



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
February 14, 2017
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

- A. Commissioner Stan Karwoski Introduction

ANNOUNCEMENTS

- A. Newsletter Deadline 2/17/17

COUNCIL MEMBER APPOINTMENT

- A. City Council Appointment – Andrew Jackola; Trilby White* (pp. 3-8)

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting Minutes from December 13, 2016* (pp. 9-16)
- B. Request to Table Approval of Regular Meeting January 10, 2017 Minutes to March* (p. 17)
- C. Approval of Treasurer's Report* (pp. 18-29)
- D. Xcel Energy Streetlight Conversion Update* (p. 30)
- E. Sheriff Report* (p. 31)
- F. City Safe Update* (p. 32)
- G. Water/Utility Committee Update/Minutes* (p. 33)

* Denotes items that have supporting documentation provided

CITY BUSINESS – REGULAR AGENDA

- A. NYFS Partnership Agreement – Presentation by Jerry Hromatka (Pres & CEO)* (pp. 34-43)
- B. City Engineer Report on Sewer Lines* (p. 44)
- C. Planning Commission Appointment – Jozsef Hegedus; Analeisha Vang* (pp. 45-48)
- D. Roads Committee Recommendation – Salt/Sand Barrels* (p. 49)
- E. Dog Park Committee Update/Minutes* (pp. 50-55)
- F. Parks Committee – Motion to Reconsider* (pp. 56-75)
- G. Special Workshops – Dates, Agendas, and Procedures* (pp. 76-78)
- H. Council Member Reports:
 - 1. Mayor Wingfield:
 - 2. Councilmember LaFoy:
 - 3. Councilmember Malvey:
 - 4. Councilmember Woolstencroft:
- I. Resolution 2017-03: Reappoint Shirley Donovan to a Four Year Term as Alternate Director of the Ramsey/Washington Counties Cable Commission* (p. 79)
- J. City Administrator's Report
 - 1. Deer Count* (p. 80)
 - 2. Water Main Break* (p. 81)
- K. City Attorney's Report
 - 1. City Code 302.045 Amendment Process* (pp. 82-88)

ADJOURN

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Council Appointment



Birchwood Village

Dear Mayor and Council Members,

During the January 2016 Council meeting, Council accepted Mark Anderson's resignation. Staff was instructed to post the vacancy and accept letters from residents interested in being considered for the seat. Andrew Jackola and Trilby White submitted letters/materials (attached). They are both present and prepared for questioning. Thanks!

Regards,
Tobin Lay



OATH OF OFFICE

*State of Minnesota
County of Washington*

CITY OF BIRCHWOOD VILLAGE

*I, _____, do solemnly swear to support the
Constitution of the United States, the Constitution of the State of Minnesota,
and to discharge faithfully the duties of the office of Councilmember of the
City of Birchwood Village, Minnesota, to the best of my judgment and
ability, so help me God.*

Signature

Subscribed and sworn to before me this 14th day of February, 2017.

*Tobin Lay
City Administrator-Clerk*

Tobin Lay

From: ANDREW [REDACTED]
Sent: Wednesday, February 01, 2017 11:23 AM
To: BVInfoEmail
Subject: Application for Council Seat

RECEIVED
FEB 01 2017

BY: [Signature]

Dear Tobin, Madam Mayor, and Council

I write to express my interest in, and to apply for, the vacant seat on the City Council. As you know, an election was held this past November to fill two seats on the Council. Five candidates ran for the two seats, and I received the third highest number of votes, falling approximately twenty votes short of election. I ran a vigorous campaign, participated in the candidates' forum, presented my platform at multiple constituent gatherings, distributed campaign literature around town, and introduced myself to constituents during many days of door-knocking. In short, I have demonstrated a genuine interest in holding a council seat.

In addition to my campaign activities, I have shown my commitment to the City by serving on the Safety Committee and participating in grass roots community improvement efforts. My professional background is in the field of law, and most recently I have served as a government attorney advising various elected officials and agencies. I am a litigator, and I regularly defend the fourth largest county in the State against claims of municipal liability. I believe my knowledge and experience allow me to bring a new and beneficial perspective to the City Council.

I hope the Council will consider both my experience and the voice of the community expressed in the most recent election when filling the vacant Council seat.

Sincerely,

Andrew Jackola
426 Birchwood Court
[REDACTED]

Trilby White
3 Oakridge Dr
Birchwood, MN 55110
651-260-1917

RECEIVED
JAN 30 2017
BY: TL

January 29th, 2017

Dear Mayor and City Council Members,

I am writing to ask for your consideration of my appointment to the recently vacated Birchwood City Council seat. While I have attached my professional resume for your review, I hope my business and service experience, along with my personal commitment to our town and the work of this council, is compelling enough to earn your support.

As a long-time resident of Birchwood, I have enjoyed living in our community for almost 24 years. Over that time I have watched our town grow and change in some meaningful ways, yet in others remain comfortably the same. As each new generation of Birchwood families make their home here, each brings with them an excitement and energy that not only enhances our great way of life but challenges us to make it better.

Over time, all communities need to adapt to the needs of changing lifestyles. Whether parents with young children or young professionals with an active, on-the-go attitudes, it's our job to work to ensure a safe place for our kids to play and our families to enjoy our unique wooded, lakeside village.

By honoring our culture of community service and neighborly traditions, I hope to respectfully serve and address the interests of every resident, while we seek to preserving the familiar and welcoming character of our town.

In that spirit, I ask for your support in serving on our council.

Kindest regards,

Trilby White

Resumé

Trilby White, RN, BSN, BS
[REDACTED]

3 Oakridge Drive
Birchwood, MN 55110
[REDACTED]

Qualifications Summary

- Licensed registered nurse: MN# R [REDACTED]
- Acute care nurse: telemetry, neuro, medical-surgical, orthopedics and respiratory care.
- Union representative, legislative and policy liaison and committee member
- Eighteen years experience in management, manufacturing, sales and communications.

Education

Minnesota State University, Mankato, MN.
Bachelors of Science, Nursing

Minnesota State University, Bemidji, MN.
Bachelors of Science, Communications
Honors Graduate, Cum Laude

Professional Experience

December 2013 – Present
Registered Nurse, Float Pool

St. Johns Hospital, Maplewood, MN

Working as a float pool nurse in a 180+ bed hospital, providing evidenced-based care for telemetry, neuro, cancer and medical-surgical patients.

September 2010 – December, 2013
Registered Nurse, Med-Surg, Ortho, Respiratory

St. Johns Hospital, Maplewood, MN

Working as a registered nurse in 33-bed acute care unit, providing evidenced-based care for post-surgical orthopedic and medical-surgical patients, as well as patients with acute and chronic respiratory and medical conditions.

September 2009 – October, 2010
Registered Nurse

Cerenity Humboldt TCU, St. Paul, MN

Providing independent skilled nursing care for patients in 31-bed sub-acute care setting. Primary responsibilities include: medicine administration, tracheostomy care, IV antibiotics and TPN, complex wound care, and enteral feeding. In addition to primary nursing, responsibilities included charge-of-building, admissions and discharges, as well as management and delegation of assistive personnel.

Trilby White - Resume

Page 2

July 2005 – September, 2010
Certified Nursing Assistant

St. Johns Hospital, Maplewood, MN
Ortho, Respiratory, Med-Surg, Float

Nursing assistant on orthopedic, respiratory, medical-surgical, oncology and telemetry units. Assisting patients with activities of daily living, gathering vital signs, blood glucose, specimen collection, skin inspection, dressing changes, intake and output, ambulation. Experienced in caring for patients in braces, traction, assistive devices and total care.

November 1992 – April 2005
Artist/Owner/CEO

2 GRRRLS, Inc., St. Paul, MN
Manufacturer, Licensor, Distributor

Owner of international gift and art licensing business, responsible for the creative development, marketing, manufacturing and distribution of gifts to specialty, mid-tier and mass-market retailers worldwide.

April 1989 – October 1992
Production Manager

Laser Colour, Inc., Woodale, IL
Graphic Arts and Printing Prepress

Project management for pre-press lithography services company, including: quoting, prepress preparation of original art through final film production. Responsibilities included client liaison, accounting, payroll and employee benefits.

January 1987 – April 1989
Account Executive

Frankel & Company, Chicago, IL
Marketing and Promotions

Managed development of marketing plans and promotional materials for Oscar Mayer. Responsibilities included development of sales and direct marketing plans, management of print materials and collateral promotions, billing and customer service.

Volunteer History

Minnesota Nurses Union,

Practice and Education Committee
MNA Union Steward
East Metro Political Evaluator
Legislative Intern

Maplewood Family Center, Maplewood, MN
Headstart, White Bear Lake, MN
Boutwell's Senior Care Center, Stillwater, MN

References

Upon request

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
December 13, 2016**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council Members: Kevin Woolstencroft, Mark Anderson Randy LaFoy and Bill Hullsiek.

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

OTHERS PRESENT: Gene Ruehle, Mary Sue Simmons, Jane Harper, Dick Galena, Debbie Harrod, Suzie and Larry Mahoney, Doug Dankes, Len Pratt, John Lund and others.

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

AGENDA APPROVAL:

Mayor Wingfield: Added Roads Committee update to just before the consent agenda – this is in addition to the Roads Committee agenda item under the regular agenda.

Councilmember LaFoy: Added Century Link update to his report.

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

OPEN PUBLIC FORUM:

No one stood.

ANNOUNCEMENTS:

Mayor Wingfield: Announced that there had been a clerical error on the preliminary budget that was submitted to the county. When the City certifies the final budget with the County, there will be zero increase to the property tax levy. She also announced the Village Christmas party on December 18, 2016, 5-7pm.

RECOGNITION:

Mayor Wingfield: Recognized Bill Hullsiek for his years of service on the City Council; Jane Harper for her contributions on the WBL Conservation District as Board Member and Chair; and Mary Sue Simmons for her work with the Rice Creek Watershed District as liaison and also on their Citizen Review Board.

ROADS COMMITTEE UPDATE:

Gene Ruehle: Provided two updates about City streets; 1) traffic count will have to wait until Spring due to the cold weather and snow and 2) the biggest challenge has been the traffic volume on Cedar and Hall. This has been a problem dating back to when the County gave old County Road 29 to the City.

Councilmember LaFoy: Commented that residents along Hall Avenue have said traffic had decreased and they are pleased.

Gene Ruehle: Said some people say Wildwood is getting more traffic but he didn't think it was a significant number.

Mayor Wingfield: Mentioned that the City capital improvement program calls for a chip Seal for the main road as well as Wildwood. The committee should start preparing information for the January or February council meeting. She also asked Councilmember Anderson if the City could rent his personal traffic counter. Also, there was a request to add Tom Stangl to the roads committee and the Council has no objection.

Councilmember Anderson: His traffic counter can't be used during the winter because it's the rope type and the plows will take them out. He mentioned that the digital speed limit signs that the committee is looking at does count traffic, as well as monitors the speed.

CITY BUSINESS – CONSENT AGENDA

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

CITY BUSINESS - REGULAR AGENDA

A. Truth in Taxation/Adoption of Final Levy and Budget

Mayor Wingfield: Opened the floor for public hearing.

Dick Galena (Wildwood Avenue): Questioned his tax statement, stating that his estimated proposed taxes for 2017 has gone up.

Mayor Wingfield and Council Members: Repeated that there had been a clerical error in the preliminary budget but that is being corrected and there will be no increase from last year.

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

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO PASS RESOLUTION 2016-22, FINAL LEVY ADOPTION. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER ANDERSON TO PASS RESOLUTION 2016-23, FINAL BUDGET ADOPTION. ALL AYES. MOTION PASSED.

B. Certification of Delinquent utility Accounts to the County

Mayor Wingfield: Opened the floor for public hearing.

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

MOTION WAS MADE BY COUNCILMEMBER ANDERSON AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO ADOPT RESOLUTION 2016-20, CERTIFICATION OF DELINQUENT ACCOUNTS TO THE COUNTY. ALL AYES. MOTION PASSED.

Mayor Wingfield: Asked City Administrator, Tobin Lay what the total amount was in owing? The amount is close to \$10,000, but will confirm the exact later.

C. Second Reading: Ordinance 302.070 (Fence language)

Mayor Wingfield: Opened the floor for public hearing.

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

Mayor Wingfield & Council Members: Ordinance 302.45 was adopted, which is striking fences from the building height. Mayor Wingfield has no problem with it being over 6 feet and over the amount a person needs to get their fence off the ground, but noted that fence posts are part of the fence.

Debbie Harrod (Lake Avenue): Requested the language as proposed by the planning commission.

Susan Mahoney (Lake Avenue): Requested language that has been used in a number of neighboring communities. All of the communities have six foot fences and she believes there should be uniformity with everyone else in the surrounding area.

Len Pratt (301 Wildwood Ave): The Planning Commission recommended that only the fence portion of the fence, not the posts, be set at 6 feet because that is the common practice among fence manufacturers.

John Lund (Wildwood Ave): He recalls that at the Planning Commission meeting on this issue, it had been decided that 6'6" should be to the top of the fence. The building standard is 6' for fences. An organic lawn is 3", another 3" for clear cutting under a fence. Posts are more ornamental so should be able to stick above the fence so 6'6" to the top of the fence.

Mayor Wingfield: 302.070 (Fence height) I propose that we strike that no fence can exceed six feet and replace it with the language "no fence can exceed six feet, six inches," 78 fence height.

Mayor and Council Members: Deliberated over whether posts are part of the fence definition or not.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE THE FIRST SENTENCE OF ORDINANCE 302.070, RELATING TO A 78" FENCE HEIGHT. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE THE SECOND SENTENCE OF ORDINANCE 302.070, AS WRITTEN. FOUR AYES. MAYOR WINGFIELD OPPOSING. MOTION PASSED.

Mayor Wingfield: Instructed Administrator Tobin Lay to publish the ordinance in the newspaper.

D. Roads Committee Appointment – Request to Add Tom Stangl

MOTION WAS MADE BY COUNCILMEMBER ANDERSON AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE THE APPOINTMENT OF TOM STANGL TO THE ROADS COMMITTEE. ALL AYES. MOTION PASSED.

E. Planning Commission

Impervious Surface Update

Len Pratt (Planning Commission Chair): Provided an update to the Commission's work regarding the impervious surface ordinance and invited the public to attend a subsequent Commission meeting on the subject to be held on December 27, 2016.

Public Hearings at Planning Commission Meetings

Len Pratt: Asked what the appropriate venue would be for the public hearings. Historically, they have been held at the planning commission meetings.

Mayor Wingfield: Asked City Attorney Kantrud whether this would need to be employed under the City's conditional use permit.

City Attorney Kantrud: Said that because the City would have to periodically check that the impervious surfaces were still functioning properly, it would be best to be set up as a conditional use permit. This would change both permitting process and code so the public hearings should take place at the council meetings when the laws are actually being changed.

Mayor Wingfield: Added that few people ever attend public hearings at the City Council level and as such, even fewer would attend them at a Planning Commission meeting.

Len Pratt: Stated that the Planning Commission wants the public to attend meetings to participate in the deliberation before the recommendations are made.

City Attorney Kantrud: Reiterated that MN state law requires there be a public hearing but it is the City's procedure that whenever changes are being made to ordinances, the public hearings take place at the City Council level.

Doug Danks (Planning Commission): He made two points. Point #1: the process for reviewing and adopting amendments and ordinances must follow state law. MN Statute 462.357, subdivision 3 and 4 state that amendments and ordinances may be initiated by either the governing body or the planning agency but if initiated by the governing body, must be reviewed by the planning agency for recommendation before acting. The governing body may also act after 60 days have elapsed from the date of reference to the planning agency. The public hearing process can also be done by either body but presumably, the hearing would take place with the governing body when initiated by that body.

Point #2: he believes the City Council has run afoul of this process with the structure height ordinance that was amended in June 2016. He requested Council review the process that had been followed at that time and determine where the amendment, as passed, had been initiated and whether the planning agency had approved the amendment subsequent to that.

Mayor & Council Members: Believed the proper process had been followed but asked City Attorney Kantrud to look into this and report back, providing a module for Council to look at. Kantrud agreed, with the assistance of Administrator Tobin Lay.

F. Summer Water Consumption – Request Water Utility Committee Review

Mayor & Council Members: Mayor Wingfield recommended, and Council agreed, that the Water / Utility Committee should review the City's water rate structure in an effort to decrease water consumption. Mayor Wingfield pointed out that the Pioneer Press has been publishing articles related to our water rates being driven by litigation costs involving White Bear Lake water levels. She also pointed out that during one of the wettest summers on record, five homes in Birchwood used over 600,000 gallons of water, and seven percent of the households used over a quarter of the City's water consumption. This is an informal request.

Larry Walker (4020 E Cty Line Rd): He reminded Council that residents must water trees. The community places a high value on trees and if the trees aren't watered, they will die.

G. Dock Association – Request to Allow 22 Foot Length Boats

Mike Evangelist (Dock Association): He requested the dock restrictions related to boat length be extended from 19 to 22 feet at some of the easements to accommodate larger boats. Significant turnover at the docks means many vacancies, which the Association is trying to fill. Of the 17 residents on the waiting list interested in taking a spot, at least 10 are longer than the 19 foot limit, but all under 22 feet. Currently only one easement provides space for boats up to 22 feet – it allows 3 such spaces. He offered several solutions to this problem.

Dick Galena (Wildwood Avenue): Reminded the Council that the existing length restrictions were determined after long and careful study and have worked well. The restriction should not be changed.

Tami Heart (506 Wildwood Ave): She owns a small sail boat and answered questions regarding sail boats.

City Attorney Kantrud: Pointed out that this would be a Council initiated amendment that would need to be reviewed by the Planning Commission. The public hearing could take place at either the first or second reading.

Mayor & Council Members: Referred the request to the Planning Commission and will plan to have a first reading in January and second in February.

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO REFER TO THE PLANNING COMMISSION THE REQUEST TO EXTEND THE LENGTH RESTRICTION TO 22 FEET AND AT WHICH EASEMENTS. ALL AYES. MOTION PASSED.

Mayor & Council Members: Asked Mike Evangelist to research the history of the existing restriction and forward to the Planning Commission via Administrator Lay.

H. Resolution 2016-21: Hiring City Treasurer

City Administrator Lay recommended and Council interviewed Cynthia Govan at the workshop preceding the Council meeting for the position of Treasurer. She has agreed to fill the Treasurer position on an interim basis.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPOINT CYNTHIA GOVAN AS INTERIM CITY TREASURER AND TO POST THE POSITION WITH THE LEAGUE OF MN CITIES. ALL AYES. MOTION PASSED.

I. 2016 Tree Inspection Report

Administrator Tobin Lay: Provided a background to and explained the report. Four diseased trees were identified; two with Dutch Elm Disease are on City property, at Birch Easement. He provided two quotes for removing the trees, Steve Dean at \$700 and John Lund at \$400.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO APPROVE JOHN LUND TO REMOVE THE DISEASED TREES FROM BIRCH EASEMENT. FOUR AYES. COUNCILMEMBER ANDERSON ABSTAINS. MOTION PASSED.

J. Mayor Wingfield Report

DOG PARK

The family of a late Birchwood resident would like to donate money to the City for a dog park to be made in memory of that lost family member. She suggested that the Council form a special committee assigned to look into the feasibility of a dog park and if so, make a recommendation of where it could be placed. One suggestion to consider is Bloomquist Park because it is centrally located and much of the grounds are underused and overgrown with buckthorn. Have a group of people who want to be involved come forward and give us a report from time to time and coordinate it. We need some preliminary documentation on how much it will cost for buckthorn removal and a fence. The committee can help with that.

Mayor & Councilmembers: Agreed to ask for volunteers from the community to be on the new committee. Letters of interest should be provided to Administrator Lay by January 3, 2017.

WATER MAIN BREAK

Birchwood had its first water main break this season and she believes the Council should determine where the excess soil and water can be deposited until cleaned up in Spring. Years

ago the Council agreed to put it at Tighe-Schmitz Park. Possible alternatives: the easement south of Cedar Avenue off of East County Line Road, by the Birchwood Village sign; the City garage.

Mayor & Councilmembers: Discussed the possibilities. Tighe-Schmitz Park may send a bad message but the easement presents difficulties for the vacuum trucks. They referred this back to John Manship for feedback.

RCWD UPDATE – HALLS MARSH

She provided the background to the Halls Marsh backup and explained that Rice Creek has obtained permits from the DNR to repair the drain pipe. Repairs will proceed soon.

K. Councilmember LaFoy Report

COUNCIL MEMBER COMPENSATION

He proposed a raise be made to the Council Member rate. He provided current rates from neighboring communities and explained that Birchwood's rate had not been increased since 2010, when it was increase from \$500-\$600. He proposed only a \$200 increase be made; pointing out the amount of work warranted an increase. He also pointed out that the raise would not apply to this Council but to future Councils.

Mayor Wingfield: She thought that increases had to correlate with election cycles and the voting Council Members can't benefit from the increase.

Alan Kantrud: He sees nothing prohibiting Councils from increasing their rates but recommends a public hearing if this is done. It would not be done by ordinance but by policy.

Councilmember Bill Hullsiek: He said he would put it up as an issue for residence to vote on and Keep it out of City Council hands.

CABLE COMMISSION

Century Link is not replying to his phone calls. For now, Comcast will remain the only cable provider. It will happen eventually though.

L. City Administrator's Report

LOST AND FOUND

He reminded residents that there is a lost and found at City Hall. Residents should contact City Hall if they lose or find a lost item.

FALL LEAF PICKUP

He provided an update to the leaf pickup – it was a success. He explained why the change in contractors and why charge was increased. Only one negative feedback has been received so far and it was related to the rate increase and not about the service. The total upfront bill that has been charged to the City is \$7,285.26; this will be billed back to the corresponding residents through utility billing, along with a \$2.00 service charge.

LED STREET LIGHT UPDATE

He and Councilmember LaFoy met with Xcel Energy recently regarding the LED streetlight upgrade. Xcel plans to replace Birchwood's streetlights in late January, 2017. Dates have not been confirmed yet but will be in January. This project does not include the City's ornamental lights. Xcel can perform an assessment of the City's lighting needs but that would be separate from this project. Rates are only going to be lowered 5-7 percent, despite the reduction in energy and maintenance costs.

KAYAK RACK DEADLINE SIGNS

The Kayak racks at each of the easements don't have signs posting the date kayaks need to be removed. He plans to add such signs.

CREATE CITY SOCIAL MEDIA PRESENCE

He requested authority to create a Facebook and Twitter account and a Youtube channel for the City. These would be used in addition to the existing tools used by the City to communicate with residents.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER HULLSIEK TO AUTHORIZE CITY ADMINISTRATOR LAY TO CREATE A FACEBOOK, TWITTER, AND YOUTUBE PROFILE FOR THE CITY. ALL AYES. MOTION PASSED.

CITY SAFE REPLACEMENT

He explained that the City had received the recommendation from a lock smith to either retrofit the lock on the City vault or stop using it and purchase a new safe. The lock is from the 1920s and its reliability can no longer be guaranteed. The cost to retrofit could be as high as \$750 but purchasing a new safe would run around \$400.

Mayor & Council Members: Prefer to have the existing vault retrofitted with a digital keypad. Administrator Lay will obtain quotes and email to Council.

M. City Attorney's Report

KAY BEACH EASEMENT UPDATE

No update on the Kay Beach easement for the past 18 months. The document could be received within one month.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER HULLSIEK AND SECONDED BY COUNCILMEMBER ANDERSON TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 9:36 P.M.

ATTEST:

Mary Wingfield
Mayor

Tobin Lay
City Administrator-Clerk

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Request to Table January Minutes



Birchwood Village

Dear Mayor and Council Members,

Staff formally requests that approval of the January 10, 2017 Regular Meeting Minutes be tabled until March. Thanks!

Regards,
Tobin Lay

City of Birchwood Village

Cash Control Statement

For the Period : 1/10/2017 To 2/10/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$464,020.88	\$2,225.30	\$50,120.03	\$416,126.15
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$4,915.02	\$0.00	\$0.00	\$4,915.02
Library	\$0.00	\$0.00	\$0.00	\$0.00
Spec Rev - Warm House	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab 2008 Debt	\$8,424.62	\$0.00	\$0.00	\$8,424.62
Capital Improvement Projects	\$40,108.91	\$0.00	\$0.00	\$40,108.91
Municipal State Aid Streets - Construction	\$0.00	\$0.00	\$0.00	\$0.00
Open Spaces Acquisition (Optional)	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$8,288.02	\$2,653.75	\$12,457.39	(\$1,515.62)
Sewer	\$89,254.44	\$4,108.16	\$1,014.80	\$92,347.80
Transit System	\$3,845.00	\$0.00	\$0.00	\$3,845.00
Total	\$618,856.89	\$8,987.21	\$63,592.22	\$564,251.88

City of Birchwood Village

Receipts Register

2/8/2017

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/12/2017	All Funds MN State	1893	Court Fine	(01/12/2017) -	N State and Misc fees	100-34170-	\$ 157.00
							\$ 157.00
01/12/2017	Art Group	1894	Donation	(01/12/2017) -	N Contributions and Donations from Private Sources	100-36230-	\$ 10.00
01/12/2017	Susan Heinz	1895	Hall Rental X2	(01/12/2017) -	N City/Town Hall Rent	100-34101-	\$ 50.00
							\$ 50.00
01/13/2017	Residents - via St Anthony Village	1907	U/B 01/13/2017	(01/13/2017) -	N Parking Permits	100-32250-	\$ 688.83
							\$ 1,700.97
							\$ 1.73
							\$ 48.74
							\$ 3.36
							\$ 2,665.17
							\$ 5,108.80
01/13/2017	Residents - via St Anthony Village	1908	U/B 01/13/2017	(01/13/2017) -	N Parking Permits	100-32250-	\$ 107.13
							\$ 329.90
							\$ 5.38
							\$ 9.54
							\$ 14.38
							\$ 468.72
							\$ 935.05
01/18/2017	Standard Heating	1891	Permit	(01/18/2017) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 61.00
01/18/2017	Ramsey/Washington Cable Commission	1892	Redistribution Payment	(01/18/2017) -	N Cable Comm. Grant	100-33625-	\$ 840.68
							\$ 840.68

Fund Name: All Funds

Date Range: 01/10/2017 To 02/10/2017

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>
01/20/2017	Residents - via St Anthony Village	1909	U/B 01/20/2017

<u>Deposit ID</u> (01/20/2017) :	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
	N Parking Permits	100-32250-	\$ 310.66
	Water Fee	601-34110-	\$ 393.19
	Penalty - Late Water/Sewer	601-34160-	\$ 9.43
	State and Misc fees	601-34170-	\$ 11.12
	Penalty - Late Water/Sewer	605-34160-	\$ 14.38
	Sewer Fee	605-34190-	\$ 539.03
			\$ 1,277.81
02/01/2017	Residents - via St Anthony Village	1910	U/B 02/01/2017
	N Water Fee	601-34110-	\$ 134.50
	Penalty - Late Water/Sewer	601-34160-	\$ 4.48
	State and Misc fees	601-34170-	\$ 4.77
	Penalty - Late Water/Sewer	605-34160-	\$ 19.20
	Sewer Fee	605-34190-	\$ 388.92
			\$ 546.87
			\$ 8,987.21

Total for Selected Receipts

Fund Name:	Vendor	Date	Check #	Description	Void	Account Name	F-A-O-P	Total
All Funds	Birch	01/11/2017	29457	Snow Plow Services	N	Ice and Snow Removal	100-43125-305-	\$ 135.00
			29457				100-43125-305-	\$ 135.00
			29457				100-43125-305-	\$ 90.00
			29457					\$ 360.00
			Total For Check					
Metropolitan Area Management Assoc.		01/11/2017	29458	MAMA Membership Dues	N	Data Processing	100-41920-433-	\$ 45.00
			29458					\$ 45.00
			Total For Check					
AirFresh Industries, Inc.		01/11/2017	29459	Rental Monthly Units x1	N	Supervision	100-45201-305-	\$ 81.25
			29459					\$ 81.25
			Total For Check					
HD Supply Waterworks, Ltd		01/11/2017	29460	Misc. Tools/Parts per Manship	N	Water Utility	601-43180-220-	\$ 147.62
			29460					\$ 147.62
			Total For Check					
Payroll Period Ending 01/03/2017		01/11/2017	29461		N	Clerk - Treasurer	100-41401-100-	\$ 325.49
			29461					\$ 325.49
			Total For Check					
IRS - US Treasury		01/11/2017	EFTIRS1216	Q4 2016 Payment - December	N	Clerk - Treasurer	100-41401-100-	\$ 1,564.66
			EFTIRS1216					\$ 1,564.66
			Total For Check					
Heating & Cooling Exxperts, LLC		01/13/2017	29462	Warming House Parts	N	Supervision	100-45201-400-	\$ 176.03
			29462					\$ 176.03
			Total For Check					
Heating & Cooling Exxperts, LLC		01/13/2017	29463	Ice Rink Lights Repairs	N	Supervision	100-45201-400-	\$ 137.47
			29463					\$ 137.47
			Total For Check					
MN Department of Revenue		01/13/2017	EFT011317	Quarter 4 Filing 2016	N	Clerk - Treasurer	100-41401-115-	\$ 794.16
			EFT011317					\$ 794.16
			Total For Check					
Payroll Period Ending 01/08/2017		01/18/2017	29464		N	Supervision	100-45201-100-	\$ 37.50
			29464				100-45201-100-	\$ 37.50
			29464					\$ 75.00
			Total For Check					
Payroll Period Ending 01/08/2017		01/18/2017	29465		N	Supervision	100-45201-100-	\$ 302.50
			29465					\$ 302.50
			Total For Check					
Payroll Period Ending 01/08/2017		01/18/2017	29466		N	Supervision	100-45201-100-	\$ 522.00
			29466					\$ 522.00
			Total For Check					

Fund Name: All Funds

Date Range: 01/10/2017 To 02/10/2017

<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>
01/18/2017	Payroll Period Ending 01/08/2017	29467		N	Supervision	100-45201-100-	\$ 425.00
	Total For Check	29467					\$ 425.00
01/18/2017	Payroll Period Ending 01/08/2017	29468		N	Supervision	100-45201-100-	\$ 60.50
	Total For Check	29468					\$ 60.50
01/18/2017	Washington County	29469	***VOID\$1501.66***Snowplow Materials November & December 2016	Y	Streets and Road Mntnc	100-43101-305-	\$ -
	Total For Check	29469					\$ -
01/18/2017	TSE, INC	29470	City Hall Janitorial Services X2	N	General Government Buildings and Plant	100-41940-305-	\$ 28.13
	Total For Check	29470					\$ 28.13
01/18/2017	Washington County	29471	Snowplow Materials December 2016	N	Streets and Road Mntnc	100-43101-305-	\$ 1,138.70
	Total For Check	29471					\$ 1,138.70
01/18/2017	St. Paul Stamp Works, Inc	29472	Council Member nameplate	N	Recording and Reporting	100-41420-210-	\$ 19.25
	Total For Check	29472					\$ 19.25
01/20/2017	Payroll Period Ending 01/20/2017	29473		N	Clerk - Treasurer	100-41401-100-	\$ 1,575.80
	Total For Check	29473					\$ 1,575.80
01/20/2017	PERA	EFT012017	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
	Total For Check	EFT012017					\$ 274.40
01/25/2017	Payroll Period Ending 01/22/2017	29474		N	Supervision	100-45201-100-	\$ 170.50
	Total For Check	29474					\$ 170.50
01/25/2017	Payroll Period Ending 01/22/2017	29475		N	Supervision	100-45201-100-	\$ 360.00
	Total For Check	29475					\$ 360.00
01/25/2017	Payroll Period Ending 01/22/2017	29476		N	Supervision	100-45201-100-	\$ 80.00
	Total For Check	29476					\$ 80.00
01/25/2017	Payroll Period Ending 01/22/2017	29477		N	Supervision	100-45201-100-	\$ 65.00
	Total For Check	29477					\$ 65.00
01/25/2017	Payroll Period Ending 01/22/2017	29478		N	Supervision	100-45201-100-	\$ 417.00
	Total For Check	29478					\$ 417.00

Fund Name: All Funds

Date Range: 01/10/2017 To 02/10/2017

<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>
01/25/2017	Payroll Period Ending 01/22/2017	29479		N	Supervision	100-45201-100-	\$ 42.00
	Total For Check	29479					\$ 42.00
01/25/2017	U S Bank	EFT010417	Stop Payment on Check #29376	N	Personnel Administration (44801 through 41899)	100-41800-180-	\$ 35.00
	Total For Check	EFT010417					\$ 35.00
02/01/2017	AirFresh Industries, Inc.	29480	Rental Monthly Units x1	N	Supervision	100-45201-305-	\$ 81.25
	Total For Check	29480					\$ 81.25
02/01/2017	Birch	29481	Snow Plow Services	N	Ice and Snow Removal	100-43125-305-	\$ 225.00
	Total For Check	29481					\$ 225.00
02/01/2017	Companion Animal Control LLC	29482	Animal Control - Qtr3, 2016	N	Militia and Armories	100-42810-305-	\$ 389.02
	Total For Check	29482					\$ 389.02
02/01/2017	City of Roseville	29484	Mitigation Cost Share - Contract	N	Phone/IT	100-41955-320-	\$ 274.75
	Total For Check	29484					\$ 274.75
02/01/2017	Gopher State One Call	29485	2017 Annual Facility Operator Fee and Locates (12 Tickets)	N	Utility Locates	100-42805-305-	\$ 16.20
	Total For Check	29485					\$ 16.20
02/01/2017	Integra	29486	Analog Phone Line	N	Phone/IT	100-41955-320-	\$ 37.38
	Total For Check	29486					\$ 37.38
02/01/2017	Ronnan, Kenny	29487	Council Meeting Services 1/10/17	N	Cable Eqpmnt and Service	100-41950-305-	\$ 84.38
	Total For Check	29487					\$ 84.38
02/01/2017	Metropolitan Area Management Assoc.	29488	MAMA Membership - Monthly Meeting	N	Data Processing	100-41920-433-	\$ 20.00
	Total For Check	29488					\$ 20.00

Fund Name: All Funds

Date Range: 01/10/2017 To 02/10/2017

<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>
		<u>Total For Check</u>					<u>\$</u>
02/01/2017	Lay, Tobin	29490	2016 Tax Forms	N	General Government Buildings and Plant	100-41940-810-	\$ 63.16
		Total For Check 29490					\$ 63.16
02/01/2017	TSE, INC	29491	City Hall Janitorial Services X1	N	General Government Buildings and Plant	100-41940-305-	\$ 21.88
		Total For Check 29491					\$ 21.88
02/01/2017	TKDA Engineering Arch Planning	29492	Planning Services 11/27 - 12/3112	N	Planning and Zoning	100-41910-305-	\$ 1,209.00
		Total For Check 29492					\$ 1,209.00
02/01/2017	Washington County	29493	Truth in Taxation	N	Ordinances and Proceedings	100-41130-351-	\$ 94.28
		Total For Check 29493					\$ 94.28
02/01/2017	Washington County	29494	Snow/Salt Ice Control	N	Ice and Snow Removal	100-43125-210-	\$ 467.01
		Total For Check 29494					\$ 467.01
02/01/2017	Washington County Sheriff	29495	Police - Contracted Services & Annual CodeRED Fee	N	Police	100-42101-305-	\$ 26,658.71
		29495			Other Protection	100-42801-305-	\$ 68.38
		Total For Check 29495					\$ 26,727.09
02/01/2017	Oakdale Rental	29496	Rental - Boom Lift-Ice Rink Lights	N	Supervision	100-45201-305-	\$ 318.60
		Total For Check 29496					\$ 318.60
02/01/2017	Payroll Period Ending 01/31/2017	29498		N	Clerk - Treasurer	100-41401-100-	\$ 349.40
		Total For Check 29498					\$ 349.40
02/01/2017	City of White Bear Lake Fire	29500	Fire Svc December 2016	N	Fire	100-42201-305-	\$ 1,599.84
		Total For Check 29500					\$ 1,599.84
02/01/2017	Wingfield, Mary	29501	Reimbursement for Office Supplies	N	General Government Buildings and Plant	100-41940-810-	\$ 423.00
		Total For Check 29501					\$ 423.00
02/01/2017	Xcel Energy	EFT020117A	Electric for Street Lights	N	Street Lighting	100-43160-380-	\$ 1,272.69
		Total For Check EFT020117A					\$ 1,272.69
02/01/2017	Xcel Energy	EFT020117B	Gas for Generator	N	Sewer Utility	605-43190-380-	\$ 28.08

Fund Name: All Funds

Date Range: 01/10/2017 To 02/10/2017

Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P	Total
02/01/2017	Xcel Energy	EFT020117C	EFT020117B	Gas for Generator	N	General Government Buildings and Plant	100-41940-380-	\$ 28.08
		EFT020117C				Supervision	100-45201-380-	\$ 135.70
		EFT020117C				Sewer Utility	605-43190-380-	\$ 268.64
		EFT020117C					605-43190-380-	\$ 144.31
		EFT020117C					605-43190-380-	\$ 573.77
		Total For Check	EFT020117C					\$ 1,448.05
02/01/2017	IRS - US Treasury	EFTIRS0117		Q1 2017 Payment - January.	N	Clerk - Treasurer	100-41401-100-	\$ 813.80
		Total For Check	EFTIRS0117					\$ 813.80
02/03/2017	Payroll Period Ending 02/03/2017	29502			N	Clerk - Treasurer	100-41401-100-	\$ 1,575.80
		Total For Check	29502					\$ 1,575.80
02/03/2017	Payroll Period Ending 02/03/2017	29503			N	Clerk - Treasurer	100-41401-100-	\$ 422.04
		Total For Check	29503					\$ 422.04
02/03/2017	PERA	EFT020317		Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
		Total For Check	EFT020317					\$ 274.40
02/08/2017	Eugene Ruehle	29505		Snow/Salt Ice Control	N	Ice and Snow Removal	100-43125-810-	\$ 5.36
		Total For Check	29505					\$ 5.36
02/08/2017	Manship Plumbing & Heating Inc	29506		Monthly Standby/locates/services	N	Water Utility	601-43180-305-	\$ 1,630.00
		Total For Check	29506					\$ 1,630.00
02/08/2017	Metropolitan Council Env. Service	29507		Wastewater Service	N	Sewer Utility	601-43190-217-	\$ 4,275.77
		Total For Check	29507					\$ 4,275.77
02/08/2017	CAPRA'S UTILITIES, INC	29508		Repair Broken Water Main near 430 Hall Ave on 1/30/17	N	Wtr/Swr Emergency	601-43185-305-	\$ 6,404.00
		Total For Check	29508					\$ 6,404.00
02/08/2017	Xcel Energy	EFT020817		Electric for Street Lights	N	Street Lighting	100-43160-380-	\$ 1,273.07
		Total For Check	EFT020817					\$ 1,273.07
		Total For Selected Checks						\$ 63,592.22

As on 2/10/2017

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Total Disbursements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		4,915.02	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>0.00</u>	
Cash Balance as of 02/10/2017		4,915.02	

As on 2/10/2017

Capital Improvement Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		40,108.91	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 02/10/2017		40,108.91	

As on 2/10/2017

Water	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	0.00	8,303.82	8,303.82
Penalty - Late Water/Sewer	0.00	21.53	21.53
State and Misc fees	0.00	260.66	260.66
Total Acct 341	0.00	8,586.01	8,586.01
Total Revenues	0.00	8,586.01	8,586.01
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	147.62	(147.62)
Professional Services: Medical and Dental Fees	0.00	8,526.15	(8,526.15)
Wtr/Swr Emergency			
Professional Services: Medical and Dental Fees	0.00	6,771.28	(6,771.28)
Sewer Utility			
Sewer - Wastewater Charge	0.00	8,551.54	(8,551.54)
Total Acct 431	0.00	23,996.59	(23,996.59)
Total Disbursements	0.00	23,996.59	(23,996.59)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		13,894.96	
Total Receipts and Other Financing Sources		8,586.01	
Total Disbursements and Other Financing Uses		23,996.59	
Cash Balance as of 02/10/2017		(1,515.62)	

As on 2/10/2017

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Sewer			
Receipts:			
Penalty - Late Water/Sewer	0.00	54.00	54.00
Sewer Fee	0.00	13,656.42	13,656.42
Total Acct 341	0.00	13,710.42	13,710.42
Total Revenues	0.00	13,710.42	13,710.42
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Sewer Utility			
Professional Services: Medical and Dental Fees	0.00	315.75	(315.75)
Utility Services (381 through 389)	0.00	1,014.80	(1,014.80)
Total Acct 431	0.00	1,330.55	(1,330.55)
Total Disbursements	0.00	1,330.55	(1,330.55)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		79,967.93	
Total Receipts and Other Financing Sources		13,710.42	
Total Disbursements and Other Financing Uses		1,330.55	
Cash Balance as of 02/10/2017		92,347.80	

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Xcel Energy Streetlight Conversion Update



Birchwood Village

Dear Mayor and Council Members,

During the December Council meeting, staff informed you that Xcel Energy would be swapping out Birchwood's street lights to LEDs toward the end of January. This project began last week, during the week of Feb 6-10, starting with Birchwood Avenue. The project will continue throughout the City until all of the standard streetlights have been converted. Feedback from residents so far has been mixed – some like it and some don't.

Councilmember Randy LaFoy and City Administrator Tobin Lay requested a lighting assessment be performed to determine the lighting needs throughout the City. Xcel agreed to perform this assessment but informed LaFoy and Lay that it will not be in conjunction with this current project. Staff will inform the Council when the assessment does occur. Thanks!

Regards,
Tobin Lay

Citations for: Birchwood

1/1/2017 To 1/31/2017

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSD	1/10/2017	820031701003	1202	J. Stringer	Citation	100	BIRCH ST		CEDAR ST		Birchwood	BW - No overnight parking	502.040
WCSD	1/31/2017	820001703101	1264	J. Szczepanski	Citation	0	EAST COUNTY LINE RD				Birchwood	REG-Motor Vehicle Displaying Expired Registration	168.09.4

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Safe Update



Birchwood Village

Dear Mayor and Council Members,

During the January Council meeting, the Council authorized City Administrator Tobin Lay to spend up to \$640 on the retrofitting of the City vault to a digital keypad system. In addition to the two (2) quotes that Lay presented to Council at that meeting, the Council also asked Lay to contact Kat-Keys for a quote.

When Lay contacted Kat-Keys for a quote, he was referred to a locksmith in Brainerd who said it would cost over \$1,000.

Administrator Lay met with the original two bidders to examine the product options and selected Davis Lock and Safe. The project should be completed by the end of this week. Thanks!

Regards,
Tobin Lay

Water/Utility Committee Minutes

UTILITY GROUP MEETING- February 4, 2017 (Paul Steinhaser, Bob Manke, Mary Wingfield and Shelly Rueckert)

The purpose of the meeting was to review current usage patterns and the fund balances of for the Sewer and Water funds and to address excessive usage. Shelly Rueckert provided an analysis of past usage and recent cost increases.

The water fund has recovered significantly and now has a fund balance of \$20,000. Shelly recommends a target balance of \$34,000 based on an analysis of the highest quarter's estimated cash expenditure. The current shortfall is \$13,400. She anticipates the water fund will continue to recover as long as we do not exceed two water-main breaks per season. (We are currently at two for this season). The group recommends that the city impose a water-main surcharge (suggested amount: \$15/break) for each break over two. Shelly will draft a resolution to adopt this code change. Otherwise, rates will continue as the same imposed in 2015.

We discussed the upcoming litigation involving White Bear Lake and the DNR. The group will continue to monitor the fund and any consequences that come from that suit.

Excessive water use was also discussed. Two properties last year used over an acre-foot of water during the summer season. This is about 15 times more than the city average. Paul Steinhauer will be contacting these residents to help educate them on best practices. There are 27 other residents that use three times the city average. Paul will look into opportunities to provide more tools to help these users.

The sewer fund was reviewed as sound. A target balance of \$67,000 is recommended. The year-end balance is about \$30,000 due to the recent purchase of the city generator. Also, it was noted there has been a 10% increase in waste treatment costs over the past two years. No rate change was suggested at this time as the bonds owing will be paid in full in 2018 and even though rates have not increased since 2014. Going forward, however, the group agrees that waste treatment cost increases shall be passed through to the users when imposed.

The group did discuss the issue of covering the cost of the remaining sewer lining project. It was agreed that those costs can be covered by an intra-city loan from the city general fund to the sewer fund until paid off.

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: NYFS Agreement & Presentation



Birchwood Village

Dear Mayor and Council Members,

During the January Council meeting, staff presented a letter from Northeast Youth & Family Services (NYFS) requesting to renew a longtime partnership agreement (attached). The 2017 rate for this agreement will be \$1,429, which is \$105 less than 2016. Council asked staff to invite NYFS to speak at the February Council meeting about this partnership and decided to hold off on approval until then.

The President and CEO of NYFS, Jerry Hromatka, has agreed to attend tonight's meeting and has prepared a presentation on NYFS (copies are attached).

After the presentation and Q&A session, staff requests a decision from Council on the matter of renewing the agreement. If renew is decided, staff requests authorization to sign the enclosed agreement. Thanks!

Regards,
Tobin Lay

NYFS Presentation



NYFS Northeast Youth & Family Services
Transforming Lives

Presentation to the
City of Birchwood Village
February, 2017

“Continuity gives us roots;
change gives us branches,
letting us stretch and grow and
reach new heights.”

Pauline R Kezer

About NYFS

- Primary Population: 5-21 year olds
- 4,000 youth, adults, families
- \$3.2 million annual budget
- Three program areas
 - Mental Health
 - Day Treatment
 - Community Services

www.nyfs.org

Transforming lives today, creating a better tomorrow

NYFS Programs

Mental Health

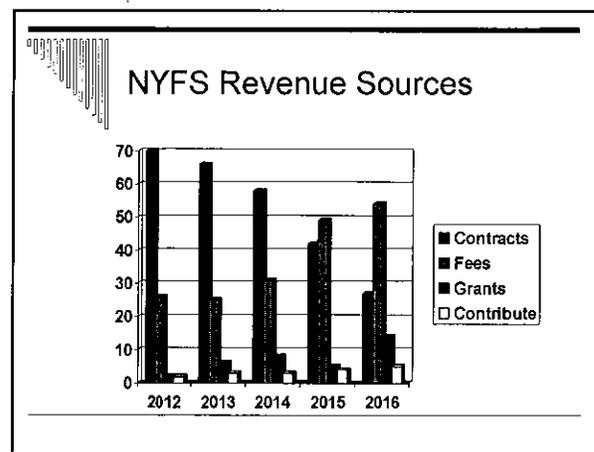
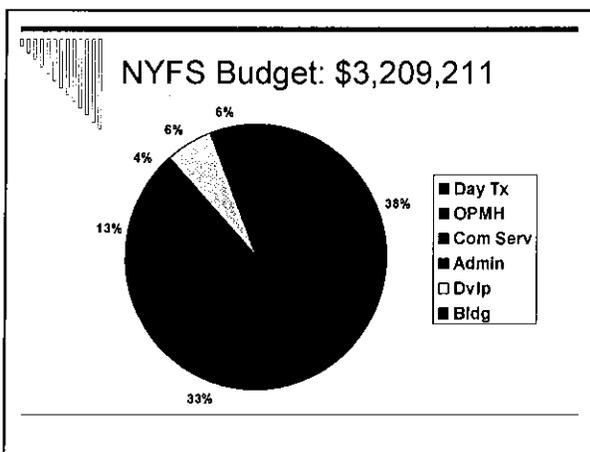
- solution oriented
- school based, clinic based, in-home

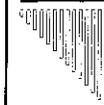
Community Services

- academics, employment, life skills, citizenship
- Diversion, Out of School, Senior Chore

Day Treatment

- therapy and academics
- NETS, REACH





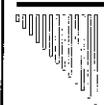
What your support buys

- Services for residents are assured
- Benefits
 - Educational attainment
 - Effective workforce
 - Citizenship
- Reduced costs to public
- Leverage outside resources



2015-2016 Service Summary

Contracted Services	#	2015	#	2016
Counseling	NA	NA	1	\$705
Diversion	1	\$337	1	\$300
Senior Chore (seniors/youth)	2/NA	\$700	2/NA	\$340
Cost of Contracted	3	\$1,037	4	\$1,345
City Contract		\$1,635		\$1,534



Current Community Trends

- Diversity
 - Demographics
 - Life experiences
- Workforce
 - Labor shortages
 - Required skills
- Community
 - Social media
 - Call to action



NYFS Partnerships

- Communities
Arden Hills, Brookwood Village, Falcon Heights, Hugo, Little Canada, Mahtomedi, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, St. Anthony, Vadnais Heights, White Bear Lake, White Bear Township
- School Districts
Mahtomedi, Mounds View, North St. Paul/Maplewood, Roseville Area, St. Anthony/New Brighton, White Bear Lake Area
- Collaborations
Minnesota Youth Intervention Program Association, North Suburban Gavel Club, Ramsey County Children's Mental Health Collaborative, Roseville Rotary, Shoreview/Arden Hills Rotary, St. Anthony-New Brighton Family Service Collaborative, Suburban Ramsey Family Collaborative, Twin Cities North Chamber of Commerce, Vadnais Heights Economic Development Council, White Bear Chamber
- Faith Community
- Businesses



"When the winds of change blow,
some people build walls
and others windmills"

Chinese Proverb

December 22, 2016

Mike Anderson
City Administrator
City of Birchwood Village
207 Birchwood Ave.
Birchwood Village, MN 55110

Dear Mike,

Enclosed is the 2017 partnership agreement with Northeast Youth & Family Services. I have also included the addendum referenced in section III-B Services Provided and Exhibit A referenced in section III-D-2 Funding.

Please sign and return a fully executed copy of the agreement to me. You can either send a hard copy through the mail or a pdf electronically. Either way we need a copy in our files for our audit.

We appreciate our partnership with you and look forward to another year of working in concert to serve the residents of our community. I will reach out to you in early January about setting up our annual presentation to the council.

If you have any questions or need more information, please don't hesitate to contact me.

Sincerely,



Jerry Hromatka
President & CEO

AGREEMENT

I. PARTIES

This agreement is made and entered into by and between the City of Birchwood Village Minnesota ("City") and Northeast Youth and Family Services ("NYFS").

II. RECITALS

- A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282 and 832.
- B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- C. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- A. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- B. Services Provided. NYFS shall provide the City and its residents with youth and family programs set forth in the Addendum attached hereto.
- C. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
 - 1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
3. Any new City joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
4. Amounts payable by the City shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having the right to a seat on the Board of Directors. The Board of Directors shall be limited to not more than 30 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
4. Periodically advising the City of services available through NYFS to the City's residents;
5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
6. Providing other reasonable information requested by the City;
7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.

G. Term. The term of this agreement will be through December 31, 2017. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.

H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.
2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

CITY OF BIRCHWOOD VILLAGE

By: _____
Elected Official

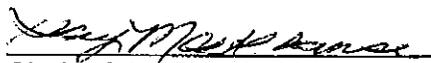
Its: _____
Clerk/Manager

Dated: _____

NORTHEAST YOUTH & FAMILY SERVICES

By: 

President/CEO

Its: 

Chair of the Board of Directors

Dated: 12/22/2016

12/2016

Northeast Youth & Family Services

NYFS services fall into two categories: mental health services and youth development programs. By serving both areas within our agency, we can provide a continuum of care. This has proven beneficial because although mental health and youth development have similar goals, their distinctions also complement each other.

Contracted Services

Mental Health Services:

- *Mental Health Counseling* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

Youth Development Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Senior Chore Program* – youth and other adults complete seasonal and household tasks to help seniors remain independent.

Non Contracted Services

Mental Health Services:

- *Northeast Educational & Therapeutic Services (NETS)* – provides academics and therapy for youth with mental illnesses who can not function in traditional school environments in grades 6-12.
- *REACH Academy* - program run in collaboration with the Mounds View School District that provides academic instruction and therapeutic support to middle and high school youth receiving special education services.

Youth Development Programs:

- *Out of School Time* – underperforming youth receive support to increase grades, explore career and educational opportunities, and develop leadership in the community .

Northeast Youth & Family Services
 City Participation Figures

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Birchwood Village	2,022	1,941	1,839	1,738	1,635	1,534	1,429

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Engineer Report on Sewer Lines



Birchwood Village

Dear Mayor and Council Members,

During the January City Council meeting, the City Council instructed staff to invite City Engineer Steve Thatcher to attend the February 14 Council meeting to report on the condition of the City's sewer lines that were not replaced during the prior sewer projects.

To supplement his presentation, Mr. Thatcher has supplied the following information on this topic:

The sanitary sewer pipes where no rehabilitated occurred are between the following manholes (shown in yellow on the plan dated 2017-1-23 and attached):

1. MH 38 to 39
2. MH 1 F to 1 H
3. MH 84 O to 84 M
4. MH 84 J to 84 N
5. MH 84 B to 84 EE
6. MH 84 D to 84 G
7. MH 74 to 75 C
8. MH 75 A to 76

I measured the length of sanitary sewer pipes where no rehabilitation occurred based on the attached map and determined that the length is approximately 2,800 feet.

I also measured the length of all the sanitary sewer pipes based on the attached map and determined the length is approximately 27,500 feet (This includes the sanitary sewer pipes on East County Line Road).

Therefore, my plan is to get prices for the following:

1. Clean 27,500 feet of sanitary sewer pipe and televise 2,800 feet of sanitary sewer pipe
2. Furnish and install 2,800 Cured-In-Place Pipe (CIPP) lining

Regards,
Tobin Lay

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Planning Commission Appointment



Birchwood Village

Dear Mayor and Council Members,

During the December 2016 Council meeting, Council accepted the resignation of Planning Commission Chair Len Pratt and asked staff to post the vacancy. Staff posted the vacancy with a deadline of February 7, 2017 and received two (2) letters of interest/documents; from Jozsef Hegedus and Analeisha Vang (attached). Both Jozsef and Analeisha were invited to tonight's meeting and are prepared for questioning. Thanks!

Regards,
Tobin Lay

294 Jay Street
Birchwood Village, MN 55110
January 21, 2017

Mayor Mary Wingfield
Councilmember Randy Lafoy
Councilmember Kevin Woolstencroft
Councilmember Megan Malvey
207 Birchwood Avenue
Birchwood Village, MN 55110

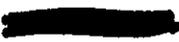

JAN 25 REC'D

Dear Honorable Mayor and City Councilmembers:

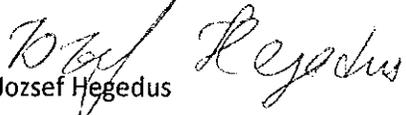
I would like to be considered for the open Birchwood planning commission seat. I have a strong interest in participating in city government-- I ran for office this past fall. While I was not able to knock on as many doors as I wanted due to health issues, I recognize that our neighbors appreciate those who get involved in their community. I was encouraged by people I spoke with who voiced their concerns and opinions. One common theme is people want fairness and collaborative participation of their city officials. I believe I can provide those skills to the planning commission position.

I have been a resident for 15 years and have two older kids. My wife Noel grew up in Birchwood and her mother and father were long-time residents. We came back to Birchwood because we appreciate the sense of community and strong bonds between neighbors.

I have worked in the banking/financial services industry for the past 20 years. I have an MBA in Finance. I see my ability to solve problems and help people address their concerns about planning as an asset to the community. I would like to offer my services and help the city planning commission achieve good solutions for our city.

Please feel free to call me anytime. I would be happy to answer any questions you might have. My number is 

Thank you for your consideration.


Jozsef Hegedus

Analeisha Vang
549 Jay Street
Birchwood, MN 55110

February 7, 2017

City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

RECEIVED
FEB 07 2017

BY: _____

Dear Mayor and City Council:

I am writing to express my interest in joining the Birchwood Village Planning Commission.

I love Birchwood. I spent the first decade of my life growing and learning to love Birchwood as only a child can: playing at Tighe Schmitz Park, swimming and fishing at Kay Beach, biking in the Fourth of July Parade, and learning about nature in my own backyard. I moved back to Birchwood three years ago, and now love Birchwood as an adult: its easy commute to the Twin Cities, the walk-ability and friendliness of the neighborhood, and the amenities like the kayak racks and leaf pick-up.

I have spent the last several years working for the Department of Natural Resources and then the City of Saint Paul, working to improve livability and nature access for Minnesotans. I have worked with advisory committees, local governments, technical experts, non-profits, and everyday citizens to learn about issues and help other communities. I'd like to take the knowledge and experience I've gained, and use it to help my own community become a more vibrant and welcoming place.

I look forward to contributing my skills and experiences to the Planning Commission and hope to have the opportunity to speak with you further.

Sincerely,

Analeisha Vang



Analeisha Vang

I make complicated information easy to understand by blending my science background, ability to distill information, and talent at communicating.

RECEIVED
FEB 07 2017

Experience

Policy Associate

January 2014 - Present • City of Saint Paul – Mayor's Office

- Assemble and analyze data (internal and external) to inform the city's climate planning efforts.
- Identify and address barriers to youth and underserved populations accessing the outdoors.
- Guide the work of the city's Advisory Committee on Aging.

Water Recreation Outreach Specialist

January 2014 – December 2015 • Minnesota Department of Natural Resources

- Created concise and easy to understand reports for upper level staff regarding succession planning, program operations, and strategic planning.
- Coordinated volunteer events which involved over dozens of participants and doubled previous corporate group volunteer participation levels.
- Planned a conference that reached 65 communities. Of the attendees surveyed, 100% would attend a similar event in the future and 79% will implement one activity or idea in their business/workplace as a result of the conference.
- Designed promotional, educational, and outreach materials for web and print.

Program Technician

October 2013 – January 2014 • Vermont Agency of Transportation

- Worked with content experts to develop protocols to catalogue the agency's digital visual assets.
- Updated website content for the Vermont Highway Safety Alliance.
- Compiled information, created graphics for, and edited the 2014 Factbook and Annual Report for the legislature.

Skills

Technical: Microsoft Office Suite, Adobe Illustrator, data analysis, ArcGIS, GovDelivery, database management, Survey Monkey and Google forms, quantitative and qualitative research, Drupal (CMS system), Canva.

Marketing and Communications: Community outreach, event planning, email marketing, conference organization, volunteer management, content development, technical writing, promotional material design.

Other: Project management, leadership, strategic planning, program development, research, critical thinking, data request response.

Education

Carleton College
Bachelor of Arts, Geology

University of Vermont
Master of Science, Geology

Contact Information

Analeisha Vang



MEMORANDUM

DATE: February 14, 2017

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



Birchwood Village

Dear Mayor and Council Members,

Members of the Roads Committee have suggested and several residents have requested additional sand/salt barrels to be installed at vital intersections and hills throughout town, including the following:

- Birch Street
- Lakewood Lane
- Hall & Jay Intersection
- Cedar & Wildwood Intersection

If Birch supplies the barrels, filled with sand/salt and including a scoop, the cost will be \$100 per barrel. Birch charges \$50 for each refill of sand/salt.

The Roads Committee recommends the City purchase its own barrels and scoop and then have Birch fill the barrels with sand/salt. It is not yet known what the savings will be with purchasing the barrels and scoops ourselves but is believed it will be cheaper than the \$50 Birch would charge for the same.

Accordingly, staff requests Council approve the purchase and installation of additional sand/salt barrels and determine the appropriate locations. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Dog Park Committee Update/Minutes



Birchwood Village

Dear Mayor and Council Members,

Councilmember Megan Malvey has requested the Dog Park Committee update be added to the regular agenda rather than the consent agenda because additional understanding is needed by Committee members. Additionally, although the meeting minutes from the Committee's first meeting are enclosed, it is requested that a representative of the Committee address the Council with an update as well.

During the January Council meeting, Council appointed seven (7) members to the Dog Park Committee and asked them to follow the Parks and Natural Resources Bylaws as a pattern. As the Parks Bylaws are written specifically about the City's parks and natural resources, members of the Dog Park Committee request further guidance on their Bylaws – specifically, the purpose statement. A copy of the Parks and Natural Resources Bylaws are enclosed to support this dialog. Thanks!

Regards,
Tobin Lay

MEETING MINUTES



DATE: Wednesday, February 1, 2017

TIME: 6:00 PM

LOCATION: Birchwood City Hall

Call to Order

Birchwood Dog Park Committee

Meeting to Discuss

Purpose of Committee and Process Going Forward, elect officers.

Attendee Names

Tami Heart, Kellie Lund, Trilby White, Steve Schad, Chris Rollinger, Kathy Blegen-Huntley

Attendees Not Present

Kelly Paradise

Approval of Previous Minutes

None, as this is the inaugural meeting of this committee.

Reports

-We developed an agenda for this first meeting to include: Introductions, history and background of possible donation from Dave Reynolds, scope or purpose of committee and election of officers.

-Dave Reynolds passed away in 2015 and loved dogs; his family is interested in a possible donation to help create a dog park in Birchwood.

-Lund shared her conversation with the Mayor including that the family has made no commitment for any gift; they have no obligation to this project as of yet. The Mayor also stated it is up to the committee to make recommendation and proposals. The Mayor also stated that Council-member Wolstencroff is our liaison.

Unfinished Business – Action Steps

-The committee believed that whether the family donates or not, we should pursue research, review options and make recommendations to city council about a Dog Park.

-Washington County Master Gardeners group has grants to help remove Buckthorn – per Bridget Sperl who was observing.

-White will draft an announcement to share and engage community about our work - to be e-mailed out to committee for review prior to any announcement. This announcement will be e-mailed to city administrator Tobin Lay for publication on website, Facebook.

-Heart is calling post office to determine bulk mail rates.

-Future action will include daylight visits to all Birchwood Parks. Learn from other dog parks – challenges, benefits.

-Blegen-Huntley will e-mail out American Kennel Club Dog Park Establishment process to committee.

Motions

White nominated Shad for Chair; Heart seconded, passed unanimously.

Shad nominated Blegen-Huntley for Treasurer, White seconded; passed unanimously.

Heart nominated Lund for Secretary, Schad seconded; passed unanimously.

New Business

None

Announcements

-Committee discussed and agreed that transparency in our work is key and we will be seeking full community support/input.

Other Business

-Next meeting scheduled for Tuesday, March 7th at 6:00 pm – per agreement with Paradise, second option would be March 15th at 6:00 pm.

-Invite Wolstencroft to all future meetings.

-Next meeting agenda to include; review of committee by-laws, Kennel Club process, review of parks and open spaces and understand any rules/restrictions that may apply.

Adjournment

White motioned to adjourn, Lund seconded; passed unanimously at 7:08 pm

SECRETARY APPROVAL:

*Prepared by Treasurer
Kathy Blegen-Huntley*

**CITY OF BIRCHWOOD VILLAGE
PARKS AND NATURAL RESOURCES COMMITTEE
BYLAWS**

I. NAME OF THE COMMITTEE

The name of the committee shall be the Parks and Natural Resources Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Parks and Natural Resources Committee shall be to maintain and enhance all the public areas within the City of Birchwood, including Tighe-Schmitz Park; Bloomquist Field; Wildwood Park; Nordling Park; Kurt Feistner Preserve; Ash, Grotto, and Birch walkways; Ash, Elm, Kay, Dellwood, and Birch Beaches; and other public spaces within the City.

III. COMMITTEE MEMBERSHIP

- A. Members.** The committee shall consist of up to 7 members appointed by the City Council.
- B. Terms.** The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from July to July. Any new member appointed in months other than July shall end his/her term three years after his/her appointed month.
- C. Resignation.** Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.
- D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.
- E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.
- F. Council Liaison.** The Council shall appoint one Council member to be the liaison to the committee. The Council liaison shall not be a voting member of the committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

G. List of Members. The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

A. Chair. The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from July to July. The Chair may serve up to three consecutive terms.

B. Secretary/Treasurer. The committee shall also elect a Secretary/Treasurer. The term shall run from July to July. The Secretary/Treasurer may serve up to three consecutive terms. The committee may determine to separate the office of Secretary/Treasurer and decide to elect two people to serve these roles, one as Secretary and one as Treasurer. Whether the office is combined or not may be changed from year to year.

C. Majority Vote. All officers shall be elected by a simple majority vote.

D. Resignation. Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.

E. Vacancy. Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

A. Meetings. The committee shall meet to address matters assigned by the City Council. The committee shall report back to the Council with its recommendations in a timely manner.

B. Open Meeting and Notice. All meetings of the Parks and Natural Resources Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.

C. Quorum Not Necessary. The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting.

D. Minutes. The committee shall keep minutes of all its meetings. The Secretary or other person shall be responsible for keeping the minutes of each meeting. The Chair shall forward the minutes of all meetings to the City Clerk and the Council when they become available. The Clerk shall post the minutes on the city webpage. Upon approval of the minutes, the Chair shall forward the approved minutes to the Clerk and the Council and the approved minutes shall be posted on the city webpage.

VI. COMMITTEE ACTION

A. Majority Required. A majority vote of all the committee members shall be required for the committee to take final action, regardless of how many members are present at the meeting at which the action is proposed.

B. Authority. The committee shall have no authority to make final decisions that permanently affect any of the public spaces within the city, such as cutting trees, buying or selling land, removing structures, installing rain gardens, or making other decisions that clearly require Council authorization. When in doubt, the committee shall bring the matter to the attention of the Council.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

****ADOPTED July 12, 2011****

****AMENDED November 13, 2012****

****AMENDED August 13, 2013****

****AMENDED February 10, 2015****

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Parks Committee – Motion to Reconsider



Dear Mayor and Council Members,

I have been asked by Councilmember Megan Malvey to submit this memo in support of a motion to reconsider discussions about the Parks and Natural Resources Committee at tonight's Council meeting instead of a workshop. Councilmember Malvey's request is as follows:

"Having received requests from several community members by email, phone and in person, I would like to request that we accelerate the discussion about the Parks Committee (from the workshop to the February council meeting). We owe it to community members to address this important topic. If the council were to request that parties who are interested in serving on this committee should apply in February, it would give the council a chance to select members at the workshop and clarify details about the committee at that time.

I have compiled feedback that I received when I reached out to about 20 Birchwood families to ask them about our parks back on January 6. This was a non-scientific poll...I emailed families who I have seen at the parks myself to get their feedback. I think it's important for council members to see these community member ideas. I got feedback from about 15 families and after they sent the feedback I asked people to reply if I could list their name as a contributor. Those who gave the green light are listed."

As background to this request, the Council heard from staff during the January Council meeting that the last reappointments to the Parks Committee made by the City Council took place in August 2013, for 3 year terms, and that those appointments recently expired in August 2016. Accordingly, the Parks Committee has no active members at this time and is therefore inactive.

Also during the January Council meeting, Councilmember Malvey motioned to open the Parks Committee for member appointments and to have staff accept letters of interest for these appointments with a February 7, 2017 deadline. The motion was not seconded and failed.

Mayor Wingfield then motioned, seconded by Councilmember Woolstencroft, to move discussion of the Parks Committee to a workshop. All Councilmembers voted aye and the motion passed.

This memo, therefore, is a motion to reconsider the vote that moved discussion to a workshop and instead have the discussion at tonight's meeting. Thanks!

Regards,
Tobin Lay

February 1, 2017

To: Birchwood Village City Council:

From: Bryan and Karin McGinnis
194 Wildwood Avenue

We request the Birchwood Village City Council to reactivate the Parks and Natural Resources Committee that has served the Village well. An active Parks Committee provides a way for more people to be involved in the Village, an activity beneficial to all of us. Areas in which a Parks Committee can advise the city include:

1. Periodically observe and monitor existing parks, natural resources, and infrastructure to record needs for maintenance, repairs, and improvements while minimizing costs. Lists can be prioritized and presented to the City Council for immediate or short term work, or for planning and budgeting for the future.
2. Propose changes or additions to City Ordinances, Policies, and Regulations relating to parks, open spaces, and natural resources.
3. Review suggestions from city residents and the City Council for minor and major changes and improvements in our parks and natural resources.
4. Review and recommend resolution of citizen concerns or complaints on uses of current parks and open space areas.
5. Research and recommend additional facilities and community oriented events in our parks.

Over the past year we have observed instances where involvement of the Parks Committee in the areas listed above would have been very helpful to the City Council by providing thoughtful input while relieving the Councilmembers and Staff of some of their workload. (Please contact us if more details are needed.)

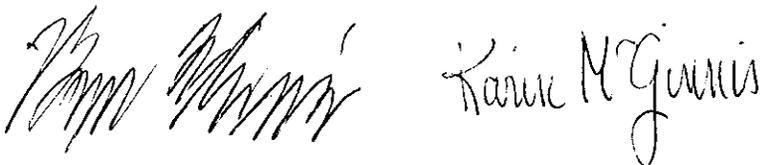
1. In July 2015 we wrote City Administrator Anderson with our concerns about a golf cart frequently going up and down Birch Walkway, along Owl Street, and onto Birch Park. We were concerned about three things: 1. Violation of Birchwood ordinances prohibiting motor vehicles in parks. 2. Safety of the golf cart driver and passengers and pedestrians not expecting a motor vehicle. 3. Damage to park and walkway areas not designed for motor vehicle use. Mr. Anderson responded that golf carts are not covered under our existing codes. It appears to us that maybe even what are thought of as "ATVs" may not be prohibited. Our suggestion that the **Parks Committee** take a look at the issue of motor vehicles in City parks and walkways was unanswered.
2. In December 2016 an email to the City Council recommending that the **Parks Committee** be assigned to look at the "Dog Park" issue was rejected at the

- December Council meeting. (The February 1 WHITE BEAR PRESS reports that the WBL Park Advisory Commission is recommending action on a Dog Park.)
3. The Birchwood Dock Association recently proposed a boat length increase to 22 feet. The Council assigned the Planning Commission to review this recommendation, which was subsequently withdrawn by the Dock Association. Since the Planning Commission has no jurisdiction over docks, this item would have better fit with the **Parks Committee**.
 4. At the January Council meeting there was citizen concern about maintenance and management of the skating area and warming house. There was no Council decision on what to do about this concern. To satisfy residents, and the Council, it could have been assigned to the **Parks Committee** for investigation and recommendation for action, if any was found necessary.
 5. In the summer of 2016 I again requested, through City Administrator Anderson, that proper maintenance be done to clean silt out of the open catch basin at the head of the rain garden on Birch Park. Much earlier I had recommended that the **Parks Committee be involved**; there was no action on this request. On several occasions I explained what should be done, i.e. what had been intended when the rain garden was installed. Action was slow. I even offered to accompany anyone assigned to do the work. Finally in late November some work was done, but not that which I recommended. A channel dug most of the way to the lake will do more harm than good and is probably in violation of Birchwood codes. After the fact, some City officials and the Washington Conservation District reviewed the scene.

Our three neighboring municipalities each have active "Parks" committees. Websites of Mahtomedi, White Bear Lake, and White Bear Township include committee purposes that are similar to those of our Parks Committee. Mahtomedi and White Bear Lake also have "Environmental" commissions. Our Parks and Natural Resources Committee serves for both "parks" and "environmental" areas.

We request the City Council to place the status of the Parks Committee on the meeting agenda for February 14, 2017 and to allow for public input from residents in attendance. We also ask that you request residents to apply to serve on the Parks Committee just as you did for the recent Planning Commission vacancy. An active Parks Committee will further demonstrate the Birchwood Village tradition of open and participatory government.

Sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Bryan McGinnis' and the signature on the right is 'Karin McGinnis'. Both signatures are written in a cursive, flowing style.

Bryan and Karin McGinnis

Tobin Lay

From: Kathy Blegen-Huntley [REDACTED]
Sent: Thursday, February 02, 2017 2:39 PM
To: Mary Wingfield; Megan Malvey; Kevin Woolstencroft; Randy LaFoy
Cc: Tobin Lay
Subject: letter to city council
Attachments: Blegen-Huntley bio 2016.pdf; ATT00001.htm

Follow Up Flag: Follow up
Flag Status: Completed

Dear Birchwood City Council:

I am writing to you to express my support for the continuation of Birchwood's Parks & Natural Resources Committee. I believe our parks are a valued resource to all Birchwood residents and are one of the key reasons I live here.

The Parks Committee is vital to our community and serves several important functions including: all residents are heard and their needs are communicated to our city government, the committee provides our city council with well thought through recommendations and triggers maintenance issues. Since the Parks Committee has not been active, I have noticed a significant decline in the maintenance of many parks. I understand that Parks Committee members would assign themselves a park to look after. They would communicate to our city staff of any issues such as graffiti, weeds, broken equipment so that corrections could be made in a timely matter. This is no longer happening and there are currently serious issues:

Removing weeds and vulgar graffiti on Tighe-Schmitz playground equipment

Walking path is overgrown and needs regular maintenance

Weeds in play ground sand box

Playground equipment needs painting and up keep

Soccer nets ripped

Ball park is full of weeds

Hockey rink boards need repair and painting

Basketball nets are gone/ripped

Trees need trimming

Bloomquist: Tennis courts need weeding yearly clean up.

Pavilion and tables at Tighe-Schmitz in rough shape and not safe (mainly tables)

No bases on baseball field/diamond

I ask our City Council to place the Parks Committee and its status on the meeting agenda for February 14, 2017. I also ask that you request residents to come forward and apply to serve on the Parks Committee just as you did for the recent Planning Commission vacancy. We cannot delay the important work of the Parks Committee any longer. Thank you.

Sincerely,

Kathy Blegen-Huntley

620 Birchwood Avenue

Tobin Lay

From: rachel ranum [REDACTED]
Sent: Friday, February 03, 2017 11:36 AM
To: Randy LaFoy; malvey.birchwood@gmail.com; Kevin Woolstencroft; Tobin Lay; Mary Wingfield
Subject: Birchwood Park Committee - request to reactivate for 2017

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Birchwood City Council:

With spring around the corner, I am writing to you to express my support for the continuation of Birchwood's Parks & Natural Resources Committee, as well as a request to place the Parks Committee and its status on the meeting agenda for February 14, 2017. I believe our parks are a valued resource to all Birchwood residents and are one of the key reasons I live here.

Having committee in place would allow a clear point of contact for the community & council, as well as knowledgeable subject matter experts who can provide input on past experiences and insight for future park topics. Recently, my family noticed the warming house closures as well as ice not as maintained as last year - this is a big job and if the committee was in place they could be accountable to review and address issues as they are noticed - to ensure nothing falls through the cracks.

I also believe there is energy from the community to leverage the parks even more with social events for example: sledding in the park, movies in the park, or coffee in the park to get kids together for summer play. Continuing to provide oversight to our parks will only help bring more enjoyment to these resources within our community.

The Parks Committee is vital to our community and serves several important functions including: all residents are heard and their needs are communicated to our city government, the committee provides our city council with well thought through recommendations and triggers maintenance issues. Since the Parks Committee has not been active, I have noticed a significant decline in the maintenance of many parks. I understand that Parks Committee members would assign themselves a park to look after. They would communicate to our city staff of any issues such as graffiti, weeds, broken equipment so that corrections could be made in a timely matter.

This is no longer happening and there are currently serious issues:

- * Removing weeds and vulgar graffiti on Tighe-Schmitz playground equipment
- * Walking path is overgrown and needs regular maintenance
- * Weeds in play ground sand box
- * Playground equipment needs painting and up keep
- * Soccer nets ripped
- * Ball park is full of weeds
- * Hockey rink boards need repair and painting
- * Basketball nets are gone/ripped
- * Trees need trimming
- * Bloomquist: Tennis courts need weeding yearly clean up.
- * Pavilion and tables at Tighe-Schmitz in rough shape and not safe (mainly

tables)

* No bases on baseball field/diamond

Again, I ask our City Council to place the Parks Committee and its status on the meeting agenda for February 14, 2017. I also ask that you request residents to come forward and apply to serve on the Parks Committee just as you did for the recent Planning Commission vacancy. We cannot delay the important work of the Parks Committee any longer.

Thank you.

Sincerely,
Rachel Schuler
22 Oakridge Drive

Tobin Lay

From: Megan Malvey [malvey.birchwood@gmail.com]
Sent: Sunday, February 05, 2017 8:09 PM
To: Tobin Lay
Subject: Fwd: The Parks and natural Resource Committee

FYI

----- Forwarded message -----

From: BRIDGET SPERL <[REDACTED]>
Date: Fri, Feb 3, 2017 at 11:56 AM
Subject: The Parks and natural Resource Committee
To: Mary Wingfield <wingfield.mary@gmail.com>, Randy Lafoy <mayorlafoy@comcast.net>, Megan Malvey <malvey.birchwood@gmail.com>, kevinshouse@access4less.net

I had the opportunity to attend the meeting of the dog park committee and was confused as to the status of the parks committee. Apparently the committee still exists and Kevin is the representative of the parks committee and will be the interface to the dog park committee. That said, there is no one on the committee. I strongly urge the counsel to reinstate the committee and reappoint current members as well as fill any vacant seats. Our lovely parks need the committee's oversight and guidance.

Also below is what's posted on line. I believe a date has been set for a discussion on the topic.

"The Parks and Natural Resources Committee currently has no active members. The City Council is planning to discuss this topic at an upcoming Council Workshop - date and time to be determined."

Thanks for taking the time to read and consider my note.

Bridget Sperl
110 Birchwood Avenue

Tobin Lay

From: Megan Malvey [malvey.birchwood@gmail.com]
Sent: Sunday, February 05, 2017 8:09 PM
To: Tobin Lay
Subject: Fwd: Birchwood Parks and Natural Resources

----- Forwarded message -----

From: Michelle Maiers-Atakpu <[REDACTED]>
Date: Sat, Feb 4, 2017 at 1:31 PM
Subject: Birchwood Parks and Natural Resources
To: mary.wingfield@juno.com, lafoybd@gmail.com, malvey.birchwood@gmail.com,
kevinshouse@access4less.net

February 5, 2017
To the Mayor and City Council of Birchwood Village:

We are writing to you to express our concern for the seeming lack of support for the continuation of the Birchwood Parks & Natural Resources Committee. Our parks and urban forest are a valued resource to all Birchwood residents and is the reason we live here. For those of us that do not live on the lake, the parks and forest are critical to the appeal of our home and its value.

The existence of the Birchwood Parks & Natural Resources Committee is vital to maintaining the beauty of our community. This committee gives all residents the opportunity to have their concerns and ideas considered, and discussed, in an open forum, before presenting them to the City Council. This includes the idea of a dog park. A dog park is a great idea, but do we have the appropriate space for one in Birchwood? This is something to be discussed at length, and the idea vetted, before being discussed at a City Council meeting. We strongly believe that there should not be a separate committee for the Dog Park. It only makes sense that it is an issue for the full Parks Committee. All the public property in Birchwood Village needs to be taken into account before a recommendation of where to place one, if it is found to be desirable, can be formulated. A separate Dog Park Committee may not have the "big picture" information needed to make an informed decision.

The role of the Parks Committee is to provide the City Council with well thought out recommendations, as well as to alert the Council about maintenance issues. Currently the Parks are showing the lack of attention by the City, and regular maintenance items like weed removal, graffiti removal, tree trimming, maintenance of playground equipment, repair of soccer nets, basketball nets, and hockey rink boards; maintenance of tennis courts, repair and maintenance of picnic tables, etc, etc. are not being done.

We strongly feel that many these items have not had the attention they need since the Parks Committee has stopped meeting regularly (due to lack of appreciation by the Mayor and City Council) and the budget for regular maintenance of our parks has not been increased as needed. The Parks Committee can aid the City Council in itemizing the needs and creating a budget for the upcoming years. Maintenance of our parks and urban forest are among the things that we expect from our tax dollars

We ask our City Council to place the Parks Committee and its status on the meeting agenda for February 14, 2017. We also ask that you request residents to come forward and apply to serve on the Parks Committee just as you did for the recent Planning Commission vacancy. We cannot delay the important work of the Parks Committee any longer.

Sincerely,

Michelle and Peter Atakpu
201 Birchwood Ave

February 6, 2017

Dear Birchwood City Council:

I have been on the Parks and Natural Resources committee for over the past 6-8 years. I've volunteered countless hours towards our Parks and the Committee. During my time on the committee we have accomplished many important projects, including building a new tennis court, fund raising and building a new warming house, yearly hockey day celebration (all with volunteers and donations), Path projects, Nordling Park renovations, rain garden maintenance, painting park benches and picnic tables....etc.....along with helping upkeep the maintenance on the all the parks and paths throughout Birchwood.

Many people have contacted me the past few months about concerns they have about this committee not being continued. They feel it is an essential part of our community. I agree with this as well.

I am very sad that I have spent so much time in the past many years on this committee and when various committee members tried to hold a meeting last month, we were told we no longer existed and all of our terms have expired. This makes me and others on the committee very sad and unappreciated for all the hard work we've done.

The city should make volunteers who have accomplished so much feel appreciated. It was the cities responsibility to reappoint existing members or solicit for new members and keep these records if terms have expired. If I would have thought my term expired I would have asked to be renewed at that time.

If our terms have expired why was there no appreciation or recognition for the many years of volunteer service? Or why were we not asked if we would like to continue our service? Even worse I was told that I needed to prove that I was still a committee member.

Is this how volunteers are treated in Birchwood?

I ask our City Council to place the Parks Committee and its current status on the meeting agenda for February 14. If there are no members of the Parks Committee, I ask to be reappointed as a member. I will work with new and old members to help facilitate a smooth transition and to move forward to make our parks better for all the residents of Birchwood.

Sincerely,

Debbie Harrod
483 Lake Avenue

Tobin Lay

From: John McCormick [REDACTED]
Sent: Tuesday, February 07, 2017 10:39 PM
To: Mary Wingfield; Randy LaFoy; Megan Malvey; Kevin Woolstencroft; Tobin Lay
Subject: Parks Committee

Feb. 7, 2017

To the Mayor and Council of Birchwood Village:

Our family have been residents of Birchwood Village for nearly twenty years. During that period my wife Bridget and I have volunteered and served on several city committees. Over the past five years I have served as a member of the Birchwood Parks and Natural Resources Committee.

I was recently advised that my appointment to the Parks Committee expired in July of 2016. If I had known of its expiration I would have asked whoever was the City Clerk at the time to put my name before the Council for reappointment. I just recently filed with the City Clerk, a request for an extension of my term or in the alternative reappointment to the Parks Committee. I believe the Parks Committee has been the key to the maintenance and safety of our community parks and is the only group besides the Council that has the big picture concerning our parks system.

A few of the issues that were addressed during the years I served on the Committee include numerous ongoing maintenance projects such as weed removal at the beaches and parks, tree trimming , repairs to damaged Parks equipment and improvements to the tennis courts and hockey rink. Special ongoing projects include the rain garden at Birch, the garden at Nordling Park, and the new warming house at the hockey rink. This list is not all inclusive.

Much of the credit for the past effectiveness of the Parks Committee was due to Birchwood's Super Volunteer John Lund. When John resigned, communications with the Council were adversely affected and the work of the Parks Committee was impacted. The overall condition of our parks and services has deteriorated as a result. . Maintenance and safety of our parks system must be a priority of the Council. It is now time to get the Parks Committee up and running.

Please take immediate steps to appoint citizens to serve on this important City Committee. Thank you.

John McCormick

Tobin Lay

From: Cassie Potter [REDACTED]
Sent: Thursday, February 09, 2017 12:50 PM
To: Randy LaFoy; Megan Malvey; Kevin Woolstencroft; Tobin Lay; Mary Wingfield
Subject: Birchwood Parks and Natural Resources Committee

February 9, 2017

Dear Birchwood City Council:

I am writing to you to express my support for the continuation of Birchwood's Parks & Natural Resources Committee. Having access to outdoor community areas, parks, and trails so close to home was a leading factor in my husband and my decision to live in Birchwood. Since my husband and I moved in to Birchwood (and now have two young children), I have grown disappointed that the neighborhood's outdoor spaces have become rundown, written on with graffiti, and in need of basic maintenance.

The Parks Committee fills a vital role in helping to keep our outdoor spaces tidy and well-maintained so that all within the community can have access to enjoy the parks and trails here at home without having to go elsewhere. The Parks Committee also offers a connection between residents and the city council, making sure that community desires are being met.

It is my understanding that in previous years, Parks Committee members would communicate to the city any issues so that corrections could be made in a timely matter. It is evident to my family that our parks are not getting the type of care that the community desires, and as such, fewer families are finding the value that was once there. Some improvements that could be had are noted here:

- Removing weeds from playground areas
- Cleaning up vulgar graffiti on Tighe-Schmitz playground equipment (Grateful that, so far, my children are not of the age to read, as I would not otherwise allow them to play on the equipment)
- Walking path is overgrown and needs regular maintenance
- Weeds in playground sand box
- Playground equipment needs up keep (I would love to see more universally designed equipment so that children of all abilities can play)
- Soccer nets ripped
- Ball park is full of weeds
- Hockey rink boards need repair and painting
- Basketball nets are gone/ripped
- Trees need trimming
- Bloomquist: Tennis courts need weeding yearly
- Pavilion and tables at Tighe-Schmitz in rough shape and not safe (mainly tables)

Due to being out of town, I am unable to attend the next council meeting on February 14, but I ask that you consider placing the Parks Committee and its status on the meeting agenda for February 14, 2017 and that you request residents to come forward and apply to serve on the Parks Committee. I would love to see more care and value placed on Birchwood's parks and outdoor spaces. I believe a Parks Committee would get us going in the right direction.

Sincerely,

Cassie Potter
412 Birchwood Courts

Request for Feedback – January 2017 from Megan Malvey

Hi,
Feedback requested about Birchwood's parks from adults and kids:

Please identify:

1. Things that are good about our parks!
2. Repairs/fixes that need to happen in our parks
3. New ideas for our parks

Best regards,
Megan Malvey

Feedback provided by ~15 Birchwood families including:

- Megan & Mike Malvey
- Karen Dopson
- Jennifer Tell
- Tom & Amy Hoffman
- Harrod family
- Andrea McCoy
- Tony DeMars
- Mary Rollinger

Feedback – good things (Page 1/2)

Playing tennis with my friends at Bloomquist (13 year old)
Monkey bars and playground at Tighe-Schmitz (10 year old)
Skating rink (10 year old and adult)

We believe the Parks Committee is vital to ensure residents know with whom to voice their concerns. The Parks Committee, consisting of multiple people with different viewpoints, is vital to ensure all Birchwood residents are treated equally. Additionally, to ensure residents believe their concerns are heard by people who can do something about it and will make it a priority amongst everything else going on in Birchwood. Finally, the Parks Committee will ensure appropriate action or non-action is taken.

Tighe Schmitz Park Our children spend a lot of time on the playground/swings. They like all aspects of it including the swings, monkey bars and everything else they climb on. We see children of all ages using it! I think removing the vulgar graffiti and weeds would be nice. The soccer field and softball field are great and provide a large space for a variety of activities. Our family hosted 3 kickball tournaments this summer with friends and family and we are going to make it a tradition. We had a wet summer and all three times we played the field was very soggy which proved to be dangerous for me as I completely wiped out in the mud. Thankfully none of the grandparents slipped.

The hockey rink is wonderful and the warming house is awesome. We play basketball in the summer, on the rink, and it's great.

Tennis courts: Our entire family, including all grandparents use them regularly. They are in great condition!

The Bloomquist Park tennis courts are highly utilized (and have been for forty years) and are a great community asset worthy of investment

The beaches, dock associations, and boat storage processes seem to be working well

Ash Walkway is a nice path for dog walkers and others seeking a short hike "in the woods"

The ice rink and warming house are nice/fun

Feedback – good things (Page 2/2)

The swings are fun to swing on at Tighe-Schmitz (1 and 3 year old)

Docks are great for swimming or visiting the lake. The update to Kay Beach dock has made it more enjoyable to visit during walks with children (parents and children)

Warming house and ice rink are great.

Our 11 year old really likes the playground area and specifically the zip line.

The availability of Tennis courts will be great in the summer.

location of parks

clean

kids like to play tennis and ice skate

- tennis courts are in great shape

- hockey rink and warming house are awesome

- drinking fountains at both parks

tennis courts (11 year old)

field for running around (12 year old)

That we have them and are in walking distance.

Favorites would be the ice rink with warming house and the open field area.

Beach across the street.

When they were younger – I'd say the kids play area was beneficial.

I frequently take my grandchild to the parks.

Things to Fix (page 1/3)

Soccer field is wet for days after a rain (13 year old and adult)

Weeds on the softball (kickball) field (10 year old)

Removing weeds and vulgar graffiti on Tighe Schmitz playground equipment

Try to "dry out" soccer field and softball field at Tighe-Schmitz

The concept of Tighe Schmitz Park is great, however, it isn't used as much due to a lack of maintenance. Invasive plants have overgrown the grass, the walking path is overgrown with weeds, the fields are wet for days after a rain, the softball field is full of weeds, the rubber mats and hockey nets are left outside during the summer, the basketball nets need repair.

The Tighe-Schmitz ballfield should either be maintained or demolished

I'd like to see a regular maintenance schedule established for the parks in general and the park facilities specifically. The tennis courts, for example, should get new nets and pavement patching done on a regular basis, not just on a reactionary basis

Make smart investments that create the most long-term value for the city. Bare minimum investments with mostly volunteer labor are not always the best solution and sometimes create more problems than they solve

We would appreciate general upkeep at Tighe-Schmitz during summer. Grasses and weeds have been growing in the play area. Graffiti has been written on the play equipment.

Repair drainage on soccer fields especially place where walking path ends off Grotto Street.

Our parks are a great asset to our community, but they are not maintained or kept up at all. Each week the grass is mowed and that is all that is done to maintain our parks. All of the parks especially Tighe Schmidt is full of weeds.

Our girls did not use the soccer field as it was under water most of the summer. Additionally, the walking path is overgrown and needs regular maintenance.

Things to fix 2/3

Tighe Schmidt-

Weeds in play ground sand box.

Playground equipment needs painting and up keep.

Path is over grown with weeds

Soccer nets ripped

Ball park is full of weeds

Hockey rink boards need repair and painting

Warming house has a hole in the wall inside

Ice rink unsafe and not kept up with flooding. (Kids flooding are not trained)

Basketball nets are gone ripped

Trees need trimming

Bloomquist: Tennis courts need weeding yearly clean up.

Improving the basketball hoops / courts in the skating rink, possibly painting some court lines.

"Cleaning up" / improving the playground equipment at Tighe - Schmitz

My biggest complaint would be the flooding with rains. I don't like the kids to play in the fields because they always seem to be muddy.

I also think that it would be nice to weed the baseball field and repair the fencing.

I know our family would be happy to help / volunteer to fix things up.

I would like to see Tighe-Schmitz park drain properly so that it is usable in the non-winter months. Kids/adults

If or when the sand is replenished at the playground, our 11 year old thinks it should be finer grain vs. the pebbles.

All 4 of us would like to see the completion of the sand volleyball court

Updated / replaced basketball backboards at the skating rink at Tighe-Schmitz park would be really nice.

Please keep an eye on the condition of the cement in the hockey rink as there is cracking which could affect basketball playing

Things to fix 3/3

need to keep weeds/grass mowed at Tighe Schmitz

- Pavillion and tables at Tighe Schmitz in rough shape and not safe (mainly tables)

- No bases on baseball field/diamond (we've purchased some and used for practices)

- Fields wet for days

- no basketball nets in hockey rink for summer use

weeds on field and trail at Tighe-Schmitz park

The soggy water in the open field. It is not useful for days even with a normal rain fall. Fixing this would be great be our number one! better basketball hoops.

Would love a sand volleyball court area.

Improve/maintain the baseball/backstop would be a bonus.

I am disappointed with the limitations and upkeep of our parks. The shrubs around Bloomquist park are overgrown to the point of my being concerned as to what we may come upon when we get there..

The playground toys are very limited. The slide collects water at the bottom. I have to bring a rag to wipe it off. There are no toys for children under the age of two. Swings with baby seats would be a wonderful addition.

New ideas

Better basketball backboards in the skating rink for summer (13 year old)
Completion of volleyball court at Tighe Schmitz (adult)

Family movie night in the park! Much like music in the park but Saturday evenings at dusk.

Art in the park. Art classes, plein air painting, for adults and/or kids. Could be a good compliment to the music in the park series.

Pickle ball courts

Turn the hill connecting upper and lower Birch St into an official park and maintain/light it for winter sledding. In the 70s this was a hugely popular sledding hill for kids

Tighe-Schmitz volleyball courts

Add a street light or some sort of lighting in Nordling Park

Lets make better/safer walking/biking paths in Birchwood.

Lets keep up/maintenance the parks we have

Tetherball added at Tighe Schmitz

Added equipment for 10-14 yr olds

Volunteer to keep grounds clean, kind of like "Adopt a Park". Families could sign up for 1 month duration

- playground equipment is for younger kids (definitely at park across from city hall - no swings, zip line, low monkey bars)

- No sidewalks or safe way to get between playgrounds/parks. Bigger issue, but we do not currently let our kids go between parks without supervision because of lack of sidewalks - no great way to bike because roads are narrow and cars go fast down birchwood avenue now with new stop signs. May have slowed on Hall ave, but traffic increased on birchwood ave by city hall

- Is the space where we gather after the parade a 'park'? maybe create some natural playground features like what is at Wildwood Elementary School (Mahtomedi)?

Pave bike trail at Tighe-Schmitz

New piece of equipment (gaga pit or something for older kids) at park

if we improve these areas and make them useful - I would hope we have decent outhouses to go along with it

Let's make it safe, accessible and with age appropriate equipment for all children.

Paved walkways would be a significant improvement. Pushing a stroller on any of the paths is an extremely unpleasant experience and they are not handicapped accessible. With no sidewalks and no paved paths, taking an infant or toddler for a walk is not an easy nor safe experience. To walk to the beach park is unsafe.

Additional ideas

1. At minimum, it would be nice to have a better-maintained playground area in Tighe-Schmitz. Specifically the weeds in the playground area and the graffiti addressed on the equipment/slide.
2. If there is any consideration about replacing equipment in the playground area, my husband has mentioned that he doesn't feel like the swings are safe (he feels the bars are too close to the swing path), and we both feel that the timbers framing the swing area on the ground are too close/hot safe. I have witnessed a young girl fall off the swing and narrowly miss hitting her head on the timbers.
3. I would also like to really encourage the council/parks committee to incorporate universal design elements in the park so that children and adults of all abilities are able to play together without barriers. Here is a great example of an inclusive playground built in Portland: <http://harpersplayground.org/>
4. As the owners of two yellow labs, we would be interested in a dog park, if the location/area is suitable and it makes sense.
5. We both love the hockey rink and warming house. Really disappointed to hear that it is closed now.
6. Agree on the soccer field/playground/trails near Tighe-Schmitz being soaked for days after a hard rain. Makes it difficult to play. Same goes for Nordling Park Walkway after a rain. It can be flooded with water and un-passable after a rainy day.
7. Even though it's been a while since we have used them, we both enjoy having high-quality tennis courts nearby and hope to use them with our kids as they grow older.

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Special Workshops



Birchwood Village

Dear Mayor and Council Members,

During the January Council meeting, Council agreed to have one or more workshops for special topics, such as orientation, goal setting, the dog park, the Parks Committee and more. Enclosed is a draft of the special Council workshop/s for Council's consideration. Because the Council has a new makeup and two (2) new Council Members, staff recommends holding the orientation and goal setting workshop first. The business topics can then take place at a second workshop.

For the orientation workshop, staff has invited Pamela Whitmore from the League of MN Cities to present on Open Meeting Law and answer questions. Staff has also invited Aimee Gourley, Executive Director of the Mediation Center, to present on conflict and conflict resolution skills. Ms. Gourley is a leading lawyer, mediator, facilitator, and lecturer in her field. She is affiliated with Mitchell Hamline School of Law, where she is a Senior Fellow of the Dispute Resolution Institute. She also serves on the EEOC panel of mediators and is a consultant for and the legal counsel to the MN Supreme Court ADR Ethics Board. Her services have taken her all around the United States and she has generously agreed to participate in this workshop at a fraction of her normal cost.

Staff requests Council select two (2) dates tonight for these workshops, discuss additional agenda items, and determine workshop procedure; such as whether the meetings will be participatory by the public or observatory only. The dates provided us by the guest presenters are February 27, March 1, 2, 6, 8, or 9. Thanks!

Regards,
Tobin Lay



SPECIAL WORKSHOP AGENDA OF THE
CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
February XX, 2017
6:30 P.M.

CALL TO ORDER

CITY BUSINESS – REGULAR AGENDA

- A. Council Member Orientation
 - 1. Open Meeting Law Presentation – League of MN Cities
 - 2. Conflict Skills Presentation – Mediation Center
- B. Council Assignments
- C. 2017 Goal Setting & Capital Improvement Projects
- D. Review of Procedures at Public Forum

ADJOURN



SPECIAL WORKSHOP AGENDA OF THE
CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
March XX, 2017
6:30 P.M.

CALL TO ORDER

CITY BUSINESS – REGULAR AGENDA

- A. Dog Park Committee
- B. Parks and Natural Resources Committee
- C. Tighe Schmitz Walking Path

ADJOURN

RESOLUTION 2017-03

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

**A RESOLUTION TO REAPPOINT SHIRLEY DONOVAN TO A FOUR YEAR TERM
AS ALTERNATE DIRECTOR OF THE RAMSEY / WASHINGTON COUNTIES
CABLE COMMISSION**

WHEREAS, The City of Birchwood Village is a member city of the Ramsey / Washington Counties Cable Commission (RWCCC); and

WHEREAS, member cities to the RWSCC are allowed one Director and one Alternate Director on the RWSCC Board of Directors; and

WHEREAS, The City has appointed Councilmember Randy LaFoy as its Director; and

WHEREAS, Shirley Donovan has been serving as the Alternate Director for the City of Birchwood Village; and

WHEREAS, the term of Shirley Donovan's Alternate Director position is expiring; and

WHEREAS, The City Council of the City of Birchwood Village agrees to reappoint Shirley Donovan as Alternate Director for another four year term; and

WHEREAS, Shirley Donovan agrees to continue representing the City of Birchwood Village as Alternate Director.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that it reappoints Shirley Donovan as Alternate Director to the Ramsey Washington Suburban Cable Commission.

I certify that the City of Birchwood Village adopted the above Resolution on this 14th day of February, 2017.

Mary Wingfield, Mayor

ATTEST:

Tobin Lay
City Administrator-Clerk

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Deer Count



Birchwood Village

Dear Mayor and Council Members,

Staff has been informed by resident John Lund that the Cities of Mahtomedi and Lake Elmo will be holding a deer count in the next few weeks to establish to deer population migrating through their communities.

As this has been a topic of discussion in the past with City Council, staff has approached the City of Mahtomedi with the prospect of Birchwood Village joining this count. Mahtomedi holds this count annually and their cost for the count has been between \$400 – \$600.

If Council desires the population of deer migrating through the City be counted, it is most effectively done in conjunction with counts in neighboring communities as the deer migrate through several communities at a time.

Accordingly, staff requests Council's direction on whether the deer population should be counted in Birchwood this year. If yes, staff requests Council's approval of payment for associated expenses. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Water Main Break Soil



Birchwood Village

Dear Mayor and Council Members,

The City experienced its second water main break a few weeks ago near Wildwood Ave and Lake Avenue crossroads. The soil and water (clean) that was sucked up from the work area was stored at Tighe-Schmitz park, as had been done previously.

During the December 2016 Council meeting, the Council discussed this topic and several alternative storage sites. The typical dump sites that many cities use in this scenario is far away and would cost the City upwards of \$1,000 each time a trip was made – several times with each project. In addition to the expense, the contractors often are unable to wait unproductively for the truck because they are needed at other water main breaks that can occur during the same time.

For this reason, Council desires a nearby storage spot to use until it can be moved again in the Spring. Traditionally, Tighe-Schmitz has been used, but Council worried this does not send a good message. Other storage locations presented difficulties to either the contractor or to the lake, through runoff. Council requested staff refer back to the City's water specialist for more ideas. Staff have communicated with the water specialist but a location has not yet been determined. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: February 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Code 302.045 Amendment Process



Birchwood Village

Dear Mayor and Council Members,

City Attorney Alan Kantrud has asked me to gather information about the process used by City Council during the June 2016 amendment of Structure Height Ordinance 302.045. During the December City Council meeting, Planning Commissioner Doug Danks requested City Council review that process as he believed the amendment was not properly reviewed by the Planning Commission prior to its June 2016 passage. Below is the information that I have found on this subject.

It appears that the Structure Height Ordinance 302.045 amendment started with Ordinance 2015-8-01, as part of the Aug 5, 2015 City Council meeting. I see no record of the amendment prior to this meeting.

City Council Minutes History:

- 1) **Aug 13, 2015 CC Minutes records:** Introduction and first reading of Ordinance 2015-8-01, Amending Section 302.045 of City Code.

"Mayor Wingfield stated she will meet with the Planning Commission regarding Structure Height.

MOTION WAS MADE BY COUNCIL MEMBER LAFOY SECONDED BY COUNCILMEMBER ANDERSON TO APPROVE THE FIRST READING. ALL AYES. MOTION PASSED."

- 2) **Oct 13, 2015 CC Minutes records:**

"Mayor Wingfield: Discussed the issue of language in code that needs to be addressed. This was on for the September special meeting but was deferred due to lack of quorum.

City Attorney Kantrud: The purpose of the special meeting was to get this process started. The DNR liked what the previous code read in terms of calculating structure height.

Council Member Anderson: Would like to have a joint meeting with Planning Commission in December to review the code.

Mayor Wingfield: Suggested Council and Planning Commission have a joint meeting on Tuesday, December 1 at 7pm.

MOTION WAS MADE BY MAYOR WINGFIELD SECONDED BY COUNCIL MEMBER LAFOY TO HOLD A JOINT MEETING WITH THE PLANNING COMMISSION ON DECEMBER 1. ALL AYES. MOTION PASSED"

- 3) **Feb 9, 2016 CC Minutes records:**

"Planning Commissioner Danks: He explained proposed changes to the existing Structure Height Ordinance found in city code 302. He answered council member questions.

City Attorney Kantrud: Provided his opinion on the proposed changes.

Mayor and Council Members: Deliberated on the changes. Sent Planning Commissioner Danks back to the planning commission to address calculation of average roof with the principle structure bottom plane determined the same way as the grade plane calculation, as well as a maximum average elevation change from existing topography and to provide final language for the council to vote on in March."

4) Mar 8, 2016 CC Minutes records:

"Mayor Wingfield: Proposes adopting the proposed language and setting the ordinance for a second reading in April so that the planning commission can look at it one more time. The proposal as approved shall be sent to the DNR as it needs to approve the language prior to final adoption.

City Attorney Kantrud and Council Members: Deliberated on the ordinance and update on the planning commission's actions. Will make formatting corrections.

Administrator Anderson: Read aloud a written letter from Planning Commissioner Danks to council members. The letter requests more time for the Planning Commission to deliberate the ordinance.

MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCIL MEMBER HULLSIEK TO ADOPT THE PROPOSED LANGUAGE AND SET SECOND READING OF THE ORDINANCE FOR THE APRIL COUNCIL MEETING AND TO SEND IT TO THE DNR FOR APPROVAL. FOUR AYES, ONE NO. MOTION PASSED. "

5) April 12, 2016 CC Minutes records:

"Mayor Wingfield: DNR is not ready to approve this language; they felt it was too complicated.

Planning Commissioner Danks: He welcomed the DNR to attend next Planning Commission meeting but urged Council not to rely too much on the DNR and instead allow the commission to write the language. This is more of a review and oversight problem than a language problem.

Attorney Kantrud: He suggested that Council involve the DNR and table discussions until DNR's participation could be included but only after Council can answer DNR's questions.

Planning Commissioner Pratt: He suggested hiring a third-party planning/zoning firm to review all related permit applications; fee to be paid for by the applicant. A committee should be created, including members of the Planning Commission and the third-party firm, to review applications. He sought permission to be given to the Planning Commission to seek out three third-party firm candidates.

Mayor & Council Members: Deliberated proposals. Suggested Attorney Kantrud speaks to the DNR directly regarding DNR questions before making any decisions. Planning Commission is

welcome to vet third-party candidates to present to the Council for consideration. This topic will be tabled until May's Council meeting."

6) May 10, 2016 CC Minutes records:

"Mayor & Council Members: Deliberated over the several building height code interpretations from internal staff and a 3rd party planner. Administrator Anderson is to draft a letter to the DNR, approved by Attorney Kantrud, requesting feedback from the DNR by June 1st, 2016, on the City's proposed changes to its Building Height code. A special workshop on this topic will be held on June 14, 2016, at 6pm in City Hall for all Council Members and Planning Commission Members."

7) June 14, 2016 CC Minutes records:

"Administrator Anderson: Updated the Mayor and Council on two language options.

1. Public Hearing: Nobody stood.

MOTION WAS MADE TO CLOSE THE PUBLIC HEARING BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER ANDERSON. ALL AYES. MOTION PASSED.

2. Council Deliberation and Adoption: Mayor and Council deliberated over the two proposed language options. The second option is clearer and addresses the intent of the council. It is also closest to what the DNR has already approved.

MOTION WAS MADE BY COUNCIL MEMBER LAFOY AND SECONDED BY COUNCIL MEMBER WOOLSTENCROFT TO USE OPTION 2 LANGUAGE FOR THE NEW STRUCTURE HEIGHT ORDINANCE UPON APPROVAL FROM THE CITY ATTORNEY IN TOMORROW'S MEETING. ALL AYES. MOTION PASSED."

Planning Commission History

The City's records from the Planning Commission are not complete but this is what I pieced together:

- 1) Sept 2015: the first sign of the Planning Commission meeting on this subject. The agenda states they will review City Code 302.045 and with the explanation "The City Council would like to adopt a new code in terms of maximum structure height and make the code language more understanding for all interpreters of the code i.e. Builders, Residents, and Employees."
- 2) Dec 2015: the Planning Commission agenda shows a similar agenda item.
- 3) Jan 2016: Planning Commission agenda lists item as "update and continue."
- 4) Feb 2016: Planning Commission agenda shows "update and Finalize" and then states that Doug Danks will present it to the Council at the Feb 9, 2016 City Council meeting.
- 5) Mar 2016: Planning Commission agenda shows "update and continuation."
- 6) April 2016: Listed as "review of."

7) June 15, 2016 (one day after June CC mtg): Listed as "approval of summary ordinance."

Enclosures

Enclosed are documents that were emailed to City Administrator Mike Anderson from Mayor Wingfield on May 16, 2016.

Thanks!

Regards,
Tobin Lay

BUILDING HEIGHT CODE

The council will hold a public hearing at its June 14, 2016 council meeting to consider Code for Building Height Regulation for structures. The city council and planning commission have been reviewing and studying the issues and possible solutions for the past six months.

Two proposals are included in the council packet:

Option 1 is a modification of the current city code. It attempts to regulate structure designs that exceed the spirit and intent of the code. The changes attempt to limit the application of extended roof lines and additional foundation/grade filling to make taller structures than otherwise would be allowed.

Option 1 as proposed has not been approved by the Minnesota Department of Resources but has been submitted to the agency for comment. (Almost all properties in Birchwood Village are within the designated Shoreland Management Area and their use is reviewed by the Minnesota Department of Natural Resources.)

Option 2 is the city code as written and adopted prior to 2000 with applying changes to address current concerns. The height limitation language was previously approved by the MN DNR when the code was enacted.

OPTION 2

BUILDING CODE HEIGHT [based on code prior to 2000]

302.045 1. STRUCTURAL HEIGHT LIMITATION: The maximum height of a structure as calculated by Method A or Method B (see below) is as follows:

<u>Structure Type</u>	<u>Maximum Height</u>
Principal Structure/attached garage	30 feet
Detached garage	18 feet
Detached storage shed	12 feet
Fences	6 feet

METHOD A: (Most applicable to 3-dimensional structures, e.g. houses and garages.) The maximum height of a structure is the difference between the elevation of the highest point of the structure and the average elevation of the grade plane. The grade plane shall be calculated based on the method shown in Exhibit A below. Elevation points at the ground level shall be evenly distributed along each façade.

METHOD B: (Most applicable to structures which are mainly 1- or 2-dimensional, e.g. towers, fences, and walls.) The maximum height of a structure is the difference in elevation between any point on the structure and the ground directly below that point.

2. Grading/Fill Limitation

The existing grade of the property shall not be raised around a new building or foundation in order to comply with the height requirements of this code.

3. Tallest Point Limitation

Regardless of the structure height limitations for principal structures specified in subsection 1 above, the lowest point on the façade to the tallest point of a structure shall not exceed 35 feet. Also, the tallest point of an attached garage shall not exceed the height of the tallest point of the principal structure.

4. Exceptions.

The structure height and tallest point limitations established herein shall not apply to chimneys and flues provided the footprint or horizontal area of the chimney or flue does not exceed 16 square feet and the top of the chimney or flues and does not extend more than three feet above the tallest point of the structure.

OPTION 2

BUILDING CODE HEIGHT [based on code prior to 2000]

302.045 1. STRUCTURAL HEIGHT LIMITATION: The maximum height of a structure as calculated by Method A or Method B (see below) is as follows:

<u>Structure Type</u>	<u>Maximum Height</u>
Principal Structure/attached garage	30 feet
Detached garage	18 feet
Detached storage shed	12 feet
Fences	6 feet

METHOD A: (Most applicable to 3-dimensional structures, e.g. houses and garages.) The maximum height of a structure is the difference between the elevation of the highest point of the structure and the average elevation of the grade plane. The grade plane shall be calculated based on the method shown in Exhibit A below. Elevation points at the ground level shall be evenly distributed along each façade.

METHOD B: (Most applicable to structures which are mainly 1- or 2-dimensional, e.g. towers, fences, and walls.) The maximum height of a structure is the difference in elevation between any point on the structure and the ground directly below that point.

2. Grading/Fill Limitation

The existing grade of the property shall not be raised around a new building or foundation in order to comply with the height requirements of this code.

3. Tallest Point Limitation

Regardless of the structure height limitations for principal structures specified in subsection 1 above, the lowest point on the façade to the tallest point of a structure shall not exceed 35 feet. Also, the tallest point of an attached garage shall not exceed the height of the tallest point of the principal structure.

4. Exceptions.

The structure height and tallest point limitations established herein shall not apply to chimneys and flues provided the footprint or horizontal area of the chimney or flue does not exceed 16 square feet and the top of the chimney or flues and does not extend more than three feet above the tallest point of the structure.