



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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. Spring Leaf Pickup – April 17 & 24* (p. 3)

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting Minutes from January 10, 2017* (p. 50)
- B. Approval of Regular Meeting Minutes from February 14, 2017* (pp. 4-8)
- C. Approval of Treasurer’s Report* (pp. 9-19)
- D. Sheriff Report* (p. 20)
- E. Water Main Storage Site – Agreement and Clean Up* (p. 21)
- F. Mahtomedi Garden Club Grant* (p. 22)
- G. Hamline Interns* (p. 23)

CITY BUSINESS – REGULAR AGENDA

- A. City Engineer Report on Sewer Lines* (pp. 24-26)
- B. Dog Park Committee – Bylaws and Update* (pp. 27-32)
- C. Flushable Wipes Class Action Lawsuit* (p. 33)
- D. Resolution 2017-07: Supporting Efforts to Complete the Lake Links Trail* (pp. 34-37)

* Denotes items that have supporting documentation provided

- E. Resolution 2017-08: Interim Treasurer Extension* (pp. 38-39)
- F. Resolution 2017-09: Establishing Water Main Surcharge for 2016-2017* (pp. 40-41)
- G. Resolution 2017-10: Establishing Water Main Surcharge Policy* (pp. 40 & 42)
- H. Ordinance 403 Tree Diseases* (pp. 43-44)
- I. Schedule Council Workshop* (p. 45)
- J. Council Member Reports:
 - 1. Mayor Wingfield:
 - 2. Councilmember LaFoy:
 - a. CenturyLink Update* (p. 46)
 - 3. Councilmember Malvey:
 - 4. Councilmember Woolstencroft:
 - 5. Councilmember White:
- K. City Administrator's Report
 - 1. City Hall Repairs & Upgrades* (p. 47)
 - 2. Tree Cleanup* (p. 48)
 - 3. Tree Inspector* (p. 49)
- L. City Attorney Report

ADJOURN

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council & Residents

FROM: Tobin Lay, City Administrator

SUBJECT: Spring Leaf Pick Up



Birchwood Village

-- ANNOUNCING --

The City will hold its spring leaf pick up on Monday April 17 and 24. The pricing will remain the same as the Fall pick up - \$40/small piles, \$75/large piles, and mega piles will be charged on a case-by-case basis. There will also be a \$2 service charge for adding the fee to your utility bill. Signs will be posted at the entrances to town prior to the event as a reminder. Thanks!

**Birchwood Village
Leaf Pickup**

**When: Monday
April 17 & 24**

**Cost: \$40 / small pile
\$75 / large pile
Plus \$2 service charge.**

***fee will be added to your utility bill.**

Send email address to info@cityofbirchwood.com to make sure you don't miss any important Birchwood events (like the leaf pickup)

Regards,
Tobin Lay

**CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
February 14, 2017**

MINUTES

MEMBERS PRESENT: Mayor Mary Wingfield; Council members: Kevin Woolstencroft, Trilby White, Randy LaFoy and Megan Malvey.

STAFF PRESENT: Alan Kantrud, City Attorney; John Manship, City Water Specialist

OTHERS PRESENT: David Prunty, Michelle Atakpu, Terry Granec, Jerry Hromatka, Jozsef Hegedus, Analeisha Vang, Stan Karwoski, John McCormick, Andrew Jackola, and Bridget Sperl.

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

AGENDA APPROVAL:

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

OPEN PUBLIC FORUM:

- A. **Commissioner Stan Karwoski (Washington County):** He introduced himself, answered questions, and invited Council Members and residents to contact him for any needs. There are several openings on County committees and he invited Birchwood residents to join them.
- B. **David Prunty (624 Birchwood Ave):** He expressed concerns about the City's tree inspection process. Mayor Wingfield invited him to sit down with herself, the inspector, and the City Administrator to discuss this further; he accepted.
- C. **Michelle Atakpu (201 Birchwood Ave):** She expressed concern about the delay in staffing the Parks Committee. She believes that a Dog Park should be handled by the Parks Committee.
- D. **Terry Granec (363 Lakewood Ln):** He expressed concerns about the way the streets have been maintained during the winter months. Even with sand applied to Lakewood Lane, it is still not enough. He also supports staffing the Parks Committee now. He supports candidate Andrew Jackola for the vacant Council position.
- E. **John McCormick (110 Birchwood Ave):** He requested that the Council make appointments to the Parks Committee now. He has served on the Committee and is interested in being reappointed.

ANNOUNCEMENTS:

- A. The deadline for the upcoming newsletter is February 17.
- B. Due to warm weather forecast, the ice rink / warming house will be closed for the season.

COUNCIL MEMBER APPOINTMENT:

- A. **Andrew Jackola (candidate):** He introduced himself and answered questions.

B. Trilby White (candidate): He introduced herself and answered questions.

Mayor & Council Members: They deliberated between the two candidates.

MOTION WAS MADE BY COUNCILMEMBER MALVEY TO APPOINT ANDREW JACKOLA TO THE CITY COUNCIL. NO SECOND. MOTION FAILED.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY MAYOR WINGFIELD TO APPOINT TRILBY WHITE TO THE CITY COUNCIL. THREE AYES. COUNCILMEMBER MALVEY OPPOSED. MOTION PASSED.

City Attorney Kantrud & Councilmember White: Councilmember White was sworn in by City Attorney Kantrud and then joined the Council at the bench.

CITY BUSINESS – CONSENT AGENDA

- A. Approval of Regular Meeting December 13, 2016 Minutes**
- B. Request to Table Approval of Regular Meeting January 10, 2017 Minutes to March**
- C. Approval of Treasurer's Report**
- D. Xcel Energy Streetlight Conversion Update**
- E. Sheriff Report**
- F. City Safe Update**
- G. Water/Utility Committee Update/Minutes**

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

CITY BUSINESS - REGULAR AGENDA

- A. NYFS Partnership Agreement – Presentation by Jerry Hromatka**

Jerry Hromatka (NYFS CEO): He introduced NYFS and provided a history of its relationship with the City.

Mayor & Council Members: They asked questions and Mr. Hromatka answered. They deliberated the partnership agreement.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WHITE TO APPROVE THE PARTNERSHIP AGREEMENT BETWEEN THE CITY AND NYFS. ALL AYES. MOTION PASSED.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER MALVEY TO APPROVE THE 2017 FEE OF \$1,429 THAT IS ASSOCIATED WITH THE PARTNERSHIP AGREEMENT. ALL AYES. MOTION PASSED.

- B. Water Main Break Discussion – John Manship**

John Manship (City Water Specialist): He discussed the recent water main break at Wildwood Ave and Lake Ave. He explained the history and purpose behind using a temporary storage site

for debris from the project site. He explained that the soil from the last break was not placed where he had instructed the driver to put it – he apologized for the mistake.

Mayor Wingfield: She explained that John Lund has found a solution to this storage site need. He has spoken to resident Steve Dean about using his property. She also reminded everyone that this residue is clean.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER MALVEY TO AUTHORIZE MAYOR WINGFIELD AND ADMINISTRATOR LAY TO REACH AN AGREEMENT WITH STEVE DEAN REGARDING PLACING WATER MAIN RESIDUE ON HIS PRIVATE PROPERTY. ALL AYES. MOTION PASSED.

C. Planning Commission Appointment

Jozsef Hegedus (candidate): Introduced himself and answered questions.

Analeisha Vang (candidate): Introduced herself and answered questions.

Mayor & Council Members: They deliberated between the two candidates.

MOTION WAS MADE BY COUNCILMEMBER MALVEY TO APPOINT ANALEISHA VANG TO THE PLANNING COMMISSION. NO SECOND. MOTION FAILED.

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER WHITE TO APPOINT JOZSEF HEGEDUS TO THE PLANNING COMMISSION. THREE AYES. COUNCILMEMBER MALVEY OPPOSED. MOTION PASSED.

City Attorney Kantrud & Commissioner Hegedus: Commissioner Hegedus was sworn in by City Attorney Kantrud.

D. Roads Committee Recommendation – Salt/Sand Barrels

Mayor Wingfield: She explained the Roads Committee recommendation to place additional sand/salt barrels at strategic locations in town.

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WHITE TO APPROVE THE ROADS COMMITTEE RECOMMENDATION TO PURCHASE FOUR ADDITIONAL BARRELS OF SAND/SALT MIXTURE FOR PLACEMENT THROUGHOUT THE CITY, AS PROVIDED IN THE RECOMMENDATION, NOT TO EXCEED \$250. ALL AYES. MOTION PASSED.

E. Dog Park Committee Update/Minutes

Councilmember Malvey: She requested to have this topic moved from the consent agenda and to the regular agenda for further discussion. She proposed providing the Dog Park Committee additional guidance as to their specific purpose. She had been approached by several people about needing additional guidance.

Councilmember White: She said that she is on the Dog Park Committee and was not aware that additional guidance was needed.

Mayor & Council Members: They discussed this topic and decided to have Councilmember Malvey provide an unendorsed purpose statement to the Dog Park Committee for consideration.

F. Parks Committee – Motion to Reconsider

Councilmember Malvey: She explained her motion to reconsider discussions of Park Committee appointments during the Council meeting rather than waiting for a workshop. She also requested that Council open the Committee for appointment now so that candidates can be reviewed and discussed during the upcoming workshop.

Mayor & Council Members: They deliberated this motion.

MOTION WAS MADE BY COUNCILMEMBER MALVEY AND SECONDED BY COUNCILMEMBER LAFOY TO MOVE DISCUSSION OF THE PARKS COMMITTEE APPOINTMENTS FROM THE WORKSHOP TO THIS COUNCIL MEETING AND TO OPEN THE COMMITTEE FOR APPOINTMENT. TWO AYES. MAYOR WINGFIELD AND COUNCILMEMBERS WOOLSTENCROFT AND WHITE OPPOSED. MOTION FAILED.

G. Special Workshops – Dates, Agendas, and Procedures

Mayor & Council Members: They discussed dates for the workshop but were unable to identify a common availability. Each Council Member will email Administrator Lay their March availabilities. They also discussed the format for the workshop and decided that the public will be invited to observe but not participate in the workshop.

H. Council Member Reports:

- 1. Councilmember LaFoy:** He informed the Council that a long standing member of the Cable Commission has passed away. The Board of the Cable Commission has changed their name to the Ramsey/Washington Suburban Cable Commission (RWSCC). He also informed Council that He and Administrator Lay had met with the RCWD about the Local Water Plan.

I. Reappoint Shirley Donovan to RWSCC

MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO REAPPOINT SHIRLEY DONOVAN AS THE ALTERNATE DIRECTOR WITH THE RWSCC BOARD FOR A FOUR YEAR TERM. ALL AYES. MOTION PASSED.

J. City Administrator's Report

1. Deer Count

Mayor Wingfield: She informed Council that John Lund and Mike Evangelist will be counting deer in Birchwood with the use of a private drone in conjunction with a count taking place in Mahtomedi. This will not be City sanctioned or paid for – they will be

acting as private citizens. The City does not regulate the use of drones. She will have Administrator Lay post the date on the City's website and social media sites for informational purposes only.

City Attorney Kantrud: He confirmed that without any City regulation on drones, the only restrictions he was aware of would be FAA regulations. As long as the City was not paying for the count or sanctioning it, the count would be a private matter. He recommended informing residents of the event.

K. City Attorney's Report

1. City Code 302.045 Amendment Process

City Attorney Kantrud: He provided a background of the amendment process for 302.045 – it had moved back and forth between the Council and the Planning Commission many times over the course of a year. He found no violation of procedure in this amendment process. The final language that was adopted was an iteration previously used in the code and as such had previously been approved by the Planning Commission and the DNR. He also provided an update on 232 Wildwood code violations.

Mayor, Council Members, and Attorney Kantrud: They discussed procedure in working with the Planning Commission and the difference between having an open meeting and a public hearing.

ADJOURN

MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 9:42 P.M.

Mary Wingfield
Mayor

ATTEST:

Tobin Lay
City Administrator-Clerk

For the Period : 2/14/2017 To 3/13/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$415,849.55	\$649.41	\$14,416.56	\$402,082.40
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$4,915.02	\$100.00	\$200.00	\$4,815.02
Library	\$0.00	\$0.00	\$0.00	\$0.00
Spec Rev - Warm House	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursed Contracted Services	\$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	(\$1,515.62)	\$0.00	\$15,838.49	(\$17,354.11)
Sewer	\$92,347.80	\$0.00	\$983.37	\$91,364.43
Transit System	\$3,845.00	\$0.00	\$0.00	\$3,845.00
Total	\$563,975.28	\$749.41	\$31,438.42	\$533,286.27

City of Birchwood Village

Receipts Register

3/11/2017

Fund Name: All Funds

Date Range: 02/14/2017 To 03/13/2017

<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>
02/23/2017	The Chimney Pro's	1911	Permit	(02/23/2017) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 142.66
							<u>\$ 142.66</u>
02/23/2017	Rust Construction Services, Inc.	1912	Permit	(02/23/2017) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 300.00
							<u>\$ 300.00</u>
03/01/2017	John Elias	1913	Boat Lift Storage 2016	(03/01/2017) -	N Dock/Lift Permit Fee	210-32260-	\$ 100.00
							<u>\$ 100.00</u>
03/01/2017	Art Group	1914	Donation	(03/01/2017) -	N Contributions and Donations from Private Sources	100-36230-	\$ 10.00
							<u>\$ 10.00</u>
03/08/2017	John McCormick	1915	DVD Copy	(03/08/2017) -	N Miscellaneous	100-36140-	\$ 1.00
							<u>\$ 1.00</u>
03/08/2017	Eugene Reuhle	1916	Kayak/Canoe Permit	(03/08/2017) -	N Gas installation Permits	100-32220-	\$ 10.00
							<u>\$ 10.00</u>
03/08/2017	Rick's Roofing & Siding, Inc	1917	Permit - 418 Birchwood Ct	(03/08/2017) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 185.75
							<u>\$ 185.75</u>
Total for Selected Receipts							<u><u>\$ 749.41</u></u>

Fund Name: All Funds

Date Range: 02/14/2017 To 03/13/2017

Date	Vendor	Description	Check #	Void	Account Name	F-A-O-P	Total
02/17/2017	PERA	Employee Retirement	EFT021717	N	Clerk - Treasurer	100-41401-100-	\$ 1,575.80
			EFT021717				\$ 1,575.80
		Total For Check					\$ 274.40
02/23/2017	PERA	Employee Retirement	EFT021717	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
							\$ 66.00
		Total For Check					\$ 66.00
02/23/2017	PERA	Employee Retirement	EFT021717	N	Supervision	100-45201-100-	\$ 330.98
							\$ 330.98
		Total For Check					\$ 640.00
02/23/2017	Davis Lock & Safe	Vault Retrofit	29513	N	General Government Buildings and Plant	100-41940-300-	\$ 25.00
							\$ 25.00
		Total For Check					\$ 50.00
03/01/2017	TSE, INC	City Hall Janitorial Services X2	29514	N	General Government Buildings and Plant	100-41940-305-	\$ 20.00
							\$ 20.00
		Total For Check					\$ 20.00
03/01/2017	Metropolitan Area Management Assoc.	MAMA Membership - Monthly Meeting	29515	N	Data Processing	100-41920-433-	\$ 135.00
							\$ 135.00
		Total For Check					\$ 270.00
03/01/2017	Birch	Snow Plow Services	29516	N	Ice and Snow Removal	100-43125-305-	\$ 293.54
							\$ 293.54
		Total For Check					\$ 293.54
03/01/2017	Water Conservation Service Inc.	Leak Located on 11/20/2016 @ East County Line 120 & Wildwood Road	29517	N	Wtr/Swr Emergency	601-43185-305-	\$ 830.00
							\$ 830.00
		Total For Check					\$ 830.00
03/01/2017	Washington County	Election Equipment Maintenance Fee	29518	N	Elections	100-41410-220-	\$ 526.16
							\$ 526.16
		Total For Check					\$ 526.16

Fund Name: All Funds

Date Range: 02/14/2017 To 03/13/2017

<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>
		Total For Check					\$ 526.16
03/01/2017	STRAUSS SKATES & BICYCLES	29520	Netting 4x6 Super HD 5 ML	N	Supervision	100-45201-210-	\$ 149.97
		Total For Check					\$ 149.97
03/01/2017	FP Mailing Solutions	29521	Postage Machine -02/22/17 - 05/21/17 rental	N	Postage/Postal Permits	605-41430-200-	\$ 125.34
		Total For Check					\$ 125.34
03/01/2017	Minnesota Department of Health	29522	Q1 Community Water Supply Fee	N	Water Utility	601-43180-430-	\$ 562.00
		Total For Check					\$ 562.00
03/01/2017	Eugene Ruehle	29523	Snow/Salt Ice Control	N	Ice and Snow Removal	100-43125-810-	\$ 3.76
		29523				100-43125-810-	\$ 4.34
		29523				100-43125-810-	\$ 5.36
		Total For Check					\$ 13.46
03/01/2017	Menards - Maplewood	29525	Warming House - Paint	N	General Government Buildings and Plant	100-41940-400-	\$ 49.95
		Total For Check					\$ 49.95
03/01/2017	White Bear Lake Fireworks Fund	29526	Annual Contribution - 2017	N	Recreation	210-45101-433-	\$ 200.00
		Total For Check					\$ 200.00
03/01/2017	City of White Bear Lake Fire	29527	Fire Srvc January 2017	N	Fire	100-42201-305-	\$ 1,599.84
		Total For Check					\$ 1,599.84
03/01/2017	James Rydeen	29528	Reimbursement for Supplies / Scoup - x3	N	Recording and Reporting	100-41420-200-	\$ 12.50
		Total For Check					\$ 12.50
03/01/2017	Payroll Period Ending 03/01/2017	29529		N	Clerk - Treasurer	100-41401-100-	\$ 220.11
		Total For Check					\$ 220.11
03/01/2017	Menards - Maplewood	29532	***VOID\$55.81***Warming House - Paint	Y	Supervision	100-45201-220-	\$ -
		29532				100-45201-220-	\$ -
		Total For Check					\$ -
03/01/2017	Integra	29533	Analog Phone Line	N	Phone/IT	100-41955-320-	\$ 75.32
		Total For Check					\$ 75.32

Fund Name: All Funds

Date Range: 02/14/2017 To 03/13/2017

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
03/01/2017	PERA	EFT030117	Employee Retirement	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
		EFT030117					\$ 274.40
03/01/2017	Xcel Energy	EFT030117A	Gas for Generator	N	Sewer Utility	605-43190-380-	\$ 28.75
		EFT030117A					\$ 28.75
03/01/2017	Xcel Energy	EFT030117B	Electric for Lift Stations /Warming House	N	General Government Buildings and Plant	100-41940-380-	\$ 241.78
		EFT030117B			Supervision	100-45201-380-	\$ 33.43
		EFT030117B			Sewer Utility	605-43190-380-	\$ 241.27
		EFT030117B				605-43190-380-	\$ 139.34
		EFT030117B				605-43190-380-	\$ 448.67
		EFT030117B					\$ 1,104.49
03/01/2017	Xcel Energy	EFT030117C	Electric for Street Lights	N	Street Lighting	100-43160-380-	\$ 1,273.07
		EFT030117C					\$ 1,273.07
03/01/2017	IRS - US Treasury	EFTIRS3117	Q1 2017 Payment - February.	N	Clerk - Treasurer	100-41401-100-	\$ 578.16
		EFTIRS3117					\$ 578.16
03/02/2017	Menards - Oakdale	29534	Warming House - Paint	N	Supervision	100-45201-220-	\$ 7.95
		29534				100-45201-220-	\$ 47.86
		29534					\$ 55.81
03/03/2017	Payroll Period Ending 03/01/2017	29530		N	Clerk - Treasurer	100-41401-100-	\$ 1,575.80
		29530					\$ 1,575.80
03/03/2017	Payroll Period Ending 03/03/2017	29531		N	Clerk - Treasurer	100-41401-100-	\$ 422.04
		29531					\$ 422.04
03/08/2017	Birch	29535	Snow Plow Services	N	Ice and Snow Removal	100-43125-305-	\$ 360.00
		29535					\$ 360.00
03/08/2017	Manship Plumbing & Heating Inc	29536	Monthly Standby/locates/services	N	Water Utility	601-43180-305-	\$ 1,870.00
		29536					\$ 1,870.00
03/08/2017	St. Anthony Village	29537	Q1 2016 UB Admin	N	Financial Administration	601-41501-305-	\$ 1,818.18
		29537					\$ 1,818.18
03/08/2017	Water Conservation Service Inc.	29538	Leak Located on 02/18/2017@ 243 Wildwood Ave. in White Bear Lake	N	Wtr/Swr Emergency	601-43185-305-	\$ 421.40

Fund Name: All Funds

Date Range: 02/14/2017 To 03/13/2017

Date Vendor

Check #

Description

Void Account Name

F-A-O-P

Total

Total For Check EFT030817

\$ 293.38

\$ 31,438.42

Total For Selected Checks

As on 3/13/2017

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	0.00	100.00	100.00
Total Acct 322	0.00	100.00	100.00
Total Revenues	0.00	100.00	100.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Recreation			
Miscellaneous: Dues and Subscriptions	0.00	200.00	(200.00)
Total Acct 451	0.00	200.00	(200.00)
Total Disbursements	0.00	200.00	(200.00)
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		4,915.02	
Total Receipts and Other Financing Sources		100.00	
Total Disbursements and Other Financing Uses		200.00	
Cash Balance as of 03/13/2017		4,815.02	

As on 3/13/2017

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 03/13/2017		40,108.91	

As on 3/13/2017

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:			
Financial Administration			
Professional Services: Medical and Dental Fees	0.00	1,818.18	(1,818.18)
Total Acct 415	0.00	1,818.18	(1,818.18)
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	147.62	(147.62)
Professional Services: Medical and Dental Fees	0.00	10,396.15	(10,396.15)
Miscellaneous (431 through 499)	0.00	562.00	(562.00)
Wtr/Swr Emergency			
Professional Services: Medical and Dental Fees	0.00	14,083.82	(14,083.82)
Sewer Utility			
Sewer - Wastewater Charge	0.00	12,827.31	(12,827.31)
Total Acct 431	0.00	38,016.90	(38,016.90)
Total Disbursements	0.00	39,835.08	(39,835.08)
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		39,835.08	
Cash Balance as of 03/13/2017		(17,354.11)	

As on 3/13/2017

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
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:			
Postage/Postal Permits			
OFFICE SUPPLIES (201 through 209)	0.00	125.34	(125.34)
Total Acct 414	0.00	125.34	(125.34)
Sewer Utility			
Professional Services: Medical and Dental Fees	0.00	315.75	(315.75)
Utility Services (381 through 389)	0.00	1,872.83	(1,872.83)
Total Acct 431	0.00	2,188.58	(2,188.58)
Total Disbursements	0.00	2,313.92	(2,313.92)
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		2,313.92	
Cash Balance as of 03/13/2017		91,364.43	

MEMORANDUM

DATE: March 14, 2017

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



Birchwood Village

Dear Mayor and Council Members,

Here is the Washington County Sheriff's report for February 1-28, 2017:

Date	Time	ICR #	ID#	Street Name	Complaint
2/02/17	8:17:24	117003642	0115	WILDWOOD AV	RESIDENTIAL ALARM
2/02/17	13:24:07	117003694	0082	WILDWOOD AV	CIVIL ASSIST **PHONE CALL RE
2/02/17	18:43:59	117003735	1264	EAST COUNTY LIN	TRAFFIC: EXP REG.
2/03/17	1:32:03	117003780	1202	HALL AV	DIRECTED PATROL
2/04/17	8:43:03	117003947	0095	BIRCHWOOD AV	ALARM
2/06/17	13:45:00	117004148	0115	WILDWOOD AV	911 LINE
2/11/17	14:52:28	117004763	1209	BIRCHWOOD CT	EXTRA PATROL
2/12/17	17:21:12	117004840	0118	WILDWOOD AV	MEDICAL LEVEL 3
2/14/17	0:09:29	117004983	1202	BIRCHWOOD CT	EXTRA PATROL
2/14/17	13:35:52	117005080	0115	EAST CO LINE RD	OFFICER INFORMATION
2/17/17	4:39:59	117005430	1264	CEDAR ST	POSS STOLEN VEH **RSTK 21 FO
2/19/17	15:18:29	117005708	0082	WILDWOOD AV	MEDICAL LEVEL 3 *REQ NO
2/20/17	0:37:19	117005745	1202	BIRCHWOOD CT	EXTRA PATROL
2/21/17	1:16:31	117005827	1202	BIRCHWOOD CT	EXTRA PATROL
2/22/17	19:24:54	117006128	0095	WILDWOOD AV	SUSPICIOUS VEHICLE **CALL TO
2/23/17	8:19:35	117006159	0175	WILDWOOD RD	CHILD PROTECTION REFERRAL RECE
2/24/17	2:50:30	117006279	1264	BIRCHWOOD CT	EXTRA PATROL
2/24/17	12:09:33	117006341	0115	BIRCHWOOD AV	CIVIL ISSUE
2/25/17	0:08:35	117006402	1264	BIRCHWOOD AV	SUSPICIOUS ACTIVITY
2/25/17	2:12:12	117006409	1264	BIRCHWOOD CT	EXTRA PATROL
2/25/17	2:17:17	117006410	1264	BIRCHWOOD	DIRECTED PATROL: OVERNIGHT PAR
2/25/17	18:19:54	117006453	0098	WILDWOOD AV	THREATS REPORT
2/26/17	1:12:40	117006462	1264	BIRCHWOOD CT	EXTRA PATROL
2/27/17	18:15:36	117006644	1264	BIRCHWOOD AV	CO ALRM -
2/27/17	22:26:00	117006670	0074	WILDWOOD AV	FRAUD REPORT

Total ICRs Processed: 25

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Water Main Storage Site



Birchwood Village

Dear Mayor and Council Members,

During the February Council meeting, the Council voted to authorize Mayor Wingfield and myself to enter an agreement with Steve Dean for the purposes of storing soil from water main breaks in his private yard. The agreed reached is as follows:

- 1) Mr. Dean will allow the VAC truck to deposit the soil in a designated area of his yard.
- 2) Mr. Dean will provide any clean up of the soil from his property, if needed.
- 3) The City will pay Mr. Dean a base payment of \$400 for the first two (2) deposits from each water main break.
- 4) The City will pay an additional \$100 for each additional deposit.
- 5) The City will reinforce Mr. Dean's dirt driveway with gravel-equivalent material to support the weight of the VAC truck.

ALSO,

With surface temperatures rising while ground temperatures remain frozen, it is an opportune time to clean up the soil that was deposited in Tighe-Schmitz park from the previous two (2) water main breaks. KEJ Enterprises has offered to provide this cleanup for \$100 per hour, plus disposal expenses. This price includes 2 workers, a dump truck, and a tractor.

Staff requests Council's approval to accept KEJ's bid and to begin this cleanup before the ground thaws. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Mahtomedi Garden Club Grant



Birchwood Village

Dear Mayor and Council Members,

In an effort to beautify Wildwood Park and help shield the generator there, staff requests Council's approval to apply for the Mahtomedi Garden Club grant. This grant is for garden-related projects in public areas of Mahtomedi, Willernie, and adjacent communities and would help offset the cost of purchasing plantings for this project. Funds are made available through proceeds from the Club's annual Plant Sale, Garden Tour, and February Outreach Events. Project proposals are due April 1, 2017.

Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Hamline University Interns



Birchwood Village

Dear Mayor and Council Members,

In an effort to improve operations and efficiency, staff reached out to Hamline University earlier this year about assigning students from its Non-Profit Management and Public Administration Masters programs to select City projects. A group of 3-4 students have accepted an assignment to help organize the City's ordinances. Furthermore, staff anticipates additional students throughout the year helping with additional projects.

Staff requests Council's approval to allow these students access to City documents and files to aid in the completion of these projects – upon successfully passing a background check with the Washington County Sheriff. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 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 March 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 provided attachments on sewer bids/estimates, a map of abutting properties, and 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

**City of Birecwood Village
Sanitary Sewer
Clean, TV and Cured-In-Place Piping (CIPP)
2/17/2017**

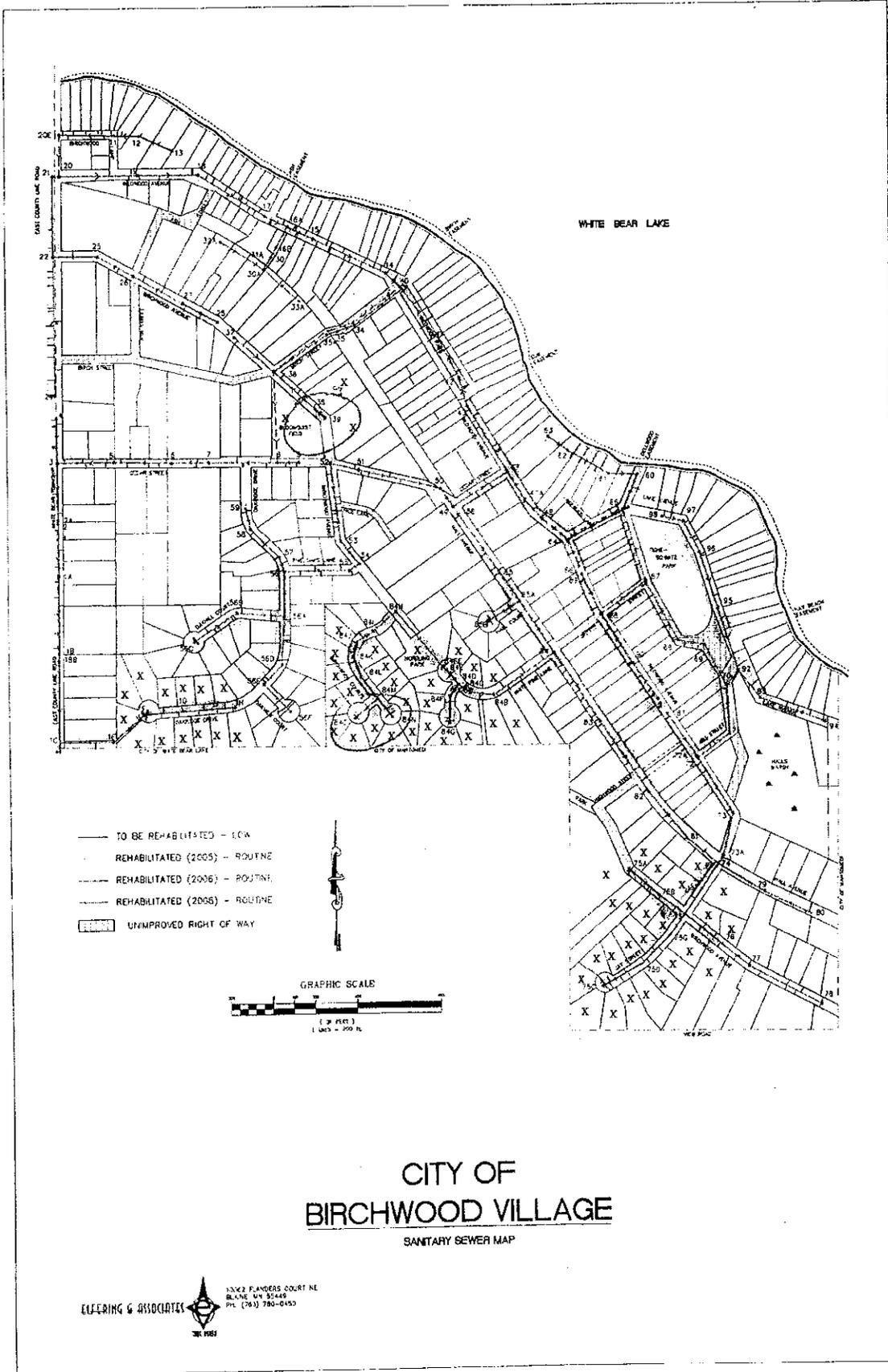
Project No.	Description	Unit	Quantity	Visu-Sewer		Pipe Services		McDonough's Sewer Services		Insituform		Estimated Total Price Based on Low Price for Each Project
				Unit Price	Estimated Total Price	Unit Price	Estimated Total Price	Unit Price	Estimated Total Price	Unit Price	Estimated Total Price	
1	Clean 26,000 feet of sanitary sewer (no TV inspection)	LF	26,000	\$0.72	\$18,720.00	\$1.09	\$28,390.11	\$1.39	\$36,015.00	N/A	N/A	
	Total Project 1				\$18,720.00		\$28,390.11		\$36,015.00			\$18,720.00
2	Clean and TV Inspection of 2,800 feet of sanitary sewer	LF	2,800	\$1.04	\$2,912.00	\$0.55	\$1,540.00	\$2.86	\$8,001.00	N/A	N/A	
	Total Project 2				\$2,912.00		\$1,540.00		\$8,001.00			\$1,540.00
3	Furnish and install 2,800 feet of Cured-In-Place Piping (CIPP)	LF	2,800	\$33.00	\$92,400.00	N/A	N/A	N/A	N/A	\$25.00	\$70,000.00	
	Total Project 3				\$92,400.00		\$0.00		\$0.00		\$70,000.00	\$70,000.00
	Total				\$114,032.00		\$29,930.11		\$44,016.00		\$70,000.00	\$90,260.00

Note 1: Not applicable (N/A) means the bidder does not perform that work

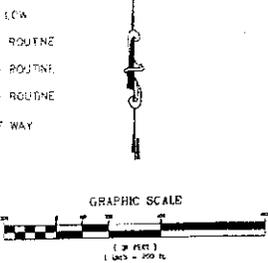
Note 2: Yellow highlighting means low price

Note 3: Project 3 prices are estimates

T:\Projects\Birecwood Village\Sanitary Sewer\2017-2-17 Sanitary Sewer Bids and Estimates for Cleaning - TV - and CIPP.xlsx\Sanitary Sewer



- TO BE REHABILITATED - E.C.W.
- - - REHABILITATED (2005) - ROUTINE
- · · REHABILITATED (2006) - P.O.U.T.I.N.E.
- - - REHABILITATED (2008) - ROUTINE
- [Hatched Box] UNIMPROVED RIGHT OF WAY



CITY OF
BIRCHWOOD VILLAGE
 SANITARY SEWER MAP

ELFERING & ASSOCIATES  13363 FLEMINGS COURT NE
 BLAINE, MN 55449
 PH: (763) 780-0450

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Dog Park Committee – Bylaws and Update



Birchwood Village

Dear Mayor and Council Members,

The Dog Park Committee Chair, Steve Schad, has asked that I provide Council with proposed Dog Park Committee bylaws and a draft of the Committee's last meeting minutes (enclosed).

Although the meeting minutes are not final and approved minutes, the Committee wishes to provide them now in the spirit of openness to serve as an update to Council and the community.

The Committee requests the Council "review, amend as desired and approve/finalize" the Dog Park Committee bylaws.

Steve is in attendance at the March 14 City Council meeting and is prepared to answer questions from the Council. Thanks!

Regards,
Tobin Lay

**CITY OF BIRCHWOOD VILLAGE
DOG PARK COMMITTEE
BYLAWS**

I. NAME OF THE COMMITTEE

The name of the committee shall be the Dog Park Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Dog Park Committee shall be: Pursue research, review options, and make recommendations to City Council about a dog park(s). When the committee has served its purpose the council shall reevaluate the role of the committee.

III. COMMITTEE MEMBERSHIP

A. Members. The committee shall consist of up to 7 members appointed by the City Council. A sitting member of the committee subsequently appointed to the city council may remain as a voting member of the committee. In order to follow public meeting laws there cannot be more than one voting council member on the committee.

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 February to February. Any new member appointed in months other than February 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 February to February. The Chair may serve up to three consecutive terms.

B. Secretary and Treasurer. The committee shall also elect a Secretary and a Treasurer. The terms shall run from February to February. The Secretary and Treasurer may serve up to three consecutive terms. The committee may determine to combine the office of Secretary and the office of Treasurer and decide to elect one person to serve these roles. 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. The committee chair may call a meeting of the committee at his or her discretion, and will do so in accordance with bylaw 5b.

B. Open Meeting and Notice. All meetings of the Dog Park 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, along with a draft agenda. The second day of the posting is considered the first of the three days. The meeting notice and agenda will be posted on the City Hall outdoor bulletin board in addition to the City website.

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 Secretary shall forward the minutes, clearly identified as Draft Minutes, to the committee to check for errors. The Chair shall forward the Draft Minutes to the City Clerk for posting as Draft Minutes on the City website. When the Draft Minutes are approved at the following committee meeting, the Chair will provide the Approved Minutes to the City Clerk for posting on the City website.

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, removing structures, 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.

DRAFT MEETING MINUTES

DATE: Tuesday, March 7, 2017

TIME: 6:00 PM

LOCATION: Birchwood City Hall

Call to Order Birchwood Dog Park Committee

Schad called meeting to order at 6:04 PM

Meeting to Discuss:

Final agenda, February minutes, committee bylaws, American Kennel Club dog park start-up model, and review of Birchwood parks and open spaces.

Attendee Names

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

Attendees Not Present

Kelly Paradise, Chris Rollinger

City Councilperson Kevin Woolstencroft was present in an advisory capacity

Approval of Previous Minutes

Blegen-Huntley moved to approve February minutes; Lund seconded; passed unanimously

Reports

No public comment received

Correct standards discussed for committee member communication outside the meeting. Woolstencroft advised all committee discussions involving more than two members not occur outside the meeting. Schad requested no further committee discussion via email.

Dog Park Committee Bylaws reviewed. Areas of discussion follow:

- II. Purpose of the Committee discussed and edited to: Pursue research, review options, and make recommendations to City Council about a dog park(s). When the committee has served its purpose the council shall reevaluate the role of the committee.
- III A. Membership discussion of committee member who has since become a City Council member took place. Past precedent cited with a council member on Hiring Committee and on Roads Committee. An addition to this section is: A sitting member of the committee subsequently appointed to the city council may remain as a voting member of the committee. In order to follow public meeting laws there cannot be more than one voting council member on the committee.
- III F. Council liaison status discussed regarding if it is to be assumed the former Parks Committee liaison will be the Dog Park Committee liaison, or whether the Council will appoint a liaison.
- V A. The committee chair may call a meeting of the committee at his or her discretion, and will do so in accordance with bylaw 5b.
- V B. Correct meeting notice clarified to: the agenda for the meeting needs to be posted 3 full business days prior to the meeting. Because the day of the posting is not a full day, the 2nd day of the posting is considered the 1st of the three days. It was also determined the agenda will be posted on the City Hall outdoor bulletin board in addition to the City website.
- V D. Minutes discussed and edited to include: The Secretary shall forward the minutes, clearly identified as Draft Minutes, to the committee to check for errors. The Chair shall forward the Draft Minutes to the City Clerk for posting as Draft Minutes on the City website. When the Draft Minutes are approved at the following committee meeting the Chair will provide the Approved Minutes to the City Clerk for posting on the City website.

Unfinished Business – Action Steps

Schad will seek further clarification regarding limits to committee discussion outside the meetings.

White will clarify committee liaison question.

Schad will insure that draft of bylaws is on agenda for next City Council meeting.

Motions

Approval of final agenda moved by Blegen-Huntley; seconded by Lund; passed unanimously.

Blegen-Huntley moved to approve bylaws ; seconded by White, passed unanimously

Lund moved to table two agenda items: American Kennel Club dog park start-up model, and review of Birchwood parks and open spaces; seconded by Schad, passed unanimously

Friendly Amendment to add an agenda item as new business moved by Heart; seconded by White; passed unanimously

New Business

A discussion was held and a determination made to add the following to all committee meeting minutes: To fulfill our purpose as a committee we are obligated to review and consider all public spaces in the community. We are committed to a process that will include community member input, and opportunities for discussion. Those opportunities will be clearly communicated with full community participation encouraged.

Announcements

To fulfill our purpose as a committee we are obligated to review and consider all public spaces in the community. We are committed to a process that will include community member input and opportunities for discussion. Those opportunities will be clearly communicated with full community participation encouraged.

Other Business

- Future meetings to be held the first Tuesday of every month from 6:00-7:30 PM
- Next meeting Tuesday April 4, 2017 6:00 PM at City Hall
- Next meeting draft agenda to include:
 - Call to order
 - Finalize agenda
 - Approve March minutes
 - Public comment
 - Determine process for accomplishing our committee purpose (informed by AKC dog park start up model)
 - Adjourn

Adjournment

White motioned to adjourn; Blegen-Huntley seconded; passed unanimously at 7:35 PM

SECRETARY APPROVAL:

**Prepared by Secretary
Kellie Lund**

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Flushable Wipes Legal Action



Dear Mayor and Council Members,

The City has received the following invitation to join a class action lawsuit against companies that produce flushable wipes. As the Council is aware, the City has spent a considerable amount of money in previous years replacing worn impellers due in large part to flushed wipes in the sewer lines. Accordingly, staff requests Council's pleasure on this matter.

"Background

The issue of "flushable wipes" has been around for several years. In the metro area wastewater treatment is managed by the Met Council. Most cities in the metro area, though, have a number of lift stations that have been impacted by this material. The Met Council, along with Metro Cities and the PCA, asked for legislation in the last session to have the companies that produce the wipes to stop advertising them as flushable. That legislation did not pass.

In the meantime, several entities – mostly in greater Minnesota – have filed lawsuits against the companies. That lawsuit was heard by the courts last fall and the court ruled that the entities had "standing" to proceed with legal action. The law firms representing the entities are contemplating a class action filing.

The law firm that has asked for my assistance, Zimmerman Reed, has a strong interest in contacting other cities to inquiring into the extent of damage or costs incurred.

Next steps

Any entity that either has a wastewater treatment facility or any facility that delivers wastewater (lift stations, etc.) to a treatment facility should **document the expense of equipment changes/upgrades to handle this material. Also the entity should be able to document the additional time needed to manage/handle this material.**

The law firm would like the opportunity to explain the legal remedies that might be available if a class action were to proceed."

Information regarding this class action lawsuit can be obtained by contacting the following individuals:

Jim Brimeyer – 612-760-6626; brimgroup@aol.com;

Zimmerman Reed, LLP - 612-341-0400 (David Cialkowski); david.cialkowski@zimmreed.com

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Lake Links Trail



Birchwood Village

Dear Mayor and Council Members,

Promoters of the Lake Links Trail (see enclosed map) have recently reached out to members of the Birchwood community, including the mayor and members of the Roads Committee, in an effort to promote support for the Lake Links trail. The Lake Links Trail is a proposed pedestrian and bicycle trail that will circumnavigate White Bear Lake. Sections of this trail have previously been approved by several communities but other sections, including the section through Birchwood Village, have not yet found approval.

Mayor Wingfield has asked me to include for Council's consideration the motion below and the enclosed resolution. The motion would approve the Birchwood section of the trail and the resolution would support House Bill HF1546 and Senate Bill SF1231, that will provide funds to complete the trail.

Additionally, members of the Roads Committee support the Birchwood section of the Lake Links Trail.

"Motion:

Moved: That the City of Birchwood Village authorize the installation of not more than ten signs in each direction indicating the route of the Lake Links Trail Network in the City, provided that:

1. The design of the signs and their locations be approved by the roads committee
2. That signs may be installed on existing sign posts with the approval of the roads committee
3. That the signs shall be furnished and installed at no cost to the City, and
4. That the signs shall be removed if so determined by the city council."

Thanks!

Regards,
Tobin Lay

CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
RESOLUTION NO. 2017-07

RESOLUTION SUPPORTING EFFORTS TO COMPLETE THE LAKE LINKS TRAIL
PROJECT AND BILL SF1231, HF 1546 APPROPRIATING FUNDS FOR PRELIMINARY
DESIGN FOR THE LAKE LINKS TRAIL ADJACENT TO MN TH 244 IN THE COUNTY OF
WASHINGTON

WHEREAS, The City of Birchwood Village promotes and provides for the health and recreation of residents by providing numerous walking paths as well as six municipal lake access points and many beautiful parks; and

WHEREAS, The City of Birchwood Village was a major participant in the 2000 county-led master planning effort to complete a comprehensive study for a network of trails within the area adjacent to and surrounding White Bear Lake; and

WHEREAS, The City of Birchwood Village contributed substantially to completion of the Lake Links Trail Network Master Plan, published in January 2001; and

WHEREAS, Many residents of the City of Birchwood Village leave the village traveling by foot, bicycle, or other non-motorized means for exercise, health or other reasons and need safe routes available to them; and

WHEREAS, The City of Birchwood Village supports efforts to advance the development of the Lake Links Trail Network to its full extent;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE: that the City of Birchwood Village supports a bill that provides funds to complete preliminary design for the Lake Links Trail Network and, more generally, supports efforts directed to completing all the elements of the Lake Links Trail Network Master Plan.

Mary Wingfield, Mayor

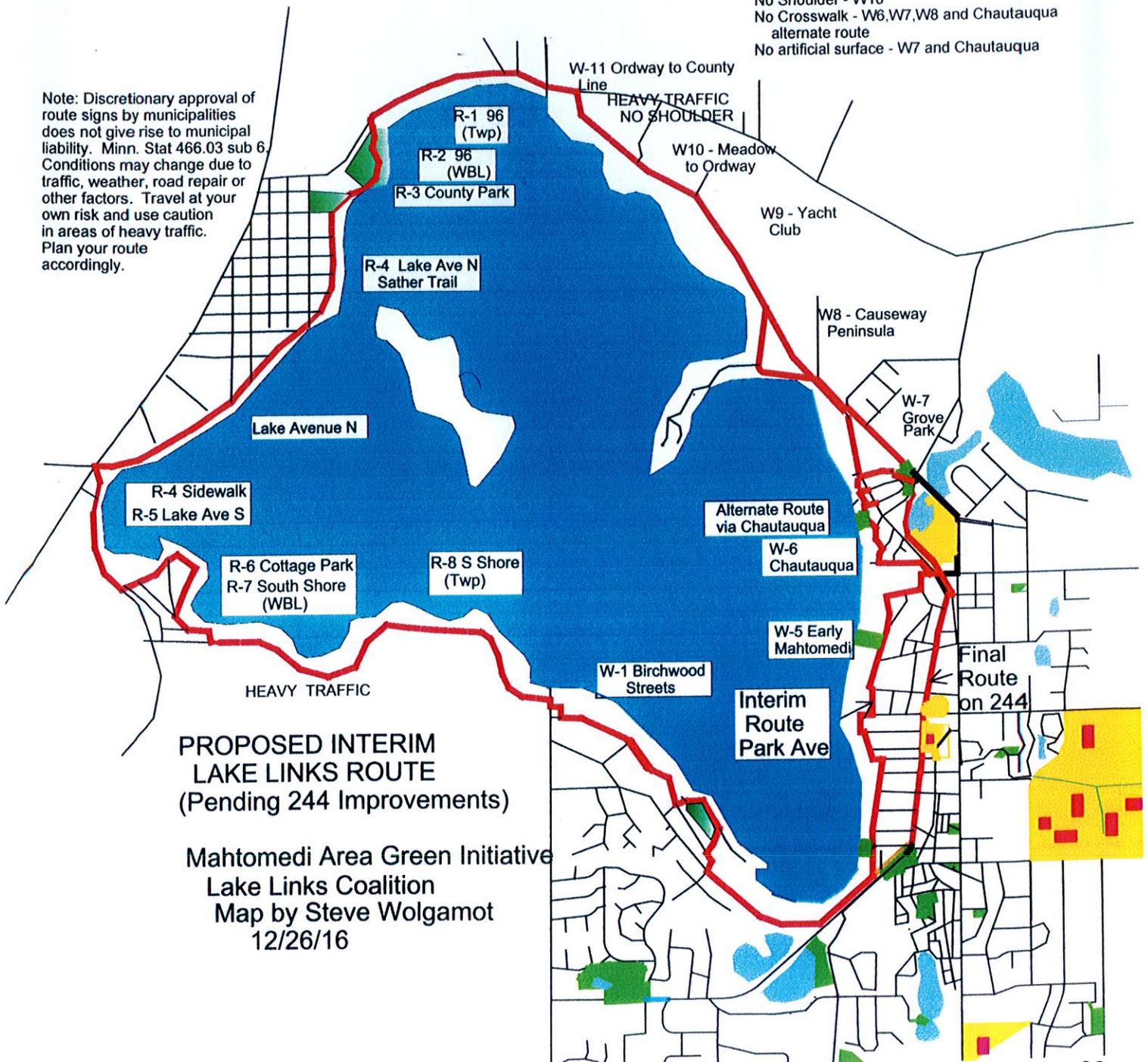
Tobin Lay, Administrator-Clerk

Lake Links 2016

- SAFE PASSAGE FOR KIDS, PEDESTRIANS, BIKES AND THE DISABLED
- THROUGH THE VILLAGES AND PAST THE LAKES
- OF WESTERN WASHINGTON AND EASTERN RAMSEY COUNTIES

Note: Discretionary approval of route signs by municipalities does not give rise to municipal liability. Minn. Stat 466.03 sub 6. Conditions may change due to traffic, weather, road repair or other factors. Travel at your own risk and use caution in areas of heavy traffic. Plan your route accordingly.

KNOWN HAZARDS
 Heavy Traffic - R1, R2, R8, R9, W10, W11
 No Shoulder - W10
 No Crosswalk - W6, W7, W8 and Chautauqua alternate route
 No artificial surface - W7 and Chautauqua



PROPOSED INTERIM
 LAKE LINKS ROUTE
 (Pending 244 Improvements)

Mahtomedi Area Green Initiative
 Lake Links Coalition
 Map by Steve Wolgamot
 12/26/16

LAKE LINKS WORKING GROUP – INTERIM ROUTE PROPOSALS

Ramsey County – Traveling Counterclockwise

SEGMENT R1 – Hwy 96 in WB Township, Highway Shoulder, High speeds, heavy traffic, limited shoulder, dangerous 1,700 feet; Interim proposal – signs; permanent – path or trail
 SEGMENT R2 – Hwy 96 in WBL: Similar conditions, 1,850 feet – solutions same

SEGMENT R3 – Ramsey County Park, dirt path, parking lot, trail. Path inappropriate for wheelchairs, okay for peds and bikes 1,200 feet – expand dirt path

SEGMENT R4 – Lake Avenue N, Sather Trail: It's beautiful! Great history and sights 7,700 feet, no changes

SEGMENT R5 – Sidewalk 700 feet, okay

SEGMENT R6 – Lake Ave S, boardwalk, Wonderful! 1,200 feet, no change

SEGMENT R7 – Lake Ave S through Cottage Park; Limited, slow traffic, small roads, historic Cottage Park Association, signs proposed, 3,200'

SEGMENT R8 – South Shore Blvd in WBL, 3,700'; This county road has about 4,000 veh/day and is a concern, and a danger. Shoulders are not really wide and traffic moves fast, short term – signs; long-term, hope for path and possibly one-way traffic.

SEGMENT 9 – South Shore Blvd in WB Twp; similar Conditions 3,200 feet

Washington County – Traveling Counterclockwise

SEGMENT W1 – Small streets of Birchwood, low traffic and speeds, reduced speed limit, stop signs, Proposed solution, signs only, 5,700 feet

SEGMENT W2 – Hall Avenue, Birchwood, greater traffic but now reduced by new stop signs, Proposed short term- signs; longer term – granite path on 100' right of way, north-side

SEGMENT W-3 – Birchwood Road, Mahtomedi, higher speed limit, wider lanes than Hall Avenue, narrow shoulders; Proposed immediate – signs, narrower lanes, lower speeds; Permanent – trail along here (part of Mahtomedi's capital plan). 1,500 feet

SEGMENT W4 – Wildwood Beach Road, low traffic, some diverted

The total route is about ten miles, with about 4.5 in Ramsey and 5.5 in Washington. Of this 12,500 feet is on the shoulder of county or state roads, deemed dangerous, with the 1,500 feet from Meadow to Ordway deemed highly dangerous; 4,000 feet is on city streets without sidewalks, those being Hall, Birchwood, Wildwood; 20,000 on what are here characterized as "lanes" due to limited traffic, those being in Cottage Park; Birchwood; and Mahtomedi, and Peninsula in Dellwood; 15,500 on trails, sidewalks and in parks. (generously including the much abandoned sidewalk in Dellwood); and 700 feet on dirt paths. Of the total, 9,500 feet are the responsibility of MNDOT (including the Dellwood sidewalk); 8,000 feet of Ramsey County (including the park); roughly 14,000 Mahtomedi; 12,000 WBL; 6,000 Birchwood; and 3,000 Dellwood. Of course, MNDOT's overall responsibility is greater since this route ignores the roughly two miles of 244 in Mahtomedi for which MNDOT has neither provided nor preserved sidewalks. Roughly, about 75% quite safe; 22% scary; and 3% really dangerous.

from 244, Proposed short term – signs; long-term, consider separated sidewalk/trail, 1,900'

SEGMENT W5 – Early Mahtomedi – Ash to Maple, low traffic, slow streets, Proposed: signs only. The long-term solution here, as envisioned by the LAKE LINKS Study is an upgrade of the abandoned sidewalk along 244. 6,900'

SEGMENT W6 – Chautauqua: Streetcar Trail to Streetcar Park, Safe and beautiful, careful crossing 244, no changes but a crosswalk is anticipated. Alternate path follows the lake through Chautauqua district, crosses 244 at Spruce, follows Tamarack to Streetcar Park; safe streets, but no crosswalk. 2,100' via trail ; 2,600 more via lake.

SEGMENT W7, W8 – Grove Park, Briarwood Rd to Dwinell, follow dirt path east of 244 to Echo, cross to Peninsula until return to 244. Briarwood is low and slow, path is terrific but unsuited to wheelchairs, no crosswalk for 244, traffic may be higher on Peninsula during rush hours; proposal is signs, eventual sidewalk/trail including causeway; granite upgrade on rail bed path (which is owned by Dellwood) Do not use 244 between Spruce and Echo. It is fast, heavy, unsafe, no shoulders. 4,700 feet via route described.

SEGMENT W9 – Yacht Club, Sidewalk constructed by Wash. County in 1925, but neglected under MNDOT since 1949. This is okay in places, abandoned in others. It is not cleared in winter (except by one blessed homeowner) and snow is piled up on much of it. It is safe in good weather, but tough going for wheelchairs. Proposed: signs, eventual trail by MNDOT. 3,900'

SEGMENT W10 – Meadow to Ordway. The single most dangerous place on the entire route! Virtually no shoulders, bad visibility, much traffic. Short term proposal is signs, lots of signs. Longer term must be a separated path. DO NOT ATTEMPT THIS IN A WHEELCHAIR! 1,600'

SEGMENT W11 – 244 and 96 to county line. Wide right of way, dirt path away from road, right turn lane on 96 is a problem, Proposed: signs and eventual separated path by MNDOT. 600'

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Treasurer Position



Birchwood Village

Dear Mayor and Council Members,

In December's Council meeting, the Council approved the hiring of Cynthia Govan as Interim City Treasurer and asked staff to publish the position for additional applicants. In January's Council meeting, the Council approved the extension of the Interim City Treasurer until March 15, to allow more time to receive and consider applications for the City Treasurer position.

Staff has received four serious applications for the published position but was not able to complete the interview process prior to the March 14 City Council meeting. Accordingly, staff requests Council extend the Interim Treasurer's position again. Staff plans to complete the interview process and background checks for Council's April 11 approval of the new Treasurer.

Additionally, staff recommends that the position of City Treasurer be restructured into Treasurer-Deputy Clerk and the hours be extended up to 40 hours per month. This position has existed in Birchwood before and extending the title and hours will provide opportunities for the candidate to learn additional operational functions of the City beyond finances. Staff believes that restructuring the position this way will better serve the community and better prepare the candidate to serve as Administrator-Clerk in the future.

Further, staff recommends keeping on the Interim Treasurer to train the new Treasurer-Deputy Clerk on the financial duties of the City for a reasonable time. Thanks!

Regards,
Tobin Lay

RESOLUTION 2017-08

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

**APPROVING THE EXTENSION OF CYNTHIA GOVAN AS INTERIM CITY
TREASURER.**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, March 14, 2017, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Mayor Mary Wingfield, Councilmembers Trilby White, Megan Malvey, Randy LaFoy, and Kevin Woolstencroft, and the following absent: none, the Birchwood City Council resolved:

WHEREAS, The City of Birchwood Village will extend Cynthia Govan's position as Interim City Treasurer until May 17, 2017; and

WHEREAS, All other terms of this relationship will remain unchanged from those passed under Resolution 2016-21

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby approves the extension of Cynthia Govan's position as Interim City Treasurer, effective March 14, 2017.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 14th day of March, 2017.

Mary Wingfield, Mayor

Attest:

Tobin Lay
City Administrator-Clerk

MEMORANDUM

DATE: March 14, 2017

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



Birchwood Village

Dear Mayor and Council Members,

Birchwood Village has experienced an unusual number of water main breaks this past winter – three (3) breaks. Traditionally, the City only sees up to two (2) water main breaks each winter season and accordingly we only budget for two (2) breaks each year.

The third break this year will cost the City an estimated \$10,388.90. This consists of the following expenses:

NAME	WORK DISCRIPTION	AMOUNT
CAPRA'S UTILITIES	Repair broken water main	\$6,597.50
WATER CONSERVATION SERVICES INC	Leak Locate	\$421.40
MANSHIP PLUMBING & HEATING	Repair water main break	\$1,870.00
STEVE DEAN	Soil Storage Fee (3 loads)	\$500.00
To Be Determined	Road Repair	\$1,000.00
Estimated Total		\$10,388.90

In an effort to pay for this unbudgeted expense, staff recommends the Council approve enclosed resolution 2017-09 to establish a water main break surcharge for the three remaining utility billing cycles in 2017.

Additionally, staff recommends the Council approve enclosed resolution 2017-10 to establish the policy of applying a similar surcharge in future years for water main breaks that exceed the budgeted amount for water main breaks. Thanks!

Regards,
Tobin Lay

**CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA**

RESOLUTION 2017-09

**A RESOLUTION ESTABLISHING A WATER MAIN BREAK SURCHARGE
EFFECTIVE FOR THE THREE REMAINING
2017 UTILITY BILLING CYCLES**

WHEREAS, historically changes to Water Rates have been made when it is necessary to maintain a structurally balanced operations and ensure a sufficient Fund Balance to meet reoccurring costs as they become due; and

WHEREAS, in the 2016-2017 winter season to date the City has experienced 3 water main breaks costing approximately \$10,388.90; and

WHEREAS, these costs are in excess of the average costs anticipated for these events which are factored into the City's water rates; and

WHEREAS, an additional \$10,388.90 in revenues will be require during the balance of 2017 to maintain a sufficient Fund Balance to meet reoccurring costs as they become due; and

WHEREAS, therefore the Water charges will be expanded to include a watermain break surcharge for the three remaining billing cycles for 2017; and

WHEREAS, the quarterly water main break surcharge will be equal \$3,463 to which will produce \$10,389 in additional revenues in 2017 to support the excess costs due to watermain break and to retain a sufficient Fund Balance;

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Birchwood Village approves establishing of quarterly watermain break surcharge for the three remaining billing cycles in 2017 of \$3,463 per quarter for household's connected to City water

Adopted this 14th day of March, 2017.

Mary Wingfield, Mayor

ATTEST: _____
Tobin Lay, Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE
STATE OF MINNESOTA**

RESOLUTION 2017-10

**A RESOLUTION ESTABLISHING A WATER MAIN BREAK SURCHARGE FOR
UNBUDGETED WATER MAIN BREAKS EFFECTIVE FOR REMAINING
CALENDAR-YEAR UTILITY BILLING CYCLES**

WHEREAS, historically changes to Water Rates have been made when it is necessary to maintain a structurally balanced operations and ensure a sufficient Fund Balance to meet reoccurring costs as they become due; and

WHEREAS, expenses for unbudgeted water main breaks are in excess of the average costs anticipated for these events which are factored into the City's water rates; and

WHEREAS, unbudgeted water main breaks require additional revenues during the balance of the calendar-year to maintain a sufficient Fund Balance to meet reoccurring costs as they become due; and

WHEREAS, therefore the Water charges will be expanded to include a watermain break surcharge for the remaining billing cycles in the calendar-year; and

WHEREAS, the remaining quarterly water main break surcharge amounts will produce the additional revenues in the calendar-year needed to support the excess costs due to watermain break and to retain a sufficient Fund Balance;

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Birchwood Village approves establishing of quarterly watermain break surcharge for remaining calendar-year billing cycles sufficient to pay expenses for unbudgeted water main breaks for household's connected to City water whenever water main break expenses exceed amounts budgeted for water main breaks.

Adopted this 14th day of March, 2017.

Mary Wingfield, Mayor

ATTEST: _____
Tobin Lay, City Clerk

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Ordinance 403 Tree Diseases



Birchwood Village

Dear Mayor and Council Members,

It has recently been brought to staff's attention that Chapter 403 of City Code has several sections that have become outdated and are in need of revision.

Chapter 403 addresses the protection of the city's urban forest by control programs that have some success state-wide. The code as originally written requires the tree inspector be appointed yearly and that person be certified by the Commissioner of Agriculture. The Department of Agriculture no longer administers that program, although it has been transferred to the Department of Natural Resources. A review of Mahtomedi, White Bear Lake, and White Bear Township ordinances show they do not require yearly certification. Further, they require the city staff to designate the agent responsible for the inspections. This allows the city to hire suitable inspectors in the ordinary course of administration.

Accordingly, staff recommends the following changes be made to Chapter 403 (explanations are in parentheses):

~~**403.030 APPOINTMENT OF A TREE INSPECTOR:** The Council shall at least annually designate a tree inspector or tree inspectors, certified by the Minnesota Commissioner of Agriculture, who shall have the responsibilities set forth in this ordinance to administer the Dutch elm disease and oak wilt control programs and to control the infestation of the emerald ash borer and the two-lined chestnut borer within the City.~~

403.030 TREE INSPECTOR: It is the duty of the City Administrator to designate a tree inspector and coordinate all activities of the city tree inspector relating to the control and prevention of Dutch elm disease, oak wilt, emerald ash borer and other plant pests as defined in Minnesota statutes, Section 18.46, Subd. 13, and this Ordinance.

(this mirrors the code adopted by the City of White Bear Lake and White Bear Township)

~~**403.060 3. Diagnosis:** Whenever possible, diagnosis shall be based upon accepted field symptoms. The City tree inspector shall, upon finding indications of oak wilt or Dutch elm disease or the two-lined chestnut borer or the emerald ash borer, take such steps for diagnosis as may be appropriate. These steps may include analysis of twig and stem samples from elm, oak, and ash trees or parts thereof suspected of being infected. The tree inspector may submit such samples to an approved laboratory upon approval of the Council. Laboratory isolation and confirmation of the presence of the fungi shall be done by the Department of Agriculture's disease laboratory, or other laboratories capable of performing such services approved by the Minnesota Commissioner of Agriculture. Whenever necessary to determine the existence of Dutch elm disease, oak wilt, emerald ash borer, or other disease or infestation of pests in any tree, the Tree Inspector may the removal or cutting of specimens from any tree the City tree~~

inspector believes to be a public nuisance, in such a manner as to avoid permanent injury to the tree and may forward such specimen to the Minnesota Department of Agriculture, the University of Minnesota Plant Disease clinic, or similar organization, for analysis to determine the presence of such a nuisance.

(Existing Birchwood code requires council approval to send in a test sample which is cumbersome and unnecessary. The new language, which mirrors code adopted by the City of Mahtomedi, allows the tree inspector to select the best testing lab for the particular issue. The Department of Agriculture specializes in Dutch elm disease, the University provides expertise in oak wilt and the Department of Natural Resources offers information on all.)

403.080 1. (a): If the tree inspector finds that there is potential for infection of other oak or elm trees, the owner of the property on which the nuisance is found, shall be notified by certified first class mail, addressed to said owner at his/her last known address. The tree inspector will specify on the notice a reasonable date before which the nuisance must be abated. The tree inspector shall identify in the notice the abatement action to be taken.

(Historically, the city has sent notice via first class mail)

403.081 2. a. Red Oaks: To prevent the oak wilt fungus from producing spores and to prevent the overland spread of this fungus, any bark intact diseased material resulting from any tree of the red oak group, that wilted from oak wilt in July and August of one year shall be declared hazardous for the spring of the following year. This hazardous spring period shall be defined as April 15 to July 1 and diseased material shall be determined such by the City tree inspector.

Any hazardous oak wood to be used as fuel wood or to be salvaged or other purposes must be debarked, dried, or else completely covered by heavy plastic (4 mil or greater) from April 15 until July 1 of the year following the appearance of oak wilt. After this time there is no danger of spore production and the wood does not need to be covered.

Any branch greater than 2" in diameter of the red oak group determined to be hazardous and not to be salvaged shall be disposed of by burning, chipping, or removal to an authorized dump site prior to April 15 of the year following the appearance of symptoms. Dead standing red oaks that have advanced beyond the potential for spore production need not be removed except where they constitute a hazard to life and/or property. The City tree inspector will advise accordingly.

(The Department of Natural Resources and University of Minnesota now list the period to avoid cutting oaks as April 1- July 1)

Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Scheduling Next Workshop



Birchwood Village

Dear Mayor and Council Members,

During the previous Council meetings, the Council has agreed to hold multiple workshops for the purpose of orientation, goal setting, and working out select topics.

The orientation workshop will be held this Thursday, March 16, at 6pm – thank you! We still have not closed on a date for the second workshop, however. Below is a list of the closest dates the Council has arrived at. Currently, March 20 (Mon) and 30 (Thur) seem to have no conflicts.

I request the Council discuss these dates in an effort to negotiate a date. Thanks!

<u>Date:</u>	<u>Conflict:</u>
March 17	White, LaFoy, Malvey
March 18	White, Malvey, Woolstencroft
March 19	White
March 20	
March 21	Woolstencroft
March 22	White, Woolstencroft
March 23	White, Malvey
March 24	White, Malvey
March 25	White, Malvey
March 26	White, Malvey
March 27	White, Malvey, Woolstencroft
March 28	White
March 29	Woolstencroft
March 30	
March 31	White, Malvey, Woolstencroft

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

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



Birchwood Village

Dear Mayor and Council Members,

Council Member LaFoy has asked that I include the following letter from the Cable Commission in the Council packet:

"Last Commission meeting I reported that CenturyLink underwent a change in management that postponed franchising efforts and changed the approach to future franchising of its PRISM TV service. They did indicate a willingness to discuss franchising under a new "cost based" model developed due to unexpectedly high costs of PRISM roll out in areas that are already franchised.

Now the latest word from CenturyLink is that the company is planning to hold off on further franchising efforts until the matter is reviewed again late 3rd quarter or 4th quarter of this year. This affects communities across the country not yet franchised with Prism TV, including local communities as follows: Fridley, Shoreview, Rogers, Burnsville, and our cities.

This is consistent with news reports nationally that CenturyLink is considering killing its Prism TV service altogether and, instead, deploying a lower cost streaming services (presumably Netflix-like) that don't require all the customer service, technical support, set top box hardware, etc., required for Prism TV deployment. Here is a link to one of those stories:

<https://www.dslreports.com/shownews/CenturyLink-to-Kill-its-Prism-IPTV-Service-138909>

This is also seemingly consistent with the fact that Patrick Haggerty, CenturyLink's lead negotiator for Prism TV franchising, resigned his post and took a new job with Charter Communications, a large cable TV company with numerous holdings in Minnesota. Additionally, we learned that another key person in CenturyLink's Prism management also took a job with Charter.

Obviously, if CenturyLink is considering shutting down Prism TV, it makes sense that the company would not want to pursue new franchises for Prism TV deployment. On the other hand, if the event CenturyLink decides to continue and expand Prism TV, we have developed a draft language for franchise documents that could be reconsidered.

In the meantime, our status with CenturyLink is that we are considered, along with all other non-franchised communities, a "phase two" community. That appears to mean "wait and see" status."

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: City Hall Repairs and Upgrades



Birchwood Village

Dear Mayor and Council Members,

City Hall is in need of repairs and upgrades. On the exterior of the building, there are several wood pecker holes through the wooden fascia. Each of the exterior doors throughout the building is in need of weather stripping replacements.

Additionally, with the recent change in streetlight bulbs to LED, the middle step from the parking lot to the walkway leading to the building entrance is no longer illuminated at night. Unless familiar with the step, the lighting on the walkway and parking lot give the appearance that there is no middle step. Staff has received complaints that several people have stumbled on the step at night.

Accordingly, staff requests approval to make the necessary repairs to the building, including adding a light source on the now hidden step.

Staff has spoken to John Lund about economical ways to add a light source and have concluded that solar or battery post lights can be installed relatively cheap.

If Council approves these repairs and upgrades, staff also requests Councils approval to add the same solar or battery post lights to the Village Hall sign. Although not a direct safety issue, this upgrade will decrease the number of dark areas around the building, thus increasing safety, and will also help improve the appearance of the building at night.

Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Tree Cleanup



Birchwood Village

Dear Mayor and Council Members,

It has been brought to staff's attention that the City has a need for dead tree removal and cleanup from several public sites throughout town.

Staff has requested and John Lund has quoted a price of \$225 to remove and clean up several small bushy trees near the water's edge on Birch Easement; in proximity to the diseased trees that were recently removed from this site.

Staff requests Council's approval to accept John Lund's quote to clean up the trees on Birch Easement. Staff also requests Council's approval to seek a bid for removing dangerous dead trees and trimming trees on public land throughout the City.

As was pointed out in an earlier agenda item, it is not recommended to cut oak trees between April 1 and July 1. With the early spring that has arrived, staff believes now would be the ideal time to do this cleanup, before April 1. Thanks!

Regards,
Tobin Lay

MEMORANDUM

DATE: March 14, 2017

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: Tree Inspector and Gear



Birchwood Village

Dear Mayor and Council Members,

After serving the City as tree inspector for many years, Steve Dean has stepped down. City maintenance worker, Greg Beckman, is willing to take Mr. Dean's place as tree inspector for the City. Accordingly, staff request's Council's approval to negotiate terms of this new position with Mr. Beckman.

Staff also request's Council's approval to purchase an identification badge for the City tree inspector and safety vests for City workers; including the tree inspector and maintenance workers. An identification badge and safety vests will provide notice to residents and drivers that the employees are there and that they work for the City.

Finally, staff requests Council create a new City Policy requiring City workers to wear City identifying safety vests while working outdoors and that the City tree inspector make contact with a resident when access to the property cannot be reasonably obtained. Thanks!

Regards,
Tobin Lay