONTINUOUS TWELVE MONTH PERIOD SHALL BE A SUBSTANTIAL AND MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.

(3) Definitions.

1. The term "criminal activity" means prostitution, criminal street gang activity, threatening, intimidating or assaultive behavior, the unlawful discharge of firearms, or any other criminal activity on or near the premises that jeopardizes the health, safety and welfare of the landlord, his agent, other resident, neighbor or other third party, or involving imminent or actual serious property damage

2. The term "drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance or any substance represented to be drugs (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).

(4) Non-Exclusive Remedies. The Crime Free/Drug Free and Disorderly Use provisions are in addition to all other terms of the lease and do not limit or replace any other provisions.

(b) These lease provisions shall be incorporated into every new lease for a tenancy beginning January 1, 2008 and all renewed leases by January 1, 2009.

(c) Upon determination by the Sheriff Department that a licensed premises or unit within a licensed premise was used in violation of the Crime Free/Drug Free provisions of Subsection (a)(1) herein, the Sheriff Department shall cause notice to be made to the owner and property manager of the violation. The owner or property manager shall notify the tenant or tenants within ten days of the notice of violation of the Crime Free/Drug Free lease language and proceed with termination of the tenancy of all tenants occupying the unit. The owner shall not enter into a new lease for a unit located in the licensed property with an evicted tenant for a period of one year after the eviction.

(d) Upon determination by the Sheriff Department that a licensed premises or unit within a licensed premises was used for Disorderly Use activities as set forth in Subsection (a)(2,) herein, the Sheriff Department shall cause notice to be made to the owner and property manager of the violation and direct the owner and property manager to take steps to prevent further Disorderly Use violations.

(e) If a second Disorderly Use violation as determined by the Sheriff Department occurs within a continuous twelve month period involving the same tenancy, the Sheriff Department shall cause notice to be made to the owner and property manager of the second violation. The owner or property manager shall respond in writing within ten (10) days of receipt of the notice with an action plan to prevent farther Disorderly Use violations.

(f) If a third Disorderly Use violation as determined by the Sheriff Department occurs within a continuous twelve month period involving the same tenancy, the Sheriff Department shall cause notice to be made to the owner and property manager of the third violation. The owner or property manager shall notify the tenant or tenants within ten days of the Notice of Disorderly Use violation of the Crime Free/Drug Free lease language within the lease and proceed with termination of the tenancy of all tenants occupying the rental unit. The owner or property manager shall not enter into a new lease for a unit located in the licensed property with an evicted tenant for a period of one year after the eviction.

(g) The provisions of Subsections (c), (d), (e), and (f) herein do not apply if the determination that the premises have been used in violation of the Crime Free/Drug Free provisions of Subsections (a)(1) and (a)(2) herein originates from a call from or at the request of one or more of the tenants occupying the premises for police or emergency assistance, or in the case of domestic abuse, from a call for assistance from any source. The term "domestic abuse" has the meaning given in Minn. Stat. § 518B.01, subd. 2.

(h) The owner may appeal the Notice of Violation of the Subsection (c) Crime Free/Drug Free lease language or the Subsection (f) Notice of Disorderly Use Violation by making a written request to the City Clerk for a hearing within ten (10) days of receipt of the Notice. The owner shall have

persons associated with the tenant or his or her household, common areas or appurtenances violate any provisions stated herein, such a violation shall constitute material noncompliance with this lease and shall further constitute grounds for termination of tenancy and eviction.

Tenant(s)

Signature.....Date.....

Signature.....Date.....

Landlord or Property Owner

Signature.....Date.....

