



**AGENDA OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
September 10, 2019  
7:00 P.M.**

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**OPEN PUBLIC FORUM**

**ANNOUNCEMENTS**

- A. Deer Management Town Hall Meeting at 7pm Thurs Sept 12 at City Hall
- B. SCC Community Meeting at 5:30pm Sept 12 at 2460 East County Rd F
- C. Community Club Yoga restarts at 5pm on Sept 17 at City Hall
- D. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

**ADMINISTRATIVE PRESENTATION**

- A. Sheriff Report\* (p. 3)
- B. 2019 Tree Inspection Results\* (p. 5)
- C. Parks Committee July & August Meeting Minutes\* (pp. 7-8)

**CITY BUSINESS – CONSENT AGENDA**

- A. Approve Regular Meeting Minutes from August 13, 2019\* (pp. 9-14)
- B. Approve Special Meeting Minutes from August 21, 2019\* (p. 15)
- C. Approve Deer Management Town Hall Meeting Agenda\* (p. 17)
- D. Approve Treasurer's Report\* (pp. 19-29)

**CITY BUSINESS – REGULAR AGENDA**

- A. City Engineer Report
  - a. Lift Station #1 Update & Select Winning Bid\* (pp. 31-69)
  - b. Lake Ave Mill, Overlay & Drainage Update  
*Time Budget: 15 Minutes*
- B. 2020 Budget Proposal\* (pp. 94-99)
  - a. Review and Discuss
  - b. Approve for Submission

*Time Budget: 30 Minutes*

- C. First Reading Ordinance 2019-08-02, Section 201 Amendments\* (pp. 71-72)
  - a. Approve First Reading
  - b. Order Public Hearing and Second Reading

*Time Budget: 5 Minutes*

- D. City Investments\* (pp. )73-89
  - a. Council Deliberation and Approval

*Time Budget: 5 Minutes*

- E. Resolution 2019-22, Bee City Pollinator Policy (Wingfield)\* (pp. )91-92
  - a. Council Deliberation and Approval

*Time Budget: 5 Minutes*

- F. Council Member Reports:

- G. City Attorney's Report\* (p. 93)

- a. Update on Assignments *Time*

*Budget: 5 Minutes*

- H. City Administrator's Report

- a. Repair Damage to Tighe-Schmitz Park
  - b. City Hall update – MN Historical Society Grant

*Time Budget: 5 Minutes*

**ADJOURN**

**MEMORANDUM**



**Birchwood Village**

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

Dear Mayor & City Council Members:

Below is a reporting of law enforcement citations for August 2019.

**Citations for: Birchwood**

**8/1/2019 To 8/31/2019**

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	8/8/2019	820037922001	WC169	G. Reiter	Citation	430	LAKE AVE				Birchwood	REG-Expired Registration/# of Plates Reqd PK-Within 10 of Fire Hydrant PK-Parking Against Traffic Flow	169.79.1
WCSO	8/8/2019	820037922001	WC169	G. Reiter	Citation	430	LAKE AVE				Birchwood	REG-Expired Registration/# of Plates Reqd PK-Within 10 of Fire Hydrant PK-Parking Against Traffic Flow	169.34.1(a)(4)
WCSO	8/8/2019	820037922001	WC169	G. Reiter	Citation	430	LAKE AVE				Birchwood	REG-Expired Registration/# of Plates Reqd PK-Within 10 of Fire Hydrant PK-Parking Against Traffic Flow	169.35



**2019 BIRCHWOOD TREE INSPECTION**

	Dutch Elm	Oak Wilt	Dead	EAB	Burr Oak Blight	
124 Cedar St	6					
3980 ECL	1		2			
182 Cedar St					2	
1 Oakridge Dr					6	
613 Wildwood Ave					3	
533 Lake Ave		7				
180 Birchwood Ave		2				
720 Birchwood Ave		1				
Tighe-Schmitz Park	3					
<b>TOTALS:</b>	<b>10</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>33</b>

**The 2019 Tree Inspections are complete. Here is the breakdown of diseases that were found. Notices have already been mailed to the affected residents.**



# **PARKS COMMITTEE JULY MINUTES**

Parks Meeting 7/23/19

Called to order 7:00pm

Members present: Houstoun Clinch, Ana Vang, Judy Walker, Dave Remely

Accepted minutes from June meeting

Discussed council's responses: Ana Vang and Bridget Sperl were not reappointed by the council. The council wants the committee to invite neighboring city officials to the Deer Management Meeting(DMM) on 9/12/19 at 7pm. Council will be dissolving the committee in October or November.

Discussed ideas for the DMM, current deer density, Ideal density, why cull - CWD, lyme, plants, houses, people, cars, herd

Judy will contact Gem Lake and White Bear Township.

Dave will contact Willernie and Mahtomedi

Houstoun will contact WBL

Agenda for 8/27:

- Approve minutes

- Review council responses

- Discuss DMM

Meeting adjourned at 7:30pm

# **PARKS COMMITTEE AUGUST MINUTES**

Parks Meeting 8/27/19

Called to order 7:04pm

Members present: Houstoun Clinch, Judy Walker, Dave Remely

Accepted minutes from July meeting

Discussed council's responses: Council is please with Deer Management Meeting (DMM) options and plan for DMM on 9/12

WBL - does not have a deer issue but did have some complaints and discussed with WB Township. Will not be at the DMM

Mahtomedi - not significant deer issues, deer populations have been decreasing. Maybe at the DMM

Wilernie - no issues, maybe at the DMM

WB Township - uses MBRB and has worked well. Will be at the DMM

Gem Lake - Allows hunting on more than 5 acres, \$500 fee. Will be at the DMM

Agenda for DMM:

- Houstoun - open meeting, introduce Council and committee

- DNR - presentation

- MBRB - presentation

- Representatives of other cites thoughts/suggestions

- Questions and Answers

- Adjourn before 9pm

Agenda for 9/24:

- Approve minutes

- Review council responses

- Review DMM

- Create recommendation for Council about Deer management

Meeting adjourned at 7:25pm

**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
AUGUST 13, 2019**

**MINUTES**

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

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

**OTHERS PRESENT:** Judy Duffy (505 Lake Avenue), Justin McCarthy (515 Lake Avenue), Joe Mereness.

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

**AGENDA APPROVAL**

- A. **Mayor Wingfield:** Added discussing the cable contract to the agenda.

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

**OPEN PUBLIC FORUM**

- A. **Judy Duffy (505 Lake Avenue):** Addressed agenda item regarding posts on Kay Beach and provided history. She spoke on other safety concerns as well.
- B. **Justin McCarthy (515 Lake Avenue):** Agreed with the concerns made by Mrs. Duffy; particularly regarding unleashed dogs at Kay Beach and motorized boats picking people up at the Kay Beach dock within close proximity to swimmers. He suggested placing signage.

**ANNOUNCEMENTS**

- A. White Bear Lake Conservation District Meetings now streaming on Birchwood Cable Channel every 3<sup>rd</sup> Tuesday. Also available on playback Tuesdays at 3:00pm, Thursdays at 5:00pm, & Saturdays at 7:00pm.
- B. 2019 Tree Inspections to take place in August 2019. Each property in Birchwood Village will be inspected for tree diseases.
- C. Deer Management Town Hall Meeting will take place September 12<sup>th</sup>, 2019 at 7:00pm in City Hall.
- D. Reminder to check lost and found at City Hall if you have lost something; bring to lost and found if you find something.
- E. Follow Birchwood on Facebook, Twitter, & sign up for email newsletter.

## CONSENT AGENDA

- A. Approve Regular Meeting Minutes from July 9, 2019
- B. Appoint Tree Inspector & Tree Disease Ordinance
- ~~C. Approval of Resolution 2019-20, Hiring & Appointment of Treasurer Deputy Clerk~~
- ~~D. Approve Treasurer's Report~~

**MAYOR WINGFIELD REQUESTED TO PULL CONSENT AGENDA ITEMS C AND D TO DISCUSS INDIVIDUALLY. MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCIL MEMBER FLECK TO APPROVE THE CONSTENT AGENDA AS AMMENDED. ALL AYES. MOTION PASSED.**

## PULLED CONSENT AGENDA ITEMS

- A. **Approval of Resolution 2019-20, Hiring & Appointment of Treasurer-Deputy Clerk**
  - 1. **Administrator Lay:** Recapped that he and Councilmember Fleck interviewed 4 candidates for the position. Both he and Fleck recommend Council hire candidate Andy Gonyou effective 8/14/2019 and be paid \$17.00 per hour. Stated candidate had already cleared background check.
  - 2. **Mayor Wingfield:** Confirmed with councilmember Fleck that the recommendation was unanimous.

**MOTION WAS MADE BY COUNCILMEMBER AAKRE AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE RESOLUTION 2019-20. AYES: COUNCILMEMBERS AAKRE, FLECK, WOOLSTENCROFT, MAYOR WINGFIELD. OBSTENSION: LAFOY. MOTION PASSED.**

- B. **Approve Treasurer's Report**
  - 1. **Mayor Wingfield:** Reminded council and administration that Birchwood Village signed contract with a solar energy provider in 2018 and stated the solar company recently began producing power. She asked that the Treasurer investigate why the City is still paying for Excel Energy.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE TREASURER'S REPORT. ALL AYES. MOTION PASSED.**

## CITY BUSINESS – REGULAR AGENDA

- A. City Engineer Report
  - 1. Lift Station #1 Update & Approve Joint Powers Agreement
    - a. **Steve Thatcher; City Engineer:** Approval from Washington County, Ramsey County, & Rice Creek Watershed District have been received to begin the work. White Bear Township has agreed to Joint Powers Agreement. Waiting for MPCA permit. Advertisement for bids has been published and will close Sept 5, 2019.

- b. **Engineer Thatcher:** The township requests Birchwood confirm no infiltration to sewer lines at the house connections and be responsible for future costs caused by infiltration.
  - c. **Mayor Wingfield:** Asked Attorney Kantrud to research who is responsible for televising lines from sewer main to house and advise in October 2019.
2. Lake Ave Mill, Overlay & Drainage Update
- a. **Engineer Thatcher:** T.A. Schifsky Quote to remain unchanged from February 2018, but the city engineer had not received updated information by the beginning of the city council meeting.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEBER FLECK TO ADD 15 ADDITIONAL MINUTES TO AGENDA ITEM. ALL AYES. MOTION PASSED.**

- b. **Justin McCarthy (515 Lake Avenue):** Made public comment requesting explanation on drainage engineering with catch basins. City Engineer Steve Thatcher addressed question.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEBER FLECK TO AWARD MILL AND OVERLAY CONTRACT TO T.A. SCHIFSKY TO BE COMPLETED BY END OF 2019 ROAD CONSTRUCTION SEASON. ALL AYES. MOTION PASSED.**

- c. **Mayor Wingfield, City Council, City Engineer, & City Attorney:** Discussed possibility of adding Iris Street to Mill and Overlay contract, adding \$11,000.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO ADD 5 ADDITIONAL MINUTES TO AGENDA ITEM. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE T.A. SCHIFSKY TO CONDUCT ROADWORK ON IRIS STREET IF IT CAN BE KEPT BENEATH \$6,000.00. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE THE JOINT POWERS AGREEMENT WITH WHITEBEAR TOWNSHIP. ALL AYES. MOTION PASSED.**

- B. Water Meter Upgrades (Wingfield) – Joe from Badger Water Meters
  - 1. **Joe from Badger Water Meters:** Introduced and explained several radio water meter technology options for the City to consider.
  - 2. **Administrator Lay:** Explained that with cellular option, data could be sent directly to St. Anthony Village, which conducts utility billing for Birchwood.
  - 3. **Mayor Wingfield:** Directed City Administrator Lay to request RFP information from City of Mahtomedi, then send to City Engineer Thatcher to adjust and publish.

C. Parks Committee Update

1. **Administrator Lay:** Via the notes from the Committee Chair, informed council of what topics will be discussed at town hall meeting on September 12<sup>th</sup>, 2019 with DNR. Stated professional bow hunters association will also be present at town hall.

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

1. **Mayor Wingfield:** Tabled until September.

E. First Reading Ordinance 2019-04-01, Amending Permit Requirements (203)

1. **Mayor Wingfield:** Tabled until September.

F. First Reading Ordinance 2019-05-01, Repealing Public Improvements Financing and Assessment Sec 805

**MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER AAKRE TO STRIKE SECTION 805 FROM CITY ORDINANCE. ALL AYES. MOTION PASSED.**

**MOTION MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER AAKRE TO APPROVE RESOLUTION 2019-21 APPROVING SUMMARY PUBLICATION OF SECTION 805 AS AMENDED. ALL AYES. MOTION PASSED.**

G. 2020 Budget Proposal

1. **Administrator Lay:** Provided highlights of 2020 budget proposal. Official preliminary budget will be ready for review in September.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER FLECK TO HOLD A CITY BUDGET WORKSHOP AT 6:00 P.M. ON SEPTEMBER 10, 2019. ALL AYES. MOTION PASSED.**

H. Outdated & New Signs

1. **Administrator Lay:** Discussed the list of signs that Mayor Wingfield and Councilmember Fleck recommend be removed. Informed council that removal could be conducted if approved. Also informed council that signs would need to be placed on docks at Kay beach before Washington County Sheriff would enforce no motorized boating rule.
2. **Mayor Wingfield:** Stated that city is required for insurance reasons to post “No Lifeguard On Duty” signs on swimming beaches. She suggested purchasing updated signs.
3. **Councilmember Woolstencroft:** Asked whether it would be pertinent to post “No Lifeguard On Duty” signs at all beaches.
4. **Mayor Wingfield:** Stated renaming Nordling Park could potentially be considered. Stated posts on Kay beach are causing citizens to not realize full width of beach that is available for public use.

5. **Judy Duffy (505 Lake Avenue):** Stated that previous legal settlements and property deed state it is private property at the point the posts are located.
6. **Mayor Wingfield:** Directed City Attorney Kantrud to research Duffy's deed for City easement on beach – report back in September.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO AUTHORIZE UP TO \$750.00 FOR PURCHASING REQUIRED SIGNAGE. (1:55:00 – 02:03:27, NO VOTE MADE)**

7. **Mayor Wingfield:** Suggested repealing City Code Section 617.225 and 230 to comply with signage changes.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE FIRST READING OF REPEALING CITY CODE 617.225 AND 617.230 AND TO HOLD PUBLIC HEARING AND SECOND READING AT THE SEPTEMBER CITY COUNCIL MEETING FOR SAME. ALL AYES (ABSENT: AAKRE). MOTION PASSED.**

I. Council Member Reports

a. Mayor Wingfield

1. Sentence to Serve: Discussed use of Sentence-to-Serve program to clear brush from the community.

**MOTION WAS MADE BY COUNCILMEMBER LAFLOY AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE USE OF SENTENCE-TO-SERVE PROGRAM. ALL AYES (ABSENT: AAKRE). MOTION PASSED.**

2. Basket Ball Backboard at Rink: Discussed installing matching backboard at hockey rink with local neighbor's assistance. Council members agreed.
3. Solar Garden Task Force: Discussed having Mike Lundgren head up a task force to research additional solar opportunities within Birchwood.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER FLECK TO APPROVE CREATION OF A SOLAR GARDEN TASK FORCE HEADED UP BY MR. LUNDGREN TO RESEARCH POTENTIAL SOLAR GARDEN OPPORTUNITIES WITHIN BIRCHWOOD. ALL AYES (ABSENT: AAKRE). MOTION PASSED.**

4. Cable: Informed council that City of Vadnais Heights voted to leave the Suburban Cable Commission and suggested Birchwood look into this deeper.

b. John Fleck

1. School District Boundary Survey: Requested to have a survey sent out with upcoming water bill to gauge interest in redistricting.

- i. **Councilmember Woolstencroft:** Raised concern to council of potential for large increase in property taxes if switch to City of Mahtomedi School District.

**MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE A SURVEY BE CONDUCTED TO GAUGE RESIDENT INTEREST IN SCHOOL REDISTRICTING. AYES: LAFOY, WINGFIELD, FLECK; NAYS: WOOLSTENCROFT. ABSENT: AAKRE. MOTION PASSED.**

J. City Attorney's Report

- a. Letter to Washington County Commissioners
  1. **Mayor Wingfield:** Expressed urgency of letter needing to be sent to have East County Line repaired and to have drainage repaired.

K. City Administrator's Report

- a. Cedar/Hall Shoulder Clean Up
  1. **Mayor Wingfield:** Explained that prior attempts to clean shoulder with street sweeper were unsuccessful. Will be requesting bids to scrape dirt from road shoulders with potential start in Spring 2020.
- b. Wildwood Avenue Generator (Lift Station #2)
  1. **Administrator Lay:** Explained that the Wildwood lift station generator has multiple alarms; none of which are connected to the SCADA system. Recommended making these connections so that White Bear Township will be notified when alarms go off.
  2. **Mayor and Council Members:** Agreed with Lay's recommendation and directed him to requesting bids for work to be completed.
- c. Warming House AED
  1. **Administrator Lay:** Has received quote to install new AED in warming house (details provided in agenda meeting supplemental materials).
  2. **Mayor and Council Members:** Determined not to install AED at warming house at this time.
- d. Wildwood Avenue Lift Station Seals
  1. **Administrator Lay:** Informed Council that two seals on the lift station are in need of being replaced. Will cost approximately \$2,500 per seal.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO APPROVE WHITE BEAR TOWNSHIP TO REPLACE SEALS AS NECESSARY AT LIFT STATIONS 2 AND TO INSPECT LIFT STATION 3 FOR SAME. ALL AYES (ABSENT: AAKRE). MOTION PASSED.**

**ADJOURN**

**MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES (ABSENT: AAKRE). MOTION PASSED. MEETING ADJOURNED AT 9:46 PM.**

**CITY OF BIRCHWOOD VILLAGE  
SPECIAL CITY COUNCIL MEETING  
AUGUST 21, 2019**

**MINUTES**

**MEMBERS PRESENT:** Mayor Mary Wingfield; Council Members: Kevin Woolstencroft, Jonathan Fleck.

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

**OTHERS PRESENT:** Greg Peterson (White Bear Lake; Fire Chief), Ellen Hiniker (White Bear Lake; City Manager), Candice Kraemer (resident)

Mayor Wingfield called the special meeting to order at 7:00pm.

**REGULAR AGENDA**

- A. 2020 WBL Fire Budget - City of White Bear Lake Staff
  - a. **Mayor Wingfield:** Welcomed Greg Peterson and Ellen Hiniker to the special meeting and provided a brief overview of the increases in cost of contracting with White Bear Lake for Fire & EMT services over the past few years. Requested an explanation on the cost increases.
  - b. **Ellen Hiniker & Greg Peterson:** Explained the reason for the rate increases; major organizational structure changes and equipment replacement costs. They do not anticipate additional large increases in coming years. They explained how Fire and EMT work within the budget.
- B. Lake Ave Mill, Overlay & Drainage
  - a. **Mayor Wingfield:** Informed Council that after discussing the Lake Aveunue mill and overlay project in depth with T.A. Schifsky's, they have reduced their bid to \$15,000 (Schifsky to design instead of City Engineer).

**MOTION WAS MADE BY COUNCILMEMBER FLECK AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPROVE T.A. SCHIFSKY'S DESIGN AND BUILD PROPOSAL FOR \$15,000.00. ALL AYES. MOTION PASSED.**

**ADJOURN**

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER FLECK TO ADJOURN THE SPECIAL COUNCIL MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 7:42 PM CST.**

ATTEST:

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Mary Wingfield

Mayor

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Tobin Lay

City Administrator - Clerk



# PROPOSED TOWN HALL MEETING AGENDA



AGENDA OF THE  
DEER MANAGEMENT  
TOWN HALL MEETING  
OF THE CITY COUNCIL AND PARKS &  
NATURAL RESOURCES COMMITTEE  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
September 12, 2019  
7:00 P.M.

## MEETING AGENDA

OPEN MEETING: Houstoun Clinch, Parks Committee Chair

- Introduce Council and Committee members
- Introduce guest speakers (DNR & MBRB)

DNR PRESENTATION: Guest DNR speakers

- Presentation

MBRB PRESENTATION: Guest MBRB speakers

- Presentation

THOUGHTS / SUGGESTIONS: Guest representatives of other cities

- Sharing thoughts & suggestions

QUESTIONS & ANSWERS: Guest DNR & MBRB speakers

- Audience may ask questions of DNR / MBRB guests

ADJOURN: Before 9pm



For the Period : 8/13/2019 To 9/6/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$473,335.94	\$3,483.63	\$26,811.44	\$450,008.13
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Comp Plan Grant	(\$4,040.00)	\$0.00	\$0.00	(\$4,040.00)
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$20,583.33	\$0.00	\$0.00	\$20,583.33
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	(\$7,285.26)	\$0.00	\$0.00	(\$7,285.26)
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	(\$25,181.54)	\$0.00	\$0.00	(\$25,181.54)
Sewer Re-hab Debt	\$25,587.91	\$0.00	\$0.00	\$25,587.91
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$66,233.91	\$0.00	\$0.00	\$66,233.91
Water	\$28,200.34	\$0.00	\$715.60	\$27,484.74
Sewer	\$64,360.36	\$0.00	\$781.29	\$63,579.07
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$641,834.99</b>	<b>\$3,483.63</b>	<b>\$28,308.33</b>	<b>\$617,010.29</b>

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/13/2019	MN Management & Budget	171734716*	Court Fines July 2019	(08/13/2019) -	N	Court Fines	100-35101-	\$ 263.65
								\$ 263.65
08/27/2019	Briner, Julia & Robert	171734701*	City Hall Rental	(08/27/2019) -	N	City/Town Hall Rent	100-34101-	\$ 25.00
								\$ 25.00
08/27/2019	Nickolaus, Anthony J	171734702*	Resurface Permit	(08/27/2019) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 72.50
								\$ 72.50
08/27/2019	Nickolaus, Anthony J	171734703*	Stair Permit	(08/27/2019) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 72.50
								\$ 72.50
08/27/2019	Cummins, Robert B.	171734704*	Kayak/Canoe Permit	(08/27/2019) -	N	Kayak/Canoe Permits	100-32212-	\$ 30.00
								\$ 30.00
08/27/2019	Winters, John C. & Barbara A.	171734705*	Building Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 209.25
								\$ 209.25
08/27/2019	Winters, John C. & Barbara A.	171734706*	Roofing Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 6.00
								\$ 6.00
08/27/2019	Champion Plumbing, LLC.	171734707*	Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 35.00
								\$ 35.00
08/27/2019	Bonfe's Plumbing, Heating & Air Ser	171734708*	Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 105.00
								\$ 105.00
08/27/2019	Alexander Homes, Inc.	171734709*	Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 272.86
								\$ 272.86

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/27/2019	Minnesota Exteriors Inc.	171734710*	Permit	(08/27/2019) -	N	Building Permits	100-32211-	\$ 215.12
								<u>\$ 215.12</u>
08/27/2019	Washington County	171734711*	2019 Recycling Grant Payment	(08/27/2019) -	N	Recycle Grant	100-33602-	\$ 1,678.50
								<u>\$ 1,678.50</u>
08/27/2019	Ramsey/washington Counties Suburban	171734712*	Reimbursement - Q2 2019 (Videographer)	(08/27/2019) -	N	Refund-Reimbursemnt-Dividend	100-36240-	\$ 356.25
								<u>\$ 356.25</u>
08/27/2019	Schenk, Anne	171734713*	Auction Item	(08/27/2019) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 10.00
								<u>\$ 10.00</u>
08/27/2019	Kraemer, Mark J.	171734714*	Auction Item: Cameras	(08/27/2019) -	N	MISCELLANEOUS REVENUES	100-36200-	\$ 132.00
								<u>\$ 132.00</u>
<b>Total for Selected Receipts</b>								<u><u>\$ 3,483.63</u></u>

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/16/2019	Payroll Period Ending 08/16/2019	30635	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,859.42
	<b>Total For Check</b>	<b>30635</b>					<b>\$ 1,859.42</b>
08/16/2019	PERA	EFT081619A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
	<b>Total For Check</b>	<b>EFT081619A</b>					<b>\$ 358.06</b>
08/19/2019	Nusbaum, Phil	30615*	Music in the Park - 08/18/2019	N	Recreation	100-45101-440-	\$ 150.00
	<b>Total For Check</b>	<b>30615</b>					<b>\$ 150.00</b>
08/27/2019	Payroll Period Ending 08/05/2019	30650	Maintenance - Ron Koehnle	N	Parks	100-45207-100-	\$ 773.86
	<b>Total For Check</b>	<b>30650</b>					<b>\$ 773.86</b>
08/27/2019	Sandy McTavish	30651	Refund - Overpayment	N	Accounting	100-41530-810-	\$ 9.69
	<b>Total For Check</b>	<b>30651</b>					<b>\$ 9.69</b>
08/30/2019	Payroll Period Ending 08/30/2019	30649	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,859.42
	<b>Total For Check</b>	<b>30649</b>					<b>\$ 1,859.42</b>
08/30/2019	Payroll Period Ending 08/30/2019	30652	Treasurer - Deputy Clerk	N	Clerk - Treasurer	100-41401-100-	\$ 177.56
	<b>Total For Check</b>	<b>30652</b>					<b>\$ 177.56</b>
08/30/2019	PERA	EFT083019A*	Employee Retirement - Tobin Lay	N	Clerk - Treasurer	100-41401-121-	\$ 358.06
	<b>Total For Check</b>	<b>EFT083019A</b>					<b>\$ 358.06</b>
09/06/2019	Gopher State One Call	30654	Billable Tickets (24) - August 2019	N	Utility Locates	605-42805-314-	\$ 32.40
	<b>Total For Check</b>	<b>30654</b>					<b>\$ 32.40</b>
09/06/2019	Office Depot	30655*	Office Supplies	N	Office Operations Supplies	100-41911-200-	\$ 63.64
	<b>Total For Check</b>	<b>30655</b>					<b>\$ 63.64</b>
09/06/2019	USS Minnesota One MT LLC	30656*	Energy Charges - July 2019	N	General Government Buildings and Plant	100-41940-380-	\$ 175.10
		30656*			Sewer Utility	605-43190-380-	\$ 100.07
		30656*				605-43190-380-	\$ 725.47
		30656*				605-43190-380-	\$ 350.23
	<b>Total For Check</b>	<b>30656</b>					<b>\$ 1,350.87</b>

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
09/06/2019	Press Publications	30657*	Legal Notice Publications - August 2019	N	Ordinances and Proceedings	100-41130-351-	\$ 50.40
		30657*				100-41130-351-	\$ 67.20
		30657*				100-41130-351-	\$ 100.80
		<b>Total For Check</b>	<b>30657</b>				<b>\$ 218.40</b>
09/06/2019	GovOffice	30658*	Annual Hosting Fee 2019	N	General Government Buildings and Plant	100-41940-320-	\$ 475.00
		<b>Total For Check</b>	<b>30658</b>				<b>\$ 475.00</b>
09/06/2019	MN Department of Health	30659	Community Water Supply Connection Fee - Q3 2019	N	Water Utility	601-43180-437-	\$ 562.00
		<b>Total For Check</b>	<b>30659</b>				<b>\$ 562.00</b>
09/06/2019	Leeves, Robert	30660*	Videographer - 08/2019	N	Cable Eqpmt and Service	100-41950-314-	\$ 80.63
		30660*				100-41950-314-	\$ 30.75
		<b>Total For Check</b>	<b>30660</b>				<b>\$ 111.38</b>
09/06/2019	Thatcher Engineering, Inc	30661*	City Engineering Services - Work Performed Through 8/19/2019	N	Engineer Service	100-41650-300-	\$ 42.50
		30661*				100-41650-300-	\$ 42.50
		30661*				100-41650-300-	\$ 42.50
		30661*				100-41650-300-	\$ 680.00
		30661*				100-41650-300-	\$ 2,592.50
		30661*				100-41650-300-	\$ 467.50
		<b>Total For Check</b>	<b>30661</b>				<b>\$ 3,867.50</b>
09/06/2019	St. Anthony Village	30662*	Professional Billing Services & Bank Reconciliation	N	Financial Administration	100-41501-314-	\$ 2,016.00
		30662*				100-41501-314-	\$ 1,200.00
		<b>Total For Check</b>	<b>30662</b>				<b>\$ 3,216.00</b>
09/06/2019	Merrick Inc.	30663*	Mailing u/b & Newsletters - 08/30/2019	N	Newsletter	601-41960-350-	\$ 153.60
		<b>Total For Check</b>	<b>30663</b>				<b>\$ 153.60</b>
09/06/2019	League of MN Cities	30664*	LMC Membership Dues - Invoice#298257	N	City Training and Development	100-41914-310-	\$ 1,085.00
		<b>Total For Check</b>	<b>30664</b>				<b>\$ 1,085.00</b>
09/06/2019	City of Roseville	30665*	Phone/IT Support - September 2019	N	General Government Buildings and Plant	100-41940-320-	\$ 63.00

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		30665*				100-41940-320-	\$ 404.00
		<b>Total For Check</b>	<b>30665</b>				<b>\$ 467.00</b>
09/06/2019	Tennis Sanitation, LLC	30666*	Recycling for Service Period: Jul-Aug 2019	N	Recycle	100-43300-314-	\$ 2,024.00
		<b>Total For Check</b>	<b>30666</b>				<b>\$ 2,024.00</b>
09/06/2019	Steve Dean	30667*	Tree Trimming - 8/01/19 & 8/21/19	N	Parks	100-45207-314-	\$ 125.00
		30667*				100-45207-314-	\$ 300.00
		<b>Total For Check</b>	<b>30667</b>				<b>\$ 425.00</b>
09/06/2019	City of White Bear Lake	30668*	Fire Services - August 2019	N	Fire	100-42201-314-	\$ 2,030.17
		<b>Total For Check</b>	<b>30668</b>				<b>\$ 2,030.17</b>
09/06/2019	Kantrud, Alan	30669*	City Attorney Fees - August 2019	N	Legal Services	100-41601-300-	\$ 1,500.00
		<b>Total For Check</b>	<b>30669</b>				<b>\$ 1,500.00</b>
09/06/2019	Payroll Period Ending 09/06/2019	30670	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 1,300.27
		<b>Total For Check</b>	<b>30670</b>				<b>\$ 1,300.27</b>
09/06/2019	Jeff Olson	30671*	Refund - Overpayment	N	Accounting	100-41530-810-	\$ 246.47
		<b>Total For Check</b>	<b>30671</b>				<b>\$ 246.47</b>
09/06/2019	Sandy McTavish	30672*	Refund - Overpayment	N	Accounting	100-41530-810-	\$ 231.89
		<b>Total For Check</b>	<b>30672</b>				<b>\$ 231.89</b>
09/06/2019	IRS - US Treasury	EFT090619A	Federal Taxes - Q3 2019 - August Payment	N	Clerk - Treasurer	100-41401-100-	\$ 779.67
		EFT090619A				100-41401-100-	\$ 1,471.42
		EFT090619A				100-41401-100-	\$ 344.12
		<b>Total For Check</b>	<b>EFT090619A</b>				<b>\$ 2,595.21</b>
09/06/2019	Amazon	EFT090619B*	Office Supplies	N	General Government Buildings and Plant	100-41940-210-	\$ 69.76
		<b>Total For Check</b>	<b>EFT090619B</b>				<b>\$ 69.76</b>
09/06/2019	Xcel Energy	EFT090619C*	Xcel Utility Billing - August 2019	N	General Government Buildings and Plant	100-41940-380-	\$(53.01)
		EFT090619C*			Street Lighting	100-43160-380-	\$ 1,199.30
		EFT090619C*			Parks	100-45207-380-	\$ 17.29
		EFT090619C*			Sewer Utility	605-43190-380-	\$(136.86)

Fund Name: All Funds

Date Range: 08/13/2019 To 09/06/2019

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		EFT090619C*				605-43190-380-	\$(340.05)
		EFT090619C*				605-43190-380-	\$ 21.51
		EFT090619C*				605-43190-383-	\$ 28.52
		<b>Total For Check</b>	<b>EFT090619C</b>				<b>\$ 736.70</b>
<b>Total For Selected Checks</b>							<b>\$ 28,308.33</b>

As on 9/6/2019

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	0.00	15,000.00	15,000.00
<b>Total Acct 322</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Recreation			
Miscellaneous: Dues and Subscriptions	0.00	200.00	(200.00)
Community Events	0.00	1,350.00	(1,350.00)
Refunds and Reimbursements	0.00	242.09	(242.09)
<b>Total Acct 451</b>	<b>0.00</b>	<b>1,792.09</b>	<b>(1,792.09)</b>
Parks			
Operating Supplies (211 through 219)	0.00	876.92	(876.92)
<b>Total Acct 452</b>	<b>0.00</b>	<b>876.92</b>	<b>(876.92)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>2,669.01</b>	<b>(2,669.01)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>8,252.34</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>15,000.00</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>2,669.01</b>	
<b>Cash Balance as of 09/06/2019</b>		<b>20,583.33</b>	

As on 9/6/2019

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Total Revenues	0.00	0.00	0.00
<b>Other Financing Sources:</b>			
Total Other Financing Sources	0.00	0.00	0.00
<b>Disbursements:</b>			
Total Disbursements	0.00	0.00	0.00
<b>Other Financing Uses:</b>			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		66,233.91	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 09/06/2019		66,233.91	

As on 9/6/2019

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Water Fee	0.00	52,689.48	52,689.48
Penalty - Late Water/Sewer	0.00	383.95	383.95
State and Misc fees	0.00	1,410.51	1,410.51
<b>Total Acct 341</b>	<b>0.00</b>	<b>54,483.94</b>	<b>54,483.94</b>
Water Main Break	0.00	108.11	108.11
<b>Total Acct 349</b>	<b>0.00</b>	<b>108.11</b>	<b>108.11</b>
Delinquent Water/Sewer Fees	0.00	5.86	5.86
Miscellaneous	0.00	33.59	33.59
<b>Total Acct 361</b>	<b>0.00</b>	<b>39.45</b>	<b>39.45</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>54,631.50</b>	<b>54,631.50</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	221.15	(221.15)
<b>Total Acct 414</b>	<b>0.00</b>	<b>221.15</b>	<b>(221.15)</b>
Financial Administration			
Contracted Services	0.00	3,881.10	(3,881.10)
<b>Total Acct 415</b>	<b>0.00</b>	<b>3,881.10</b>	<b>(3,881.10)</b>
Office Operations Supplies			
Operating Supplies (211 through 219)	0.00	219.00	(219.00)
Refunds and Reimbursements	0.00	65.98	(65.98)
Newsletter			
Printing and Binding (351 through 359)	0.00	523.20	(523.20)
<b>Total Acct 419</b>	<b>0.00</b>	<b>808.18</b>	<b>(808.18)</b>
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	864.00	(864.00)
Professional Services: Legal Fees	0.00	1,444.00	(1,444.00)
Contracted Services	0.00	39,214.13	(39,214.13)
Fees	0.00	12,440.59	(12,440.59)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	245.56	(245.56)
PROFESSIONAL SERVICES (301 through 319)	0.00	290.88	(290.88)
Refunds and Reimbursements	0.00	569.99	(569.99)
<b>Total Acct 431</b>	<b>0.00</b>	<b>55,069.15</b>	<b>(55,069.15)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>59,979.58</b>	<b>(59,979.58)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>32,832.82</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>54,631.50</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>59,979.58</b>	
<b>Cash Balance as of 09/06/2019</b>		<b>27,484.74</b>	

As on 9/6/2019

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Penalty - Late Water/Sewer	0.00	481.92	481.92
State and Misc fees	0.00	0.00	0.00
Sewer Fee	0.00	75,099.99	75,099.99
<b>Total Acct 341</b>	<b>0.00</b>	<b>75,581.91</b>	<b>75,581.91</b>
SPECIAL ASSESSMENTS	0.00	512.30	512.30
<b>Total Acct 361</b>	<b>0.00</b>	<b>512.30</b>	<b>512.30</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>76,094.21</b>	<b>76,094.21</b>
<b>Other Financing Sources:</b>			
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements:</b>			
Postage/Postal Permits			
Refunds and Reimbursements	0.00	297.00	(297.00)
<b>Total Acct 414</b>	<b>0.00</b>	<b>297.00</b>	<b>(297.00)</b>
Office Operations Supplies			
Refunds and Reimbursements	0.00	319.00	(319.00)
Newsletter			
Printing and Binding (351 through 359)	0.00	77.60	(77.60)
<b>Total Acct 419</b>	<b>0.00</b>	<b>396.60</b>	<b>(396.60)</b>
Utility Locates			
Contracted Services	0.00	236.30	(236.30)
<b>Total Acct 428</b>	<b>0.00</b>	<b>236.30</b>	<b>(236.30)</b>
Sewer Utility			
Sewer - Wastewater Charge	0.00	38,500.24	(38,500.24)
Contracted Services	0.00	11,338.73	(11,338.73)
Utility Services (381 through 389)	0.00	4,474.60	(4,474.60)
Utility Services: Gas Utilities	0.00	(26.61)	26.61
<b>Total Acct 431</b>	<b>0.00</b>	<b>54,286.96</b>	<b>(54,286.96)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>55,216.86</b>	<b>(55,216.86)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Cash Balance</b>		<b>42,701.72</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>76,094.21</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>55,216.86</b>	
<b>Cash Balance as of 09/06/2019</b>		<b>63,579.07</b>	



Engineering and Environmental Solutions

Presented by Thatcher Engineering

**Feasibility Study  
For  
City of Birchwood Village, Minnesota**

**East County Line Lift Station  
Emergency Lift Station Bypass Project  
(City Project No. 2019-3)**

**September 5, 2019**



**FEASIBILITY STUDY**  
**For**  
**CITY OF BIRCHWOOD VILLAGE, MINNESOTA**  
**East County Line Lift Station**  
**Emergency Lift Station Bypass Project**  
**City Project No. 2019-3**  
**September 5, 2019**

**1.0 BACKGROUND AND PURPOSE**

The City of Birchwood Village retained Thatcher Engineering, Inc. to prepare a feasibility study for the sanitary sewer lift station (LS) located at the south east corner of East County Line Road and Birchwood Lane (aka East County Line Lift Station). The LS is old, obsolete and about to fail. One pump is not working and the other pump could fail any day. The LS is a risk to human health because it is closer to an existing water main than permitted by current code requirements. The LS services 13 houses. The location of the houses is shown in Appendix A.

**2.0 ALTERNATIVES**

**Alternative 1 - Doing Nothing:** This alternative consists of no change. Doing nothing is not a viable option because the existing LS is old, obsolete and about to fail, and a risk to human health.

**Alternative 2 - Repair the Existing LS:** This alternative consists of repairing the LS.

The estimated cost to repair the LS is as follows:

<u>Item</u>	<u>Estimated Cost</u>
Repair concrete structure	\$300,000.00
Includes pumping the wastewater during repair	
New pipe from LS to manhole	\$60,000.00
Emergency generator	\$40,000.00
Purchase land, grading, and remove trees for emergency generator	\$50,000.00
New pumps and motors	<u>\$50,000.00</u>
Construction Cost	\$500,000.00
Engineering	\$40,000.00
Contingency (10% of Estimated Construction Cost)	<u>\$50,000.00</u>
<b>Estimated Total Cost</b>	<b>\$590,000.00</b>

The estimated annual operation, maintenance and replacement cost for Alternative #2 is as follows:

<u>Item</u>	<u>Annual Cost</u>
Maintenance and weekly monitoring	\$10,000.00
Electricity	\$1,500.00
Replace pumps and motors every 15 years (\$50,000/15 years)	\$3,300.00
Replace LS every 100 years (\$590,000/100 years)	<u>\$5,900.00</u>
<b>Estimated Annual Cost</b>	<b>\$20,700.00</b>

**Alternative 3 – Bypass Lift Station with Gravity Sewer:** This alternative consists of the installation of gravity sewer to bypass the LS. The location of the sewer is shown in Appendix B.

The estimated cost to bypass the LS with gravity sewer is as follows:

<u>Item</u>	<u>Estimated Cost</u>
Install gravity sewer	
Peterson Companies bid = \$353,335.00	
Bid includes demolition of existing LS	Use: \$354,000.00
Construction Cost	\$354,000.00
Engineering	\$32,000.00
Contingency (10% of Estimated Construction Cost)	\$35,400.00
<b>Estimated Total Cost</b>	<b>\$421,400.00</b>

The estimated annual operation, maintenance and replacement cost for Alternative #3 is as follows:

<u>Item</u>	<u>Annual Cost</u>
Maintenance	\$500.00
Electricity	\$0.00
Replace pumps and motors	\$0.00
Replace sewer every 150 years (\$421,400/150 years)	\$2,800.00
<b>Estimated Annual Cost</b>	<b>\$3,300.00</b>

### 3.0 RECOMMENDATION, DISCUSSION & SCHEDULE

Thatcher Engineering, Inc. recommends the construction of Alternative #3 - Bypass Lift Station with Gravity Sewer.

The proposed improvement is necessary, cost-effective, and feasible. Also, the improvement should be made as proposed and not in connection with some other improvement.

The plans and specifications have been prepared and construction bids were received. The project could start as soon as possible in 2019.

### 4.0 CONCLUSION

The cost effective solution to the old, obsolete and about to fail Lift Station that (1) has one pump that is not working and the other pump could fail any day and (2) that is a risk to human health because it is closer to an existing water main than permitted by current code requirements is the installation of Alternative #3 Bypass Lift Station with Gravity Sewer.

## **APPENDIX A**

### **Location of Houses**

# Birchwood Village

Properties at Birchwood Village Served by Birchwood Lane FM



CONNECTION POINT



## City Sanitary

- Forcemain
- Gravity
- LS City Lift Station
- Private Property
- Served Properties

10 Foot Elevation Contours (Hypsography)

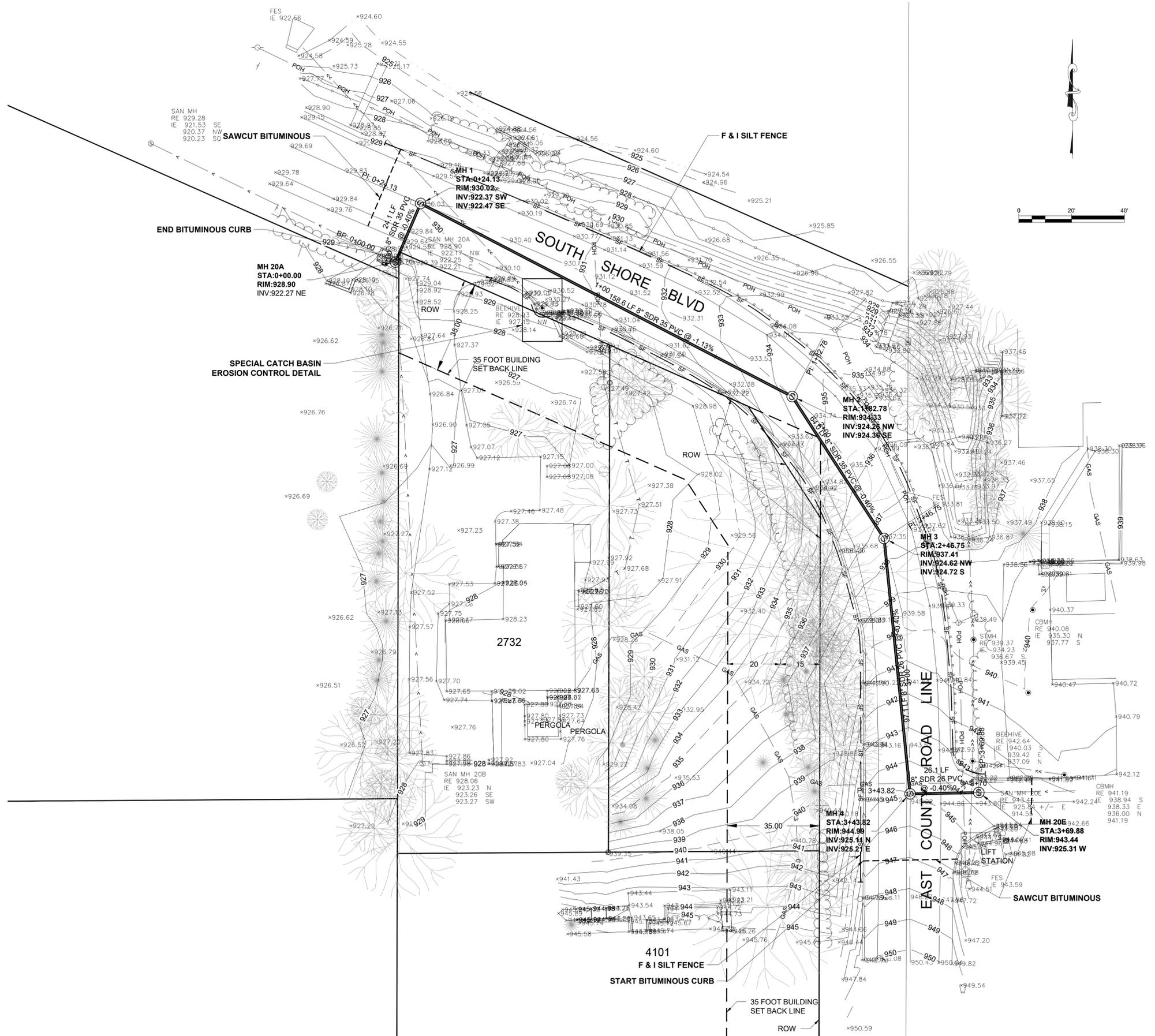
- City & Township Boundaries
- Parcels - Washington County

EXHIBIT B



**APPENDIX B**

**Location of the Sewer**



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

STEVEN W. THATCHER, PE  
MINNESOTA LICENSE NO. 14501. DATE: 8/2/19

1	REVISED ALIGNMENT AND PROFILE	R.W.C.	06-03-2019
REV.	DESCRIPTION	BY	DATE
WHITE BEAR TOWNSHIP, MINNESOTA			
<b>CITY OF BIRCHWOOD VILLAGE</b>			
<b>EMERGENCY LIFT STATION BYPASS PLAN</b>			
	<b>Gorman Surveying, Inc.</b>		DRAWN BY: R.W.C. DATE: 05-03-2019
	8640 HARRIET AVE. SO. SUITE 102 BLOOMINGTON, MINNESOTA 55420 (952)346-8300 FAX (952)346-9110		
CHECKED BY:	DATE:	HORIZONTAL SCALE IN FEET	
FILE: Birchwood Village\topo.dwg			
		JOB NUMBER	SHEET
		<b>19-035</b>	<b>1 OF 3</b>



# BID TABULATION

**Bid Tabulation**  
**City Of Birchwood Village, Minnesota**  
**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**  
**Bid Opening: 11:00 am 9/5/19**

No.	Description	Unit	Quantity	Contractor #1		Contractor #2	
				Unit Price	Total	Unit Price	Total
				<b>Peterson Companies, Inc.</b>		<b>Meyer Contracting, Inc.</b>	
No.	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total
1.	Prior to the preconstruction meeting, record the condition of the construction site and private property adjacent to site that can be recorded from the road right-of-way with digital video and photos. Email video and photos to City and City Engineer.	LS	1	\$800.00	\$800.00	\$2,370.00	\$2,370.00
2.	Prior to the preconstruction meeting, (A) record the inside condition of the 8-inch sanitary sewer from MN 20E to MH 11 (located approximately 280 feet east of MH 20E), (B) prepare report and email video and report to City and Engineer, and (C) verify the elevation of the invert of the 8-inch pipe entering MH 20E.	LS	1	\$2,500.00	\$2,500.00	\$4,502.00	\$4,502.00
3.	Prepare a Traffic Control Plan that includes both motor vehicles and bicycle/pedestrian traffic (Plan), submit the Plan to Ramsey County for approval, obtain approval from Ramsey County, and conduct the work required by the Plan approved by Ramsey County. The Plan shall include seven (7) day advance notice, portable message boards, and rerouted traffic on County roads only (not City or Township streets). Ramsey County may approve rerouted traffic on County Road F East and Bellaire Avenue.	LS	1	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00
4.	Construction surveying and staking by a Surveyor Licensed in Minnesota including, but not limited to, stake the right-of-way and boundary monuments in the field.	LS	1	\$4,000.00	\$4,000.00	\$3,548.00	\$3,548.00
5.	Saw Cut Bituminous	LS	1	\$500.00	\$500.00	\$618.00	\$618.00
6.	Remove Bituminous Pavement	LS	1	\$63,000.00	\$63,000.00	\$20,000.00	\$20,000.00
7.	8" PVC SDR 35 Sanitary Sewer 0-13' Deep including Pipe Bedding Material	LF	247	\$52.00	\$12,844.00	\$91.25	\$22,538.75
8.	8" PVC SDR 26 Sanitary Sewer 13-20' Deep including Pipe Bedding Material	LF	124	\$109.00	\$13,516.00	\$192.00	\$23,808.00
9.	Standard Manhole (8 feet deep)	EA	4	\$5,000.00	\$20,000.00	\$6,097.00	\$24,388.00
10.	Extra Depth Manhole	VF	19	\$225.00	\$4,275.00	\$517.50	\$9,832.50
11.	Connect to Existing Sanitary Sewer manhole by core drilling.	Each	2	\$5,000.00	\$10,000.00	\$3,246.00	\$6,492.00
12.	Testing of newly installed sanitary sewer pipe	LS	1	\$2,000.00	\$2,000.00	\$1,107.00	\$1,107.00
13.	After construction is complete, Clean, Video Tape newly installed Sanitary Sewer from (A) MH 20A to MH 20E and (B) from MH 20E to MH 11. Prepare report and email video and report to City and	LS	1	\$2,000.00	\$2,000.00	\$4,504.00	\$4,504.00
14.	Subgrade Prep	LS	1	\$10,000.00	\$10,000.00	\$1,964.00	\$1,964.00
15.	24" Select Granular Borrow - MnDOT Spec 3149	LS	1	\$31,600.00	\$31,600.00	\$92,400.00	\$92,400.00
16.	6" Aggregate Base Class 6 - MnDOT Spec 3138	LS	1	\$13,000.00	\$13,000.00	\$25,500.00	\$25,500.00
17.	3" Thick 2360 Type SP 12.5 Bituminous Non Wearing Course Mixture (SPNWB430B)	LS	1	\$33,000.00	\$33,000.00	\$39,107.00	\$39,107.00
18.	2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - First Layer	LS	1	\$32,000.00	\$32,000.00	\$37,975.00	\$37,975.00

**City Of Birchwood Village, Minnesota**  
**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**  
**Bid Opening: 11:00 am 9/5/19**

19.	2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - Second Layer	LS	1	\$31,000.00	\$31,000.00	\$40,545.00	\$40,545.00
20.	Bituminous Tack Coat between Bituminous Courses - MnDOT Spec 2357	LS	1	\$3,600.00	\$3,600.00	\$4,265.00	\$4,265.00
21.	F and I Bituminous Curb	LS	1	\$2,000.00	\$2,000.00	\$3,902.00	\$3,902.00
22.	Adjust Manholes and Gate Valves	LS	1	\$5,000.00	\$5,000.00	\$3,079.00	\$3,079.00
23.	Furnish and Install (F & I) and Maintain Silt Fence	LS	1	\$1,400.00	\$1,400.00	\$2,417.00	\$2,417.00
24.	F & I and Maintain Erosion Control at Catch Basins (Including Special Catch Basin Erosion Control Detail in Plans)	LS	1	\$1,500.00	\$1,500.00	\$1,529.00	\$1,529.00
25.	Remove Silt Fence and Erosion Control at Catch Basins	LS	1	\$500.00	\$500.00	\$1,413.00	\$1,413.00
26.	Excavate and F & I 4-inch thick insulation over 70 lineal feet of sanitary sewer (see Figure 2)	LS	1	\$1,500.00	\$1,500.00	\$3,719.00	\$3,719.00
27.	Work at and near the existing Manhole 20E (Section 32301 Sanitary Sewer Special Conditions).	LS	1	\$20,100.00	\$20,100.00	\$38,000.00	\$38,000.00
28.	Work at and near the existing Lift Station (Section 32301 Sanitary Sewer Special Conditions)	LS	1	\$20,200.00	\$20,200.00	\$28,000.00	\$28,000.00
29.	Furnish and install 6" Topsoil and Sod (including staking the sod into place). Work shall be conducted in accordance with MnDOT requirements including 2575 Establishing Vegetation and Controlling Erosion	LS	1	\$4,000.00	\$4,000.00	\$2,223.00	\$2,223.00
30.	After work is complete, conduct an As-Built survey and prepare an As-Built plan signed by a Surveyor Licensed in Minnesota	LS	1	\$1,500.00	\$1,500.00	\$1,250.00	\$1,250.00
<b>TOTAL BID</b>					<b>\$353,335.00</b>		<b>\$465,996.25</b>

**BID SCHEDULE A - Option #1**

No.	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total
1.	This work consists of the following: (A) remove existing MH 20E from Site, (B) F & I a new 4-foot diameter MH 20E with west invert of 925.31, (C) F & I new 8-inch SDR 26 PVC pipe from new MH 20E to end of existing 8-inch PVC pipe (estimated 6 feet long).	LS	1	\$75,000.00	\$75,000.00	\$8,000.00	\$8,000.00

**BID SCHEDULE A - Option #2**

No.	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total
1.	Voluntary Deduct (Bidder may propose work that will reduce the total price of the project. The City will review and determine whether or not to award this work. Description: _____ (Use additional pages as needed).	LS	1	\$0.00	\$0.00	-\$5,300.00	-\$5,300.00

**SECTION 00400**

**BID**

Proposal of Peterson Companies, Inc. (hereinafter called "BIDDER"), organized and existing under the laws of the State of Minnesota doing business as Corporation \*.

To the City of Birchwood Village (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the construction of Emergency Lift Station Bypass in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 60 consecutive calendar days thereafter. BIDDER further agrees to pay as liquidated damages, the sum of \$ 500.00 for each consecutive calendar day thereafter as provided in Section 4 of the General Requirements.

BIDDER acknowledges receipt of the following ADDENDUM:

Addendum 1 dated 08/29/2019

\* Insert "a corporation", "a partnership" or "an Individual" as applicable.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:

BID SCHEDULE

NOTE: BIDS shall include sales tax and all other applicable taxes and fees.

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
-----	------	------	------------	--------	-------------

SEE ATTACHED BID SCHEDULE

TOTAL OF BID *three hundred fifty three thousand three hundred thirty five 00/100* \$ 353,335.00

LUMP SUM PRICE (if applicable).....\$ \_\_\_\_\_

Respectfully submitted:

*[Signature]*  
Signature

8326 Wyoming Trail, Chisago City, MN 55013

Address

Jonathan M. Peterson, President

September 5, 2019

Title

Date

N/A

License number (if applicable)



SEAL - (if BID is by a corporation)

**SECTION 00410**  
**BID SCHEDULE A**  
**BID FORM**  
City Of Birchwood Village, Minnesota

**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**  
**8/29/19**

Note: Bids shall include sales tax and all other applicable taxes and fees.

No.	Description	Unit	Unit Price	Quantity	Total
1.	Prior to the preconstruction meeting, record the condition of the construction site and private property adjacent to site that can be recorded from the road right-of-way with digital video and photos. Email video and photos to City and City Engineer.	LS	\$ <u>800.00</u>	1	\$ <u>800.00</u>
2.	Prior to the preconstruction meeting, (A) record the inside condition of the 8-inch sanitary sewer from MN 20E to MH 11 (located approximately 280 feet east of MH 20E), (B) prepare report and email video and report to City and Engineer, and (C) verify the elevation of the invert of the 8-inch pipe entering MH 20E.	LS	\$ <u>2500.00</u>	1	\$ <u>2500.00</u>
3.	Prepare a Traffic Control Plan that includes both motor vehicles and bicycle/pedestrian traffic (Plan), submit the Plan to Ramsey County for approval, obtain approval from Ramsey County, and conduct the work required by the Plan approved by Ramsey County. The Plan shall include seven (7) day advance notice, portable message boards, and rerouted traffic on County roads only (not City or Township streets). Ramsey County may approve rerouted traffic on County Road F East and Bellaire Avenue.	LS	\$ <u>6000.00</u>	1	\$ <u>6000.00</u>
4.	Construction surveying and staking by a Surveyor Licensed in Minnesota including, but not limited to, stake the right-of-way and boundary monuments in the field.	LS	\$ <u>4000.00</u>	1	\$ <u>4000.00</u>
5.	Saw Cut Bituminous	LS	\$ <u>500.00</u>	1	\$ <u>500.00</u>
6.	Remove Bituminous Pavement	LS	\$ <u>63000.00</u>	1	\$ <u>63000.00</u>
7.	8" PVC SDR 35 Sanitary Sewer 0-13' Deep including Pipe Bedding Material	LF	\$ <u>52.00</u>	247	\$ <u>12844.00</u>
8.	8" PVC SDR 26 Sanitary Sewer 13-20' Deep including Pipe Bedding Material	LF	\$ <u>109.00</u>	124	\$ <u>13516.00</u>
9.	Standard Manhole (8 feet deep)	EA	\$ <u>5000.00</u>	4	\$ <u>20000.00</u>
10.	Extra Depth Manhole	VF	\$ <u>225.00</u>	19	\$ <u>4275.00</u>
11.	Connect to Existing Sanitary Sewer manhole by core drilling.	Each	\$ <u>5000.00</u>	2	\$ <u>10000.00</u>
12.	Testing of newly installed sanitary sewer pipe	LS	\$ <u>2000.00</u>	1	\$ <u>2000.00</u>

**BID SCHEDULE A**  
**BID FORM**  
City Of Birchwood Village, Minnesota

**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**  
**8/29/19**

13. After construction is complete, Clean, Video Tape newly installed Sanitary Sewer from (A) MH 20A to MH 20E and (B) from MH 20E to MH 11. Prepare report and email video and report to City and Engineer.	LS	<u>\$ 2000.00</u>	1	<u>\$ 2000.00</u>
14. Subgrade Prep	LS	<u>\$ 10000.00</u>	1	<u>\$ 10000.00</u>
15. 24" Select Granular Borrow - MnDOT Spec 3149	LS	<u>\$ 31600.00</u>	1	<u>\$ 31600.00</u>
16. 6" Aggregate Base Class 6 - MnDOT Spec 3138	LS	<u>\$ 13000.00</u>	1	<u>\$ 13000.00</u>
17. 3" Thick 2360 Type SP 12.5 Bituminous Non Wearing Course Mixture (SPNWB430B)	LS	<u>\$ 33000.00</u>	1	<u>\$ 33000.00</u>
18. 2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - First Layer	LS	<u>\$ 32000.00</u>	1	<u>\$ 32000.00</u>
19. 2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - Second Layer	LS	<u>\$ 31000.00</u>	1	<u>\$ 31000.00</u>
20. Bituminous Tack Coat between Bituminous Courses - MnDOT Spec 2357	LS	<u>\$ 3600.00</u>	1	<u>\$ 3600.00</u>
21. F and I Bituminous Curb	LS	<u>\$ 2000.00</u>	1	<u>\$ 2000.00</u>
22. Adjust Manholes and Gate Valves	LS	<u>\$ 5000.00</u>	1	<u>\$ 5000.00</u>
23. Furnish and Install (F & I) and Maintain Silt Fence	LS	<u>\$ 1400.00</u>	1	<u>\$ 1400.00</u>
24. F & I and Maintain Erosion Control at Catch Basins (Including Special Catch Basin Erosion Control Detail in Plans)	LS	<u>\$ 1500.00</u>	1	<u>\$ 1500.00</u>
25. Remove Silt Fence and Erosion Control at Catch Basins	LS	<u>\$ 500.00</u>	1	<u>\$ 500.00</u>
26. Excavate and F & I 4-inch thick insulation over 70 lineal feet of sanitary sewer (see Figure 2)	LS	<u>\$ 1500.00</u>	1	<u>\$ 1500.00</u>
27. Work at and near the existing Manhole 20E (Section 32301 Sanitary Sewer Special Conditions).	LS	<u>\$ 20100.00</u>	1	<u>\$ 20100.00</u>
28. Work at and near the existing Lift Station (Section 32301 Sanitary Sewer Special Conditions)	LS	<u>\$ 20200.00</u>	1	<u>\$ 20200.00</u>
29. Furnish and install 6" Topsoil and Sod (including staking the sod into place). Work shall be conducted in accordance with MnDOT requirements including 2575 Establishing Vegetation and Controlling Erosion	LS	<u>\$ 4000.00</u>	1	<u>\$ 4000.00</u>
30. After work is complete, conduct an As-Built survey and prepare an As-Built plan signed by a Surveyor Licensed in Minnesota	LS	<u>\$ 1500.00</u>	1	<u>\$ 1500.00</u>
<b>TOTAL BID</b>				<b><u>\$ 353,335.00</u></b>

**BID SCHEDULE A  
 BID FORM  
 City Of Birchwood Village, Minnesota**

**Emergency Lift Station Bypass  
 (City Project No. 2019-3)  
 8/29/19**

**BID SCHEDULE A - Option #1**

No.	Description	Unit	Unit Price	Quantity	Total
1.	This work consists of the following: (A) remove existing MH 20E from Site, (B) F & I a new 4-foot diameter MH 20E with west invert of 925.31, (C) F & I new 8-inch SDR 26 PVC pipe from new MH 20E to end of existing 8-inch PVC pipe (estimated 6 feet long).	LS	\$ <u>75,000.00</u>	1	\$ <u>75,000.00</u>
TOTAL BID - OPTION #1 (Do not include option price in total price)					\$ <u>408,235.00</u>

**BID SCHEDULE A - Option #2**

No.	Description	Unit	Unit Price	Quantity	Total
1.	Voluntary Deduct (Bidder may propose work that will reduce the total price of the project. The City will review and determine whether or not to award this work. Description: _____ _____ _____ _____ _____ (Use additional pages as needed).	LS	\$ <u>0.00</u>	1	\$ <u>0.00</u>
TOTAL BID - OPTION #2 (Do not include option price in total price)					\$ _____

**BID SCHEDULE A BIDDER**

Bidder: Peterson Companies, Inc.

Date: September 05, 2019

By: 

Address: 8326 Wyoming Trail, Chisago City, MN 55013

Phone: 651-257-6864

Email: jmilller@petersoncompanies.net

Fax: 651-257-3393

**END OF SECTION**

T:\Projects\Birchwood Village\Lift Stations\East County Line Station\Specifications\SECTION 00410 Bid Schedule A 2019-8-29.xlsx\Bid Schedule A

**UNANIMOUS CONSENT TO JOINT ACTION OF THE  
BOARD OF DIRECTORS AND SHAREHOLDERS OF  
PETERSON COMPANIES, INC.**

Pursuant to the provisions of Minnesota Statutes 302A, the following action is taken by the Board of Directors and Shareholders of Peterson Companies, Inc. (the "Corporation"), by unanimous written consent, as if a meeting of the Board of Directors and Shareholders had been duly called pursuant to notice and the Shareholders and members of the Board of Directors entitled to vote on the matters presented had been present and voting in favor of such action.

There are 100,000 issued and currently outstanding shares entitled to vote on the matters presented herein ("Shares"), and the undersigned Shareholder is the holder of record of all of the Shares on the date of this Unanimous Consent.

RESOLVED, that Jonathan M. Peterson, Curtis M. Peterson and Michael J. Peterson are appointed to the Board of Directors and each shall continue to serve until their successor is duly elected and qualified or he is removed by the shareholders of the Corporation; and it is

FURTHER RESOLVED, that the following named persons are appointed to the offices set forth opposite their respective names, to serve in that capacity until their successor is duly elected and qualified:

President / Treasurer:	Jonathan M. Peterson
Vice President:	Curtis M. Peterson
Secretary:	Laurie Lyons

The undersigned, constituting the sole Shareholder of record of the Corporation entitled to vote on the matters presented herein and the sole member of the Board of Directors, has executed this Unanimous Consent to Joint Action of the Board of Directors and Shareholders, effective April 21, 2011.

  
\_\_\_\_\_  
Jonathan M. Peterson, Shareholder & Director

**ATTACHMENT A**

**RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE**

EMERGENCY LIFT STATION BYPASS (CITY PROJECT NO. 2019-3)

**This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the response to this solicitation. A response received without this form, will be rejected.**

<p>Minn. Stat. § 16C.285, Subd. 7. <b>IMPLEMENTATION.</b> ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...</p>	
<p>Minn. Stat. § 16C.285, Subd. 3. <b>RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.</b> "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:</p>	
<p>(1)</p>	<p>The Contractor:</p> <ul style="list-style-type: none"> <li>(i) is in compliance with workers' compensation and unemployment insurance requirements;</li> <li>(ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;</li> <li>(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and</li> <li>(iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.</li> </ul>
<p>(2)</p>	<p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none"> <li>(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;</li> <li>(ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;</li> <li>(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;</li> <li>(iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;</li> <li>(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or</li> <li>(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*</li> </ul>

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

**Subd. 5a. Motor carrier verification.** A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the

contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

**Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

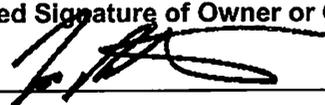
A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

**CERTIFICATION**

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer:



Printed Name:

Jonathan M. Peterson

Title:

President

Date:

September 5, 2019

Company Name:

Peterson Companies, Inc.

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

**ATTACHMENT A-1**

**FIRST-TIER SUBCONTRACTORS LIST**

**SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT**

**EMERGENCY LIFT STATION BYPASS (CITY PROJECT NO. 2019-3)**

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

<b>FIRST TIER SUBCONTRACTOR NAMES*</b> (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Gorman Survey	Bloomington MN
Run River Const.	Run River MN

\*Attach additional sheets as needed for submission of all first-tier subcontractors.

<b>SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1</b>	
<p><b>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:</b></p>	
<p><b>All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.</b></p>	
<p><b>Authorized Signature of Owner or Officer:</b> </p>	<p><b>Printed Name:</b> Jonathan M. Peterson</p>
<p><b>Title:</b> President</p>	<p><b>Date:</b> September 5, 2019</p>
<p><b>Company Name:</b> Peterson Companies, Inc.</p>	

**ATTACHMENT A-2**

**ADDITIONAL SUBCONTRACTORS LIST**

**EMERGENCY LIFT STATION BYPASS (CITY PROJECT NO. 2019-3)**

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. § 16C.285, Subd. 5. ... If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

<b>ADDITIONAL SUBCONTRACTOR NAMES*</b> (Legal name of company as registered with the Secretary of State)	<b>Name of city where company home office is located</b>
N/A	

\*Attach additional sheets as needed for submission of all additional subcontractors.

<b>SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2</b>	
<p><b>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:</b></p> <p><b>All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.</b></p>	
<b>Authorized Signature of Owner or Officer:</b> 	<b>Printed Name:</b> Jonathan M. Peterson
<b>Title:</b> President	<b>Date:</b> September 5, 2019
<b>Company Name:</b> Peterson Companies, Inc.	

**SECTION 00430**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Peterson Companies, Inc.  
8326 Wyoming Trail, Chisago City, MN 55013 as Principal, and \_\_\_\_\_  
Travelers Casualty and Surety Company of America as Surety, are hereby held and firmly bound unto \_\_\_\_\_  
City of Birchwood Village, Minnesota as OWNER in the penal sum of \_\_\_\_\_  
Five Percent (5%) of Total Amount Bid----- for the payment of which, well and truly to  
be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this \_\_\_\_\_ **September** \_\_\_\_\_ day of, / \_\_\_\_\_ 20 **19** \_\_\_\_\_.

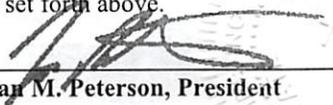
The Condition of the above obligation is such that whereas the Principal has submitted to  
City of Birchwood Village, Minnesota a certain BID,  
attached hereto and hereby made a part hereof to enter into a contract in writing, for the  
Emergency Lift Station Bypass, Birchwood, MN - City Project No. 2019-3  
\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Peterson Companies, Inc. (L.S.) By:   
(Principal) **Jonathan M. Peterson, President**

Travelers Casualty and Surety Company of America

Surety  
By:   
**Melinda C. Blodgett, Attorney-in-Fact**

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

**END OF SECTION**

CORPORATE ACKNOWLEDGMENT

State of Minnesota )  
 ) ss  
County of Chisago )

On this 5th day of September 2019, before me appeared Jonathan M. Peterson, to me personally known, who, being by me duly sworn, did say that he/she is the President of Peterson Companies, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Jonathan M. Peterson acknowledged said instrument to be the free act and deed of said corporation.

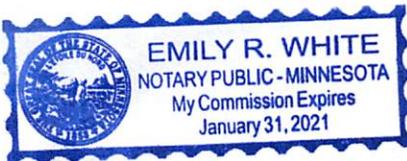


[Signature]  
Notary Public Chisago County, MN  
My commission expires 1-31-2022

SURETY ACKNOWLEDGMENT

State of Minnesota )  
 ) ss  
County of Hennepin )

On this 5th day of September 2019, before me appeared Melinda C. Blodgett, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Travelers Casualty and Surety Company of America, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Melinda C. Blodgett acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public Hennepin County, Minnesota  
My commission expires 1/31/2021



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Melinda C. Blodgett** of **MINNEAPOLIS Minnesota**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut  
City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Assistant Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **5th** day of **September**, 2019



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**



**SECTION 00400**

**BID**

Proposal of Meyer Contracting, Inc. (hereinafter called "BIDDER"), organized and existing under the laws of the State of Minnesota doing business as a Corporation \*.

To the City of Birchwood Village (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the construction of Emergency Lift Station Bypass (City Project No. 2019-3) in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 90 consecutive calendar days thereafter. BIDDER further agrees to pay as liquidated damages, the sum of \$ 500.00 for each consecutive calendar day thereafter as provided in Section 4 of the General Requirements.

BIDDER acknowledges receipt of the following ADDENDUM:

1 - August 29, 2019  
\_\_\_\_\_  
\_\_\_\_\_

\* Insert "a corporation", "a partnership" or "an Individual" as applicable.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:

BID SCHEDULE

NOTE: BIDS shall include sales tax and all other applicable taxes and fees.

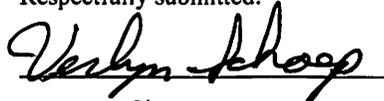
<u>NO.</u>	<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>TOTAL PRICE</u>
------------	-------------	-------------	-------------------	---------------	--------------------

SEE ATTACHED BID SCHEDULE

TOTAL OF BID.....\$ 465,996.25

LUMP SUM PRICE (if applicable).....\$ \_\_\_\_\_

Respectfully submitted:

  
Signature

11000 93rd Ave N, Maple Grove, MN  
Address

Verlyn Schoep, President/COO  
Title

September 5, 2019  
Date

NA  
License number (if applicable)

SEAL - (if BID is by a corporation)

Seal not required of an S Corp

**SECTION 00410**  
**BID SCHEDULE A**  
**BID FORM**  
City Of Birchwood Village, Minnesota

**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**  
**8/2/19**

Note: Bids shall include sales tax and all other applicable taxes and fees.

No.	Description	Unit	Unit Price	Quantity	Total
1.	Prior to the preconstruction meeting, record the condition of the construction site and private property adjacent to site that can be recorded from the road right-of-way with digital video and photos. Email video and photos to City and City Engineer.	LS	\$ <u>2,370.00</u>	1	\$ <u>2,370.00</u>
2.	Prior to the preconstruction meeting, (A) record the inside condition of the 8-inch sanitary sewer from MN 20E to MH 11 (located approximately 280 feet east of MH 20E), (B) prepare report and email video and report to City and Engineer, and (C) verify the elevation of the invert of the 8-inch pipe entering MH 20E.	LS	\$ <u>4,502.00</u>	1	\$ <u>4,502.00</u>
3.	Prepare a Traffic Control Plan that includes both motor vehicles and bicycle/pedestrian traffic (Plan), submit the Plan to Ramsey County for approval, obtain approval from Ramsey County, and conduct the work required by the Plan approved by Ramsey County. The Plan shall include seven (7) day advance notice, portable message boards, and rerouted traffic on County roads only (not City or Township streets). Ramsey County may approve rerouted traffic on County Road F East and Bellaire Avenue.	LS	\$ <u>15,000.00</u>	1	\$ <u>15,000.00</u>
4.	Construction surveying and staking by a Surveyor Licensed in Minnesota including, but not limited to, stake the right-of-way and boundary monuments in the field.	LS	\$ <u>3,548.00</u>	1	\$ <u>3,548.00</u>
5.	Saw Cut Bituminous	LS	\$ <u>618.00</u>	1	\$ <u>618.00</u>
6.	Remove Bituminous Pavement	LS	\$ <u>20,000.00</u>	1	\$ <u>20,000.00</u>
7.	8" PVC SDR 35 Sanitary Sewer 0-13' Deep including Pipe Bedding Material	LF	\$ <u>91.25</u>	247	\$ <u>22,538.75</u>
8.	8" PVC SDR 26 Sanitary Sewer 13-20' Deep including Pipe Bedding Material	LF	\$ <u>192.00</u>	124	\$ <u>23,808.00</u>
9.	Standard Manhole (8 feet deep)	EA	\$ <u>6,097.00</u>	4	\$ <u>24,388.00</u>
10.	Extra Depth Manhole	VF	\$ <u>517.50</u>	19	\$ <u>9,832.50</u>
11.	Connect to Existing Sanitary Sewer manhole by core drilling.	Each	\$ <u>3,246.00</u>	2	\$ <u>6,492.00</u>
12.	Testing of newly installed sanitary sewer pipe	LS	\$ <u>1,107.00</u>	1	\$ <u>1,107.00</u>

JWT  
 SW  
 SW  
 JWT

**BID SCHEDULE A**  
**BID FORM**  
City Of Birchwood Village, Minnesota

**Emergency Lift Station Bypass**  
**(City Project No. 2019-3)**

8/2/19

13. After construction is complete, Clean, Video Tape newly installed Sanitary Sewer from (A) MH 20A to MH 20E and (B) from MH 20E to MH 11. Prepare report and email video and report to City and Engineer.	LS	<u>\$ 4,504.00</u>	1	<u>\$ 4,504.00</u>
14. Subgrade Prep	LS	<u>\$ 1,964.00</u>	1	<u>\$ 1,964.00</u>
15. 24" Select Granular Borrow - MnDOT Spec 3149	LS	<u>\$ 92,400.00</u>	1	<u>\$ 92,400.00</u>
16. 6" Aggregate Base Class 6 - MnDOT Spec 3138	LS	<u>\$ 25,500.00</u>	1	<u>\$ 25,500.00</u>
17. 3" Thick 2360 Type SP 12.5 Bituminous Non Wearing Course Mixture (SPNWB430B)	LS	<u>\$ 39,107.00</u>	1	<u>\$ 39,107.00</u>
18. 2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - First Layer	LS	<u>\$ 37,975.00</u>	1	<u>\$ 37,975.00</u>
19. 2" Thick 2360 Type SP 12.5 Bituminous Wearing Course Mixture (SPWEB440F) - Second Layer	LS	<u>\$ 40,545.00</u>	1	<u>\$ 40,545.00</u>
20. Bituminous Tack Coat between Bituminous Courses - MnDOT Spec 2357	LS	<u>\$ 4,265.00</u>	1	<u>\$ 4,265.00</u>
21. F and I Bituminous Curb	LS	<u>\$ 3,902.00</u>	1	<u>\$ 3,902.00</u>
22. Adjust Manholes and Gate Valves	LS	<u>\$ 3,079.00</u>	1	<u>\$ 3,079.00</u>
23. Furnish and Install (F & I) and Maintain Silt Fence	LS	<u>\$ 2,417.00</u>	1	<u>\$ 2,417.00</u>
24. F & I and Maintain Erosion Control at Catch Basins (Including Special Catch Basin Erosion Control Detail in Plans)	LS	<u>\$ 1,529.00</u>	1	<u>\$ 1,529.00</u>
25. Remove Silt Fence and Erosion Control at Catch Basins	LS	<u>\$ 1,413.00</u>	1	<u>\$ 1,413.00</u>
26. Excavate and F & I 4-inch thick insulation over 70 lineal feet of sanitary sewer (see Figure 2)	LS	<u>\$ 3,719.00</u>	1	<u>\$ 3,719.00</u>
27. Work at and near the existing Manhole 20E (Section 32301 Sanitary Sewer Special Conditions).	LS	<u>\$ 38,000.00</u>	1	<u>\$ 38,000.00</u>
28. Work at and near the existing Lift Station (Section 32301 Sanitary Sewer Special Conditions)	LS	<u>\$ 28,000.00</u>	1	<u>\$ 28,000.00</u>
29. Furnish and install 6" Topsoil and Sod (including staking the sod into place). Work shall be conducted in accordance with MnDOT requirements including 2575 Establishing Vegetation and Controlling Erosion	LS	<u>\$ 2,223.00</u>	1	<u>\$ 2,223.00</u>
30. After work is complete, conduct an As-Built survey and prepare an As-Built plan signed by a Surveyor Licensed in Minnesota	LS	<u>\$ 1,250.00</u>	1	<u>\$ 1,250.00</u>
<b>TOTAL BID</b>				<b><u>\$ 465,996.25</u></b>

**BID SCHEDULE A  
BID FORM  
City Of Birchwood Village, Minnesota**

**Emergency Lift Station Bypass  
(City Project No. 2019-3)  
8/2/19**

**BID SCHEDULE A - Option #1**

No.	Description	Unit	Unit Price	Quantity	Total
1.	This work consists of the following: (A) remove existing MH 20E from Site, (B) F & I a new 4-foot diameter MH 20E with west invert of 925.31, (C) F & I new 8-inch SDR 26 PVC pipe from new MH 20E to end of existing 8-inch PVC pipe (estimated 6 feet long).				
		LS	\$ <u>8,000.<sup>00</sup></u>	1	\$ _____
TOTAL BID - OPTION #1 (Do not include option price in total price)					\$ _____

Option 1 would be consider in addition to pricing and payment for item 27. This includes removing the old manhole down 18' and installing a new manhole on top of the abandoned existing manhole

**BID SCHEDULE A - Option #2**

No.	Description	Unit	Unit Price	Quantity	Total
1.	Voluntary Deduct (Bidder may propose work that will reduce the total price of the project. The City will review and determine whether or not to award this work. Description: We would offer the following deduct amount for not doing the second pour to rehab a 10' manhole into a 4' manhole. We would also not have to pour a concrete invert. _____ (Use additional pages as needed).				
		LS	\$ <u>-5,300.<sup>00</sup></u>	1	\$ _____
TOTAL BID - OPTION #2 (Do not include option price in total price)					\$ _____

*OPTION 2 WOULD BE CONSIDERED IN ADDITION TO PRICING & PAYMENT FOR ITEM 27 & OPTION 1*

**BID SCHEDULE A BIDDER**

Bidder: Meyer Contracting, Inc. Date: September 5, 2019  
 By: *Verlyn Schoep* Verlyn Schoep  
 Address: 11000 93rd Ave N, Maple Grove, MN 55369 President/COO  
 Phone: 763-391-5932  
 Email: vschoep@meyerci.com  
 Fax: 763-391-5960

**END OF SECTION**

T:\Projects\Birchwood Village\Lift Stations\East County Line Station\Specifications\[SECTION 00410 Bid Schedule A 2019-8-2.xlsx]Bid Schedule A

**WORKFORCE**  
**CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MEYER CONTRACTING** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **3/12/2019**

Certificate expiration date: **3/11/2023**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Rebecca Lucero, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Meyer Contracting Inc.
Date Filed:	01/05/1987
File Number:	5L-3
Minnesota Statutes, Chapter:	302A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 01/28/2019



*Steve Simon*

Steve Simon  
Secretary of State  
State of Minnesota



I hereby certify this to be a true and correct copy of the original on file.  
Certified on this date: 01/05/2019  
SCOTT SCHWAB  
Secretary of State *Scott Schwab*

# MEYER CONTRACTING, INC.

State of Minnesota

11000 93<sup>rd</sup> Avenue N, Maple Grove, MN 55369

RESOLUTION NO. 11

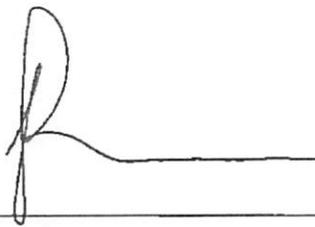
SUBJECT: SIGNING AUTHORITY

**WHEREAS**, Meyer Contracting, Inc. is a corporation that was registered with the State of Minnesota February 17, 1987 having Minnesota ID number 3940230 and Federal ID number 41-1584157; and

**WHEREAS**, Paul Meyer, shareholder has declared that all previous signing authority for Meyer Contracting Inc, be revoked effective December 19, 2014; and

**WHEREAS**, Paul Meyer, shareholder has stated that Paul Meyer and Verlyn Schoep will have authority to sign documents for Meyer Contracting, Inc.; and now therefore, be it

**RESOLVED**, That Paul Meyer and Verlyn Schoep have authority to sign any and all documents on behalf of Meyer Contracting, Inc., and That no person other than Paul Meyer and Verlyn Schoep have authority to sign documents on behalf of Meyer Contracting, Inc.



Chairman

12/20/2014

Date

*This is to certify that the above resolution was adopted*

\_\_\_\_\_

\_\_\_\_\_

Date

**SECTION 00430**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Meyer Contracting, Inc.,  
11000 93rd Ave N, Maple Grove, MN 55369 as Principal, and \_\_\_\_\_  
Fidelity and Deposit Company of Maryland as Surety, are hereby held and firmly bound unto \_\_\_\_\_  
City of Birchwood Village as OWNER in the penal sum of \_\_\_\_\_  
Five Percent (5%) of Total Amount Bid for the payment of which, well and truly to  
be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this \_\_\_\_\_ **September** \_\_\_\_\_ day of, / \_\_\_\_\_ 20 **19** \_\_\_\_\_.

The Condition of the above obligation is such that whereas the Principal has submitted to  
City of Birchwood Village a certain BID,  
attached hereto and hereby made a part hereof to enter into a contract in writing, for the  
Emergency Lift Station Bypass, City Project No. 2019-3, Birchwood Village, MN  
\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

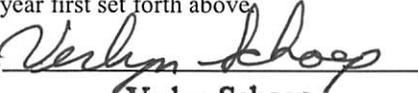
IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Meyer Contracting, Inc.

(Principal)

(L.S.)

By:



**Verlyn Schoep  
President/COO**

Fidelity and Deposit Company of Maryland

Surety

By:



**Melinda C. Blodgett, Attorney-in-Fact**

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

**END OF SECTION**

CORPORATE ACKNOWLEDGMENT

State of Minnesota )  
 ) ss  
County of Hennepin )

On this 5th day of September 2019, before me appeared Verlyn Schoep, to me personally known, who, being by me duly sworn, did say that he/she is the President/COO of Meyer Contracting, Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Verlyn Schoep acknowledged said instrument to be the free act and deed of said corporation.

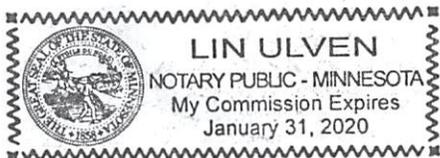


Michelle Becker  
Notary Public Sherburne County, MN  
My commission expires 1/31/2022

SURETY ACKNOWLEDGMENT

State of Minnesota )  
 ) ss  
County of Hennepin )

On this 5th day of September 2019, before me appeared Melinda C. Blodgett, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Fidelity and Deposit Company of Maryland, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Melinda C. Blodgett acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public Ramsey County, Minnesota  
My commission expires 1/31/2020

**ZURICH AMERICAN INSURANCE COMPANY  
 COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
 FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
 POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Melinda C. BLODGETT, Colby D. WHITE, Jerome T. OUMET, Nicole STILLINGS, John E. TAUER, Joshua R. LOFTIS, Kurt C. LUNDBLAD, Ted JORGENSEN, R. C. BOWMAN, and Brian J. OESTREICH, all of Minneapolis, Minnesota, EACH, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 26th day of June, A.D. 2019.



**ATTEST:  
 ZURICH AMERICAN INSURANCE COMPANY  
 COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
 FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: *Robert D. Murray*  
 Vice President

By: *Dawn E. Brown*  
 Secretary

**State of Maryland  
 County of Baltimore**

On this 26th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, Robert D. Murray, Vice President and Dawn E. Brown, Secretary of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



*Constance A. Dunn*

Constance A. Dunn, Notary Public  
 My Commission Expires: July 9, 2023

**EXTRACT FROM BY-LAWS OF THE COMPANIES**

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

**CERTIFICATE**

I, the undersigned, Secretary of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

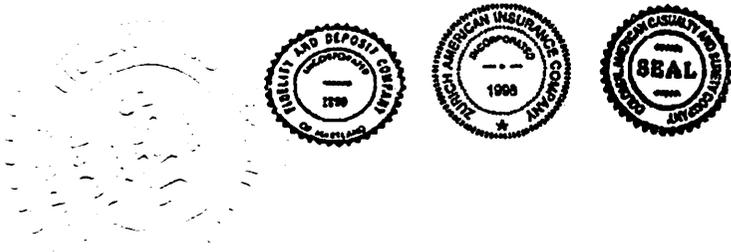
This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 5th day of September, 2019.



*Brian M. Hodges*

By: Brian M. Hodges  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[www.reportsfclaims@zurichna.com](mailto:www.reportsfclaims@zurichna.com)  
800-626-4577



# MEMORANDUM



**Birchwood Village**

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Ordinance 2019-08-02 Sec 201 Amendments

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Dear Mayor and Council Members,

In order to better comply with state statute timelines related to year-end certification of delinquent utility accounts to Washington County, utility billing staff from St. Anthony Village requests Council consider adopting the enclosed amendments to City Code Sec 201.

**Request/Recommendation**

Staff requests Council:

- Review and approve first reading of enclosed Ordinance 2019-08-02 and
- Schedule a public hearing and second reading for October.

Thanks!

Regards,  
Tobin Lay

**ORDINANCE 2019-08-02**

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

**AN ORDINANCE AMENDING CITY WATER SYSTEM  
REGULATIONS IN CITY CODE**

The City Council of the City of Birchwood Village hereby ordains that Section 201 (City Water System) of the Municipal Code of the City of Birchwood Village is hereby amended as follows:

**201 CITY WATER SYSTEM**

...

201.110. CHARGES BECOME A LIEN. Each charge levied by and pursuant to this chapter is hereby made a lien upon the corresponding lot, land or premises served by a connection to the water system of the City. All such charges which are on ~~July~~ August 31st of each year more than ~~30-35~~ days past due and having been properly billed to the occupant of the premises served, shall be certified by the City to the Washington County Auditor each year. The City in so certifying such charges to the County Auditor shall specify the amount thereof, the descriptions of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the County Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City, along with other taxes.

....

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

Adopted by the City of Birchwood Village City Council this 8<sup>th</sup> day of October, 2019

Attest:

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

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

**MEMORANDUM**



**Birchwood**

**DATE:** September 7, 2019  
**TO:** Birchwood Village City Council  
**FROM:** Paul Carroll, City Treasurer-Deputy Clerk  
**SUBJECT:** City Investment Strategy

**Background:** This document will identify how to improve the city’s rates of return (ROR) in the short and long-term while receiving the “zero daily balance” checking account services required for city operation.

**Discussion:** The banking relationship between the city and US Bank has no issues to report. There are also no issues to report on the city’s investment status with the 4M Fund/PMA money market account. The city’s investment income now averages over \$1,500 per month and continues to trend upwards. However, additional investment may enhance the city’s financial strategy and thus improve ROR.

Sixteen organizations were contacted during the information gathering process. Six have been identified with considerable experience in investing funds on behalf of municipalities, which are regulated differently and termed “118A” investments according to MN State statute.

**Investment Advisors**

- |                         |                 |              |
|-------------------------|-----------------|--------------|
| - PMA                   | Corey Boyer     | 612-509-2570 |
| - Ehlers                | Ryan Miles      | 651-697-5890 |
| - Eide Bailly LLP       | Paul Junek      | 612-253-6500 |
| - Northland Securities  | Jessica Green   | 800-851-2920 |
| - RBC Wealth Management | John Strybricki | 612-371-7845 |
| - Galliards             | Michael Norman  | 612-667-3219 |

Using one or more of the investment groups above, a small pool of city municipal funds may be set aside for investment into CDs or other 118A qualified investments.

**Budget Impact:** CD’s and other 118A investments should further diversify the city’s portfolio and strengthen the potential for a pool of funds that would receive higher ROR than the 4M Fund alone.

**Recommendation:** It is recommended council identify a small pool of funds for the purposes of making 118A qualified investments with a licensed provider. This should enhance ROR with minimal risk to the city or changes to the way it does business.

- Maintain the US Bank and 4M Fund/PMA banking/investment relationships as-is.
- Discuss setting aside a small pool of funds to invest in an amount deemed acceptable by council that may be separated from city operational and emergency funds over a set term.
- Assign two council members with interviewing the list of service providers, above.
- Council can then decide on a services provider for additional investment services.
- Invest city funds as recommended by the financial advisor(s) chosen.

Thank you.

Paul Carroll – City Treasurer/Deputy Clerk

April 4, 2019

**STATEMENT OF PROPOSAL OF  
INVESTMENT ADVISORY SERVICES FOR**

**City of Birchwood  
Village**



**Ryan Miles, CPFIM**  
Senior Investment Advisor  
rmiles@ehlers-inc.com  
651-697-8590

**Ken Herdeman, CPFIM**  
President  
kherdeman@ehlers-inc.com  
262-796-6184

**Dawn Lawson, CCM**  
Director of Client Engagement  
dlawson@ehlers-inc.com  
262.796.6174

April 4, 2019

City of Birchwood Village

**Re: Investment Advisory Services**

On behalf of Ehlers, we are pleased to present this proposal to provide investment advisory services to the City of Birchwood Village. We are confident that our proposal will demonstrate our team's collective qualifications to deliver a full scope of investment services - and to surpass your expectations for quality and value.

**For more than 60 years, Ehlers has helped municipal clients build strong and vibrant communities through financial planning, debt issuance and management, economic development consulting, arbitrage and investment advisory services.**

The following factors set us apart from other firms:

**Accessible Team Players.** We pride ourselves on being responsive, meeting short deadlines and having more than one Investment Advisor assigned to each client to ensure we meet their needs.

**Independent, Best-Practice Approach.** Ehlers' fiduciary responsibility is to you and you alone. The foundation of our firm consists of one simple tenet: Financial advice should always be free of conflict of interest and adhere to industry best practices. Our promise to our clients is equally simple: We will always place your interests first, delivering financial advice and solutions that fulfill your needs as cost-effectively as possible and provide the maximum benefit to your community.

**Client-First Values.** Ehlers prides itself on transparent communication and encourages our clients to call us for any assistance that they may need. Ehlers' investment advisors will always be transparent with fees and clearly communicate them. ***At the core, we propose to provide the City with ongoing dialogue and idea-sharing, independent analysis, presentation of customized options, and a competitive, value-oriented fee structure.***

We appreciate your consideration and look forward to partnering with you in the best interest of the City of Birchwood Village.

Respectfully submitted,



Ryan Miles, CPFIM  
Senior Investment Advisor

## Ehlers Investment Distinctives

*“Building Communities. It’s what we do.”*

Ehlers Investments is a Registered Investment Adviser, registered with the Securities and Exchange Commission. Ehlers Investments provides all forms of local governments with assistance and expertise in investing their general funds and bond proceeds. We currently work with 115+ clients and manage over \$700 Million in assets. Ehlers is a fiduciary, legally bound and committed to serve only the best interest of our clients. Ehlers is uniquely qualified to manage the City of Birchwood Village’s investments due to our access to investment markets, investment resources, and over 75 years of combined experience in investment management, municipal finance, banking and treasury management.

### Safety

Safety of principal is our foremost objective. Investments shall be undertaken in a manner to ensure the preservation of capital. Our goals will be to mitigate credit and interest rate risk while maximizing return.

### Liquidity

Our investment portfolios will remain sufficiently liquid as to meet all cash flow requirements. A cash flow forecast will be developed and monitored.

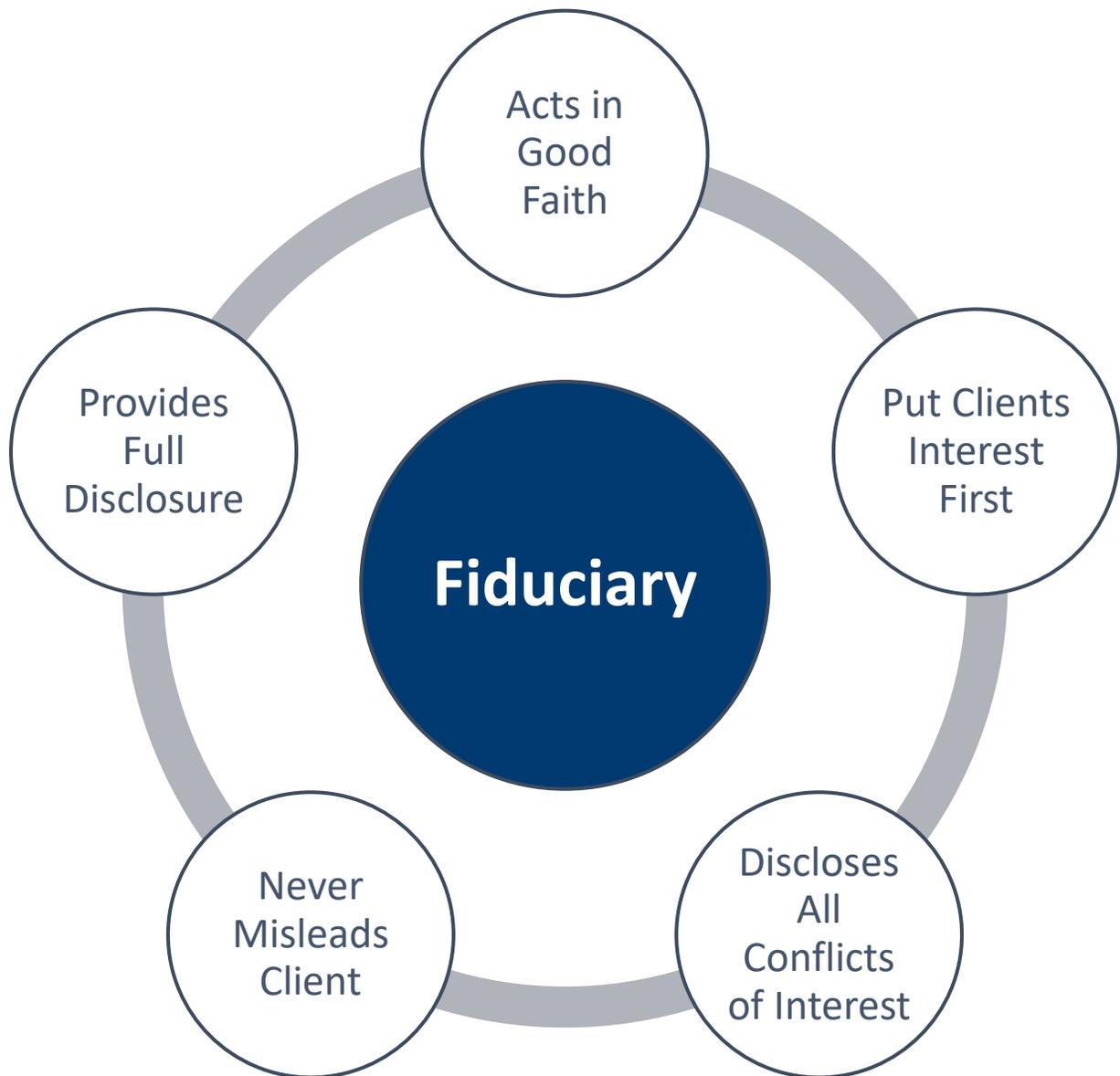
### Yield/Return

Our investment portfolios will be designed with the objective of attaining an agreed upon market rate of return, considering the investment risk constraints of safety and liquidity needs.



## Prudent Investor Rule – Fiduciary vs Suitability Standard

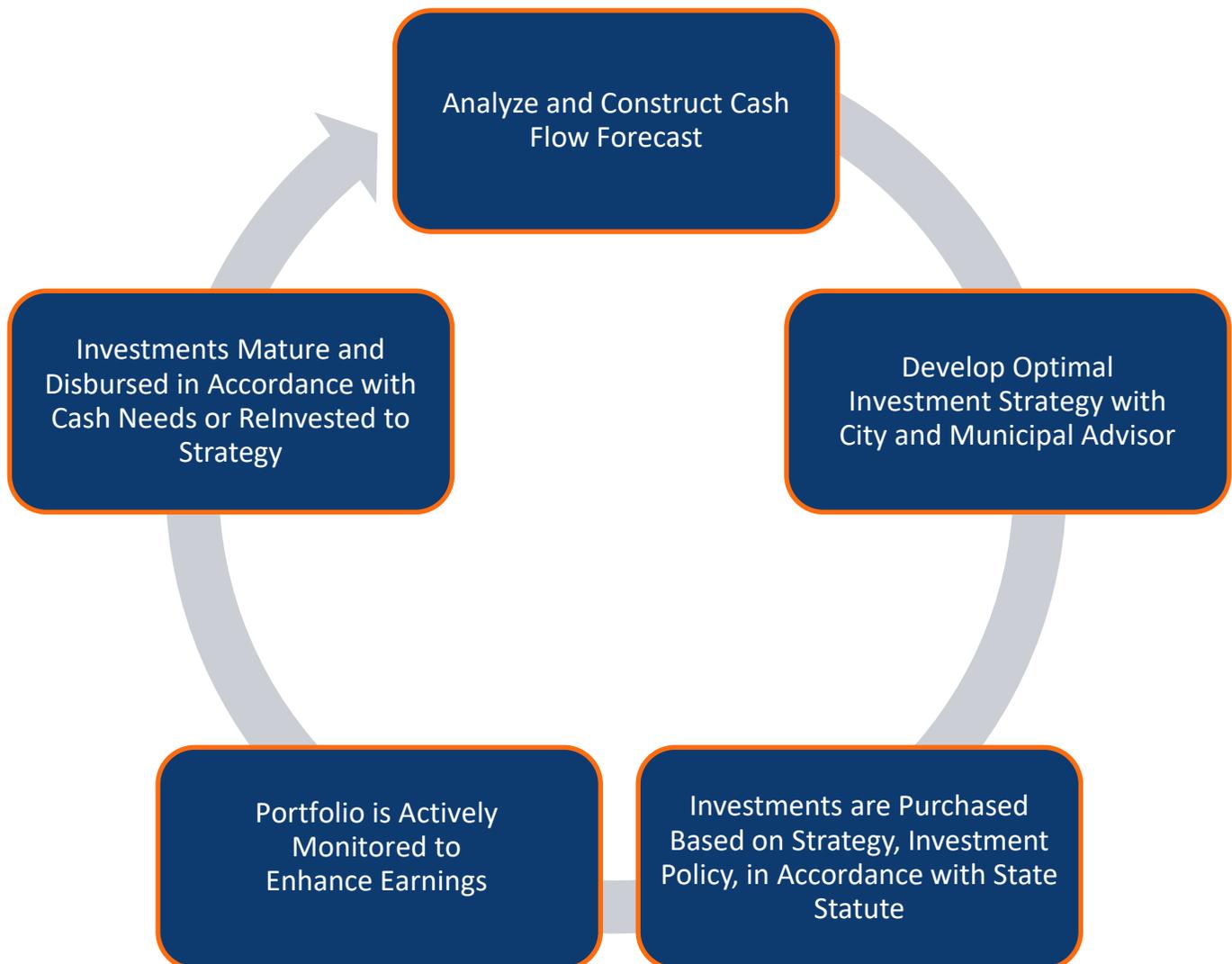
Ehlers Investments is a Registered Investment Advisor and held to a Fiduciary Standard, to act in the best interests of our clients, in the same way as your Municipal Advisor. Other types of investment professionals are held to a Suitability standard to only recommend investments that might be suitable to your needs but not necessarily in your best interest.



## Ehlers Investment Process

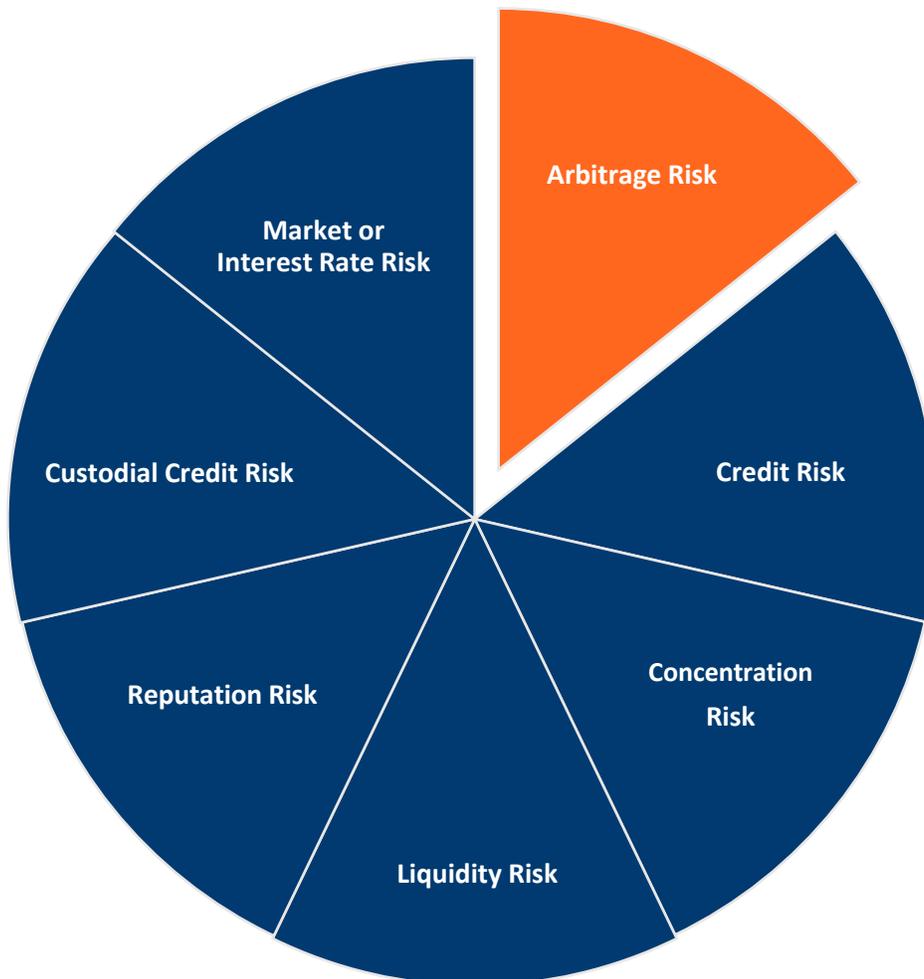
We engage in a detailed cash-flow analysis for our clients prior to portfolio construction and security selection recommendations. This analysis assists Ehlers in determining the proper portfolio construction with an eye towards avoidance of security liquidations to meet liquidity needs.

Our primary focus is on a buy-and-hold strategy to balance liquidity and maximize overall yield. Ehlers recommends targeting maturities based on long range budget planning, cash forecasting, as well as maintaining sufficient cash or near cash assets (maturities of 90 days or less) to meet liquidity needs. Focus shall be placed on U.S. Government guaranteed issues, agency issues, negotiable bank CD's in FDIC-insured amounts, commercial paper, high-quality corporate debt, and high-quality general obligation municipal bonds. No issue should carry a rating lower than the lowest in the "A" category.



## General Fund Investment Risks

An investment strategy involving fixed income securities is a key component for any City in minimizing market or interest rate risk. Utilizing a buy and hold investment strategy utilizing investment grade fixed income securities “locks in” investment returns protecting against future downside interest rate risk or that interest rates could fall. Fixed income investing will also provide a predictable source of investment revenue for budgeting purposes.



Ehlers Investments constructs and carefully monitors client portfolios to guard against all these various investment risks.

## Ehlers Investment Pricing

Ehlers proposes to manage the City's investment portfolio for an annual fee, assessed monthly, based on a graduated scale based on assets under management, beginning at 0.20% and declining 0.025% for additional increments. Our fee is assessed monthly, deducted from interest earnings.

### Our Fee is All Encompassing and Includes



Ehlers does not impose a minimum fee for investment advisory services. Ehlers receives no additional compensation other than our stated fee. Ehlers stated fees includes all meetings and travel expenses. We charge no other management, transaction, check writing, ACH, or wire fees. We do not receive any compensation from the various broker dealers we work with. It is important to note that your local bank might charge an incoming wire fee.

TD Ameritrade Institutional, though not an affiliate of Ehlers Investment Partners, provides safekeeping and custodial services for our clients and holds assets of our clients in a custodial account in the client's name.

**Ehlers does not receive any soft dollar compensation.**

## Your Investment Team



**Ryan Miles, CPFIM**  
Senior Investment Advisor

(651) 697-8590  
rmiles@ehlers-inc.com

3060 Centre Pointe Drive  
Roseville, MN 55113

Ryan joined Ehlers in 2018 as Senior Investment Advisor. He brings more than 10 years' financial and investment management experience to his role. He received his Bachelor of Arts in Business Administration from Eastern Washington University and is currently pursuing his MBA in Finance through LSU-Shreveport. Ryan holds his Series 65 license and is a Certified Public Funds Investment Manager (CPFIM).

Ryan will be your primary point of contact and will work in partnership with your Finance Dept staff, Municipal Advisor, and/or Project Managers in investment strategy, cash flow forecasting, investment policy development, investing your funds, and portfolio monitoring.



**Kenneth Herdeman, CPFIM**  
President & Senior Investment Advisor

(262) 796-6176  
kherdeman@ehlers-inc.com

President of our Investments and Treasury Management group, Ken oversees our Investment Advisors and operations. Ken has over 30 years' experience in investments, banking and treasury management. He specialized in money market investments, cash forecasting, and debt management. He received his Bachelor of Arts in Business Administration and Finance from the University of Wisconsin Milwaukee and is a graduate of the National School of Bank Investments, University of Colorado. Ken holds his Series 65 license and is a Certified Public Funds Investment Manager (CPFIM).



**Dawn Lawson**  
Director of Client Engagement

(262) 796-6174  
dlawson@ehlers-inc.com

As a Director of Client Engagement with the firm, Dawn works closely with Ehlers' advisory teams and other investment professionals to provide analysis and monthly performance reporting for our clients. Prior to joining Ehlers, she spent more than 20 years as a treasury management sales consultant for two super regional banks. She received her Bachelor of Science in Business Economics from the University of Wisconsin Platteville and her MBA in Finance from the University of Michigan. Dawn holds her Series 65 license and is a Certified Cash Manager (CCM).

Dawn will act as a direct resource for you in cash flow management, placing investments, funds disbursement requests, and portfolio reporting

She will partner with Ryan to coordinate portfolio reviews and re-investment opportunities.

## SCHEDULE OF FEES

Fee schedule, effective date of 4/1/2019 for the City of Birchwood Village (“Client”) for services related to the Investment Advisory Agreement between Client and Ehlers Investment Partners, LLC (“Adviser”).

Investment advisory fees shall be incurred for all assets under the management of Adviser. Investment advisory fees will be charged according to the schedule below based on average daily assets under management calculated on market value of said assets, payable monthly. Fees are all inclusive of other services provided by Adviser to the Client under an investment advisory engagement.

ASSETS UNDER MANAGEMENT	ANNUALIZED RATE
Less than or equal to \$2,499,999 at	0.200%
Greater than or equal to \$2,500,000 up to \$9,999,999 at	0.175%
Greater than or equal to \$10,000,000 up to \$19,999,999 at	0.150%
Equal to or greater than \$20,000,000	0.125%

Initial cash forecast services and investment recommendations are included. Fees as described above apply to actual assets under management if/when investment plan(s) are implemented. Fee arrangements will be memorialized under the Investment Advisory Agreement.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an investment adviser registered with the SEC; and Bond Trust Services Corporation (“BTS”), holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.

**City Investment Advisor Request for Information - Proposed Questions**

1. Describe your organization’s mission and approach regarding financial services.

*PMA Financial Network has been a leading provider of public sector financials services since 1984. We only work with the public sector so we know the unique challenges that municipal entities in Minnesota face. Through our administration of the League of Minnesota Cities-sponsored 4M Fund program, PMA has built a reputation as a reliable, professional financial organization offering unique products and services to meet community needs. Minnesota cities turn to PMA as a trusted partner and integral component of their long-term financial success.*

2. How many current city or municipality clients does your organization serve?

*There are currently over 325 active participants in the 4M Fund program that PMA works with through our administration of the Fund. PMA as a company serves over 2,400 public entities across eleven different states.*

3. What is the average years’ experience of a financial advisor working with your organization?

*Kent Johnson opened the MN PMA office back in 1998 and continues to lead our office today. Along with Kent we have a dedicated team of professionals in the MN office that assist in the administration of both the 4M Fund for MN Cities as well as the MNTrust Fund for MN Schools. Over time, the MN office has expanded to 9 individuals, each bringing a unique blend of experience and insight into their role with PMA. In total, our team has over 100 years of public sector experience.*

4. Please describe your recommended investment allocation strategy for the City of Birchwood Village.

*PMA believes in the philosophy of investing with a purpose. No two cities are alike and every city faces its own challenges from an operational and cash flow standpoint. We at PMA work with the City to gain a thorough understanding of what those challenges are so that we can make better-informed recommendations of appropriate investment solutions.*

*PMA only works in the public sector, so we know that safety, liquidity, and yield are the critical components of a proper investment strategy for public entities. Whether it’s through the 4M pooled programs or individual investment/securities that we might recommend to the City, we will work to ensure that the City’s funds are invested safely and competitively to meet the overall investment objectives of the City.*

*Types of investments we might propose to the City include:*

- *4M Money Market options*
- *4M Term Series*
- *CDs (negotiable and non-negotiable)*
- *Treasury and Agency Securities*
- *Municipal Securities*

5. Please describe your fee structure.

*Through our work in the League of MN Cities 4M Fund program, all fees are set in advance and detailed in the Information Statement to the Fund. I am attaching a copy of that document for*

*review. When we work with public entities, we quote rates net of all fees, so what we quote is what the City will realize.*

6. What is the annualized compound return, **net** of all fees, of your municipality clients over the past 10 years? 20 years?

*In our proposed work with the City of Birchwood, we would be working with the City with their 4M Account and as a broker/dealer for the City, so the City would receive competitive market rates for all proposed investments. We would not work with discretion on City funds, meaning the City would have final authority to invest or not invest based on the investments we would propose. All investments placed on behalf of the City would be coordinated through the City's 4M Fund Account. As a broker/dealer, we work with cities making investment recommendations with bank products and security purchases, but we do not track overall investment performance of our clients.*

7. What is the average expense ratio of your recommended investment mix?

*As noted earlier – please see 4M Information Statement for details on all fees.*

8. How often will the City of Birchwood Village receive investment performance updates?

*The City will have online access to their 4M Account and will be able to view activity immediately in their account. The City will receive monthly statements highlighting activity related to their investment performance, and PMA staff are available as needed to discuss the performance of the City's portfolio, whether by conference call or in person.*

9. Is your organization federally insured by the Federal Deposit Corp. (FDIC)?

*FDIC Insurance applies to bank deposits. The 4M Fund is a local government investment pool so the underlying investments of the fund serve to secure the City's deposits in the fund. PMA is not a bank – we are a broker/dealer. All bank deposit products we would recommend to the City through the 4M Fixed Rate Program would be covered by FDIC Insurance, or collateralized to meet MN State Statute 118A.*

10. Please describe your security protections and any privacy and security certifications (ex. HITRUST, SOC 2).

*Annually PMA undergoes a SOC 1 Audit. We are members of FINRA and SIPPC and all staff in our MN office are registered municipal advisors*

11. Does your organization qualify as a Minority or Women-owned Business (MWBE)?

*PMA is not considered a Minority or Women-owned Business.*

*Since its inception PMA has been a family-owned entity with the English family starting PMA Financial back in 1984. Although the company has grown over time we have stayed true to the culture of a family-owned operation.*

*Just recently PMA announced that it has reached a definitive agreement to be acquired by PMA's senior management team in partnership with Estancia Capital Markets and select institutional co-investors. Although PMA's ownership structure is changing, we will continue to work as we have with a sole focus on the public sector.*

12. What do you expect from the City of Birchwood Village to facilitate an outstanding relationship with your organization?

*As mentioned earlier we focus heavily on the cash flow needs of a city when making investment recommendations. So input from the City regarding future cash flow needs will be extremely important to help us understand the timing needs of the City so that we in turn can make proper investment recommendations.*

13. Please provide the contact information for 2-3 local municipalities for whom you are providing investment services who would be willing to serve as a reference.

*City of Shorewood*

- *Joe Rigdon – Finance Director*
  - o [jrigdon@ci.shorewood.mn.us](mailto:jrigdon@ci.shorewood.mn.us)
  - o 952-960-7903

*City of Hibbing*

- *Mary Ann Kepler- City Clerk/Treasurer*
  - o [makepler@ci.hibbing.mn.us](mailto:makepler@ci.hibbing.mn.us)
  - o 218-262-3486 x 713

*City of Becker*

- *Connie Robinson – Finance Director*
  - o [crobinson@ci.becker.mn.us](mailto:crobinson@ci.becker.mn.us)
  - o 763-200-4250



RBC Wealth Management contact information

REPLYREPLY ALLFORWARD

Mark as unread

Knowlton, Richard <richard.knowlton@rbc.com>

Mon 4/22/2019 5:12 PM

Inbox

To:

Paul Carroll;

Flag for follow up. Start by Wednesday, April 24, 2019. Due by Wednesday, April 24, 2019.

Get more apps

[MessageHeaderAnalyzer](#)

Paul...It was great chatting with you today about your city and their interest in possibly working with a new investment provider, like my firm, RBC Wealth Management. As I mentioned, I have been working with Minnesota and Wisconsin municipalities since 1987, and over those years I have worked with at least 150 different communities, including a number of your neighbors.

For most of that time, I have been advising municipalities on their longer term investing, working with their reserve or cushion funds that could be laddered longer term. Over most of that 30+ year period, we expected rates to drop significantly, and accordingly, we helped the municipalities we worked with to establish a longer term investment strategy, laddering investments mostly between 3 to 6 years, with some investments maturing each year. When we first started this strategy, we were locking in 10% rates, and as recently as 2008 we were still locking in 5% rates. Those municipalities certainly benefited from this advice, enjoying those higher rates they locked in, as rates continued to move lower.

We believe that over a long period of time, this longer term investment approach will pick up at least 1% in additional investment income on the total portfolio, if not more, versus a shorter term strategy, or keeping the money liquid in a money market fund.

Most of the investments we purchase for the communities we work with are Certificates of Deposit (CD's). We work with and offer short and long term CD rates from over 80 different banks. Each of these banks is insured by FDIC up to \$250,000, and that insurance passes on to your city for any of the banks you purchase through RBC.

I might also note that we are regulated by the SEC, NYSE, FINRA, and we are audited on an ongoing basis by both internal and external auditors, along with others. Hopefully, that level of regulation and review will provide you with some comfort on our internal controls and the safety of our company.

The following brief summary on RBC might also be helpful to you.

RBC Wealth Management is one of the largest full service wealth management firms in the United States. RBC Wealth Management is a division of RBC Capital Markets, LLC, a wholly-owned subsidiary of Royal Bank of Canada (NYSE, TSX:RY), one of North America's most successful, diversified financial services companies. Our firm currently works with a number of municipalities across the United States, including many in Minnesota and Wisconsin.

RBC carries one of the highest credit ratings of any financial institution-Moody's A1, Standard & Poor's AA – and Fitch Ratings AA (as of 04/30/2018).

Our offices are located at:  
RBC Plaza  
60 South 6<sup>th</sup> St, P10  
Minneapolis, MN. 55402

My phone number is 612-371-6129, and my email is [Richard.knowlton@rbc.com](mailto:Richard.knowlton@rbc.com).

As I mentioned Paul, I would be happy to come out to your city offices and meet with you and Tobin Lay to learn more about your city and to review our investment process. I am generally available late afternoons, any day except Wednesdays. I look forward to meeting with you soon, and hopefully working with your city in the future. Thank you for your support.

Please me know if you have any questions.

Rich

**Richard C Knowlton**  
Senior Vice President-Financial Advisor  
**RBC Wealth Management**  
60 South 6<sup>th</sup> St, P10  
Minneapolis, MN 55402  
Direct 612-371-6129  
[Richard.knowlton@rbc.com](mailto:Richard.knowlton@rbc.com)

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**or guaranteed by, a bank or any bank affiliate, and are subject to investment risks, including possible loss of the principal amount invested.**

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**RESOLUTION 2019-22**

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

**A RESOLUTION ENDORSING POLLINATOR PROTECTION POLICIES AND  
PRACTICES, PROMOTING A HEALTHY ENVIRONMENT**

**WHEREAS**, threats to pollinators harm the entire food system, since pollination provided by honeybees and other essential pollinators account for one in every three bites of food, is responsible for pollination of key crops, including fruits, nuts, berries, melons and many others, contributing over \$20 billion worth of services to U.S. agriculture; and

**WHEREAS**, pollinators including butterflies, honeybees, bumblebees, native bees and other insect pollinators are under great environmental stress, experiencing die-offs and diminishing populations, and putting major sectors of agriculture and food security at risk due to habitat loss, pesticide use, pathogens, and parasites; and

**WHEREAS**, scientific evidence shows pesticides, especially systemic insecticides, cannot be avoided by pollinators and pesticides have contributed to the decline of pollinators; and

**WHEREAS**, a large and growing body of independent, peer-reviewed scientific studies demonstrate that neonicotinoids, one of the most widely used classes of insecticides, are systemic, persistent neurotoxins that spread throughout a treated plant including to the pollen that is gathered by pollinators; and

**WHEREAS**, neonicotinoids adversely impact beneficial soil invertebrates, avian and aquatic organisms, pollute water resources and soils, and contaminate the pollen and nectar that is gathered by pollinators; and

**WHEREAS**, studies have shown that neonicotinoids are endangering pollinators through acute poisonings as well as chronic sub-lethal exposures, which can weaken immune defenses, causing increased susceptibility to natural stressors such as parasites, pathogens, and studies have shown other adverse effects associated with neonicotinoids, including delays in larval development, decreases in queen survival and negative effects on feeding, navigational and reproductive behaviors; and

**WHEREAS**, municipal and residential use of neonicotinoids and other systemic pesticides on public parks and other municipal areas pose unacceptable risks to bees, other pollinators and aquatic invertebrates, and;

**WHEREAS**, responding to scientific studies finding that neonicotinoids pose unacceptable hazards to pollinators, the European Union in 2013 instituted a two-year moratorium on some uses of neonicotinoids, while several U.S. cities and counties, including Portland and Eugene, OR; Spokane and Seattle, WA, Minneapolis MN, and Boulder, CO, have adopted resolutions and/or bans against municipal use of

neonicotinoids, while the U.S. Fish and Wildlife Service has banned the use of neonicotinoids on all 150 million acres of its National Wildlife Refuge System; and

**WHEREAS**, we find these actions to be in the public interest and demonstrates our commitment to a healthy community environment for people as well as pollinators.

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

**Section 1.** The City of Birchwood Village including its contractors, will not purchase or use any neonicotinoid pesticides for any purpose, including plants or plant seeds that have been pretreated with neonicotinoids and will seek to use only pollinator-friendly methods of weed and pest control on any City owned or operated land.

**Section 2.** The City of Birchwood Village shall undertake its best efforts to purchase insecticides and other types of pesticides that are safe for pollinators as well as landscaping materials, including plants and seeds, that have not been treated with neonicotinoids. It also urges all businesses, homeowners and HOAs operating within the City of Birchwood Village to take steps to ensure that no plants, seeds or products containing neonicotinoids are used within the City of Birchwood Village, and to clearly and accurately label any pesticides, plants, landscaping materials, or building supplies that contain neonicotinoids.

**Section 3.** The City of Birchwood Village shall make its best efforts to purchase agricultural products that are not treated with neonicotinoids, including, when practical, to choose food and cotton products that have been certified as “organic” by the U.S. Department of Agriculture.

**Section 4.** The City of Birchwood Village supports a national moratorium on the sale and use of neonicotinoids and hereby urges all related parties, both public and private, at the local, state and federal levels to suspend the use of neonicotinoids in seed treatments, soil applications or foliar treatments on bee-attractive plants in urban and agricultural settings.

**Section 5.** The City of Birchwood Village will support efforts to educate the broader community about the action it has taken, the importance of creating and maintaining pollinator-friendly habitat and encourage residents and businesses to use similar pollinator-friendly practices.

**Section 6.** The City of Birchwood Village will transmit copies of the resolution to the State Department of Agriculture, Governor, State Representatives and Senators, U.S. Representatives and Senators, U.S. Environmental Protection Agency and U.S. Department of Agriculture.

Resolution duly seconded and passed by the City Council of the City of Birchwood Village this 10th day of September, 2019.

Attest:

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

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

# MEMORANDUM



**Birchwood Village**

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**TO:** Birchwood City Council  
**FROM:** H. Alan Kantrud, City Attorney  
**SUBJECT:** Costs of televising/monitoring lines from City  
Collector to Homes  
**DATE:** August 13, 2019

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As part of the Project connecting 13 residents from Birchwood to the Town of White Bear’s sanitary sewer system the City will be required to scope or televise the various lines that connect the 13 properties to the City’s collector line in addition to the main line to check for leaks and seepage.

The question was presented at the City Council regarding the cost of the televising and/or scoping the sewer lines from the City’s collector to the residents’ homes.

***Who is responsible for the cost of that televising?***

City Code Chapter 202 discusses the City’s Plumbing and Sewer System as well as the general policies regarding storm and non-storm sewer discharges.

The Chapter really does not speak to the direct cost of televising or scoping but the Chapter does provide in 202.072 that the service (installation and maintenance) is the responsibility of the owner of the residence.

Chapter 202.100 discusses the illicit discharge of storm and non-storm related water(s).

Chapter 202.100.12 discusses the specific enforcement of violations by users of the system and the various requirements/costs that can be assessed to violators: mostly the mitigation of the problem. This includes, “the performance of monitoring, analyses and reporting.” One could make the leap that this would include the cost of televising and monitoring in there...

On the other hand the Chapter also, in 202.130, designated the creation of a “Sewer Fund” to cover the cost of the operation and maintenance of the System, presumably this would cover the cost of the inspections of the system as a whole as the Chapter clearly authorizes the City to enter upon land and enforce the requirements of the Chapter.

**CONCLUSION**

The Chapter of the City Code that seems to address the issues related to this subject does not specifically assign the cost of “monitoring” or televising lines from the City’s mains to the residential connection at the house. Could this be assessed as a “cost” if the City does it? Not in a Chapter 429 way. Most Cities would use money on-hand in their “sewer fund” to do the work to inform whether or not repairs are needed. If such repairs are needed the City may inform the resident that their system is in violation and either let them choose to fix the problem with a licensed contractor or if there is enough of a problem the City could contract for the work and bill each resident the actual cost of the repair.

	A	B	M	N	O	P	Q
1	<b>City of Birchwood Village Revenue and Expenditure Trends</b>						
2			<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
3							
4	<b>RECEIPTS</b>						
5	General Property Taxes (levy)		\$326,299.00	\$326,299.00	\$354,500.00	\$364,000.00	\$374,000.00
43	<b>NON-LEVY REVENUE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
44	<b>ALL REVENUE - including levy</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>	<b>\$364,000.00</b>	<b>\$374,000.00</b>
45	<b>TOTAL REVENUES</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>	<b>\$364,000.00</b>	<b>\$374,000.00</b>
46							
47	<b>DISBURSEMENTS</b>						
48			<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
49	<b>GENERAL GOVERNMENT</b>						
50	Publishing						
51	Printing and Binding	100-41130-350	\$80.00	\$80.00	\$0.00	\$0.00	\$500.00
52	Legal Notice Publication	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
53	<b>Subtotal Publication</b>		<b>\$2,080.00</b>	<b>\$2,080.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,500.00</b>
54	City Council						
55	Wages and Salaries	100-41310-100	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
56	Employer Cont.-Retirement	100-41310-121			\$195.00	\$195.00	\$195.00
58	Medicare - Employer	100-41401-100			\$57.00	\$57.00	\$57.00
59	Social Security Employer	100-41401-100			\$242.00	\$242.00	\$242.00
62	<b>City Council Subtotal</b>		<b>\$3,900.00</b>	<b>\$3,900.00</b>	<b>\$4,394.00</b>	<b>\$4,394.00</b>	<b>\$4,394.00</b>
63	Clerk						
64	Wages and Salaries	100-41401-100	\$65,000.00	\$65,000.00	\$65,000.00	\$66,500.00	\$68,162.50
67	Employer Cont.-Retirement	100-41401-121			\$9,100.00	\$5,000.00	\$5,000.00
69	Medicare - Employer	100-41401-100			\$943.00	\$960.00	\$1,200.00
70	Social Security Employer	100-41401-100			\$4,030.00	\$4,100.00	\$4,800.00
73	Other Pay	100-41401-100			\$6,000.00	\$6,000.00	\$6,216.00
74	Mileage						
75	Recording and Reporting						
76	Accounting (Treasurer)						
77	Wages and Salaries	100-41401-100	\$5,000.00	\$5,000.00	\$7,128.00	\$8,640.00	\$7,344.00
78	Employer Cont.-Retirement	100-41401-121			\$1,000.00	\$700.00	\$600.00
79	Medicare - Employer	100-41401-100			\$105.00	\$200.00	\$150.00
80	Social Security Employer	100-41401-100			\$448.00	\$700.00	\$600.00
83	Office Support						
84	Wages and Salaries	100-41401-100				\$1,000.00	\$1,000.00
85	Medicare - Employer	100-41401-100				\$15.00	\$15.00
86	Social Security Employer	100-41401-100				\$60.00	\$60.00
87	<b>Admin. Staff Subtotal</b>		<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$93,754.00</b>	<b>\$93,875.00</b>	<b>\$95,147.50</b>

	A	B	M	N	O	P	Q
88	Elections						
89	Wages and Salaries	100-41410-100	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
90	Operating Supplies	100-41410-210	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
91	Repair & Maint. Supplies	100-41410-220	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
92	Mileage						
93	Legal Notice Publication	100-41410-351	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
94	<b>Elections Subtotal</b>		<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>
95	Office Supplies						
96	Office Supplies	100-41911-200	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
97	Operating Supplies						
98	Repair & Maint. Supplies						
99	Office Equipment	100-41911-230	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
100	Small Tools & Minor Equip						
101	Contracted Services (Toshiba)	100-41911-314	\$375.00	\$375.00	\$625.00	\$625.00	\$625.00
102	Postage/Postal Permits						
103	Office Supplies	100-41430-200	\$650.00	\$650.00	\$200.00	\$0.00	\$0.00
104	Refunds & Reimbursements						
105	<b>Office Operations Subtotal</b>		<b>\$3,825.00</b>	<b>\$3,825.00</b>	<b>\$3,625.00</b>	<b>\$3,425.00</b>	<b>\$3,425.00</b>
106	Financial Administration						
107	Auditing Services						
108	Fees (banking)	100-41501-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
109	<b>Subtotal</b>		<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
110	Insurance - City						
111	Insurance						
112	Packaged Liability (incl. gen. liab.)	100-41945-361	\$4,000.00	\$6,100.00	\$5,499.00	\$5,400.00	\$5,200.00
114	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,100.00	\$1,600.00	\$2,159.00	\$2,500.00	\$2,526.00
116	Excess Liability	100-41945-369	\$1,000.00	\$1,000.00	\$855.00	\$855.00	\$855.00
119	<b>Insurance Subtotal</b>		<b>\$8,650.00</b>	<b>\$11,250.00</b>	<b>\$8,513.00</b>	<b>\$8,755.00</b>	<b>\$8,581.00</b>
120	Assessing						
121	Contracted Services	100-41550-314	\$5,450.00	\$5,450.00	\$6,300.00	\$6,200.00	\$6,352.22
122	Legal Services						
123	Professional Services	100-41601-300	\$7,000.00	\$7,000.00	\$18,000.00	\$18,000.00	\$18,000.00
124	Engineer Service						
125	Professional Services	100-41650-300	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$5,000.00
130	Planning & Zoning	100-41910-314	\$0.00	\$0.00			
131	<b>Services Subtotal</b>		<b>\$19,950.00</b>	<b>\$19,950.00</b>	<b>\$29,800.00</b>	<b>\$29,200.00</b>	<b>\$29,352.22</b>

	A	B	M	N	O	P	Q
132	City Training & Development						
133	Training	100-41914-310			\$2,005.00	\$2,500.00	\$3,500.00
134	Travel & Subsistence	100-41914-334			\$600.00	\$1,200.00	\$1,200.00
135	Dues & Subscriptions (LMC memberships, etc.)	100-41914-433	\$1,040.00	\$1,040.00	\$215.00	\$220.00	\$1,300.00
137	Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
138	<b>T &amp; D Subtotal</b>		<b>\$3,040.00</b>	<b>\$3,040.00</b>	<b>\$4,820.00</b>	<b>\$5,920.00</b>	<b>\$8,000.00</b>
139	City Hall-Gov't Buildings						
140	Repair, Operating & Maint. Supplies	100-41940-220	\$500.00	\$500.00	\$500.00	\$765.00	\$765.00
141	Professional Services	100-41940-300					
142	Contracted Services (janitorial)	100-41940-314	\$500.00	\$600.00	\$750.00	\$1,000.00	\$1,000.00
143	Telephone	100-41940-321					
144	Utility Services	100-41940-380	\$4,500.00	\$4,500.00	\$3,500.00	\$3,500.00	\$3,500.00
145	Buildings & Structures	100-41940-520					
146	Computer/Internet (Metro-INET)	100-41940-320	\$5,200.00	\$5,200.00	\$6,000.00	\$6,250.00	\$6,250.00
147	<b>Gov't Bldgs Subtotal</b>		<b>\$10,700.00</b>	<b>\$10,800.00</b>	<b>\$10,750.00</b>	<b>\$11,515.00</b>	<b>\$11,515.00</b>
148	Cable Eqpmt and Service						
149	Contracted Services (videographer)	100-41950-314					
150	Communication	100-41950-320					
151	Newsletter (non levy)						
152	Operating Supplies	100-41960-210					Non Levy
153	Contracted Services	100-41960-350					Non Levy
154	Printing and Binding	100-41960-350					Non Levy
155	<b>Communication Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
156	<b>TOTAL Gen Government</b>		<b>\$125,120.00</b>	<b>\$127,820.00</b>	<b>\$160,631.00</b>	<b>\$162,059.00</b>	<b>\$165,889.72</b>
157	<b>PUBLIC SAFETY</b>						
158	Police						
159	Contracted Services	100-42101-314	\$51,000.00	\$52,000.00	\$53,000.00	\$57,600.00	\$59,500.00
160	Fire						
161	Contracted Services	100-42201-314	\$20,000.00	\$20,000.00	\$21,139.00	\$22,000.00	\$29,715.00
162	Building Inspection (non levy)						
163	Small Tools and Minor Equipment						
164	Contracted Services	100-42401-314	Non Levy				
165	Fees (variance, cond.use permits)	100-42401-437	\$100.00	\$100.00	\$500.00	Non Levy	Non Levy
166	Other Protection						
167	Contracted Services (Code Red)	100-42801-314	\$100.00	\$150.00	\$100.00	\$100.00	\$100.00
168	Dept. of Labor Fees						
169	County Environmental Charge						
170	Animal Control	100-41916-314	\$900.00	\$1,000.00	\$900.00	\$900.00	\$1,000.00
173	Refunds & Reimbursements						
174	<b>PUBLIC SAFETY TOTAL</b>		<b>\$72,100.00</b>	<b>\$73,250.00</b>	<b>\$75,639.00</b>	<b>\$80,600.00</b>	<b>\$90,315.00</b>

	A	B	M	N	O	P	Q
175	<b>PUBLIC WORKS</b>						
176	Improv Other than Bldg						
177	Survey Public Spaces		\$0.00	\$0.00			
178	Highways, Streets & Roadways						
179	Repair & Maint. Supplies	100-43101-220	\$1,000.00	\$1,000.00	\$500.00	\$500.00	
180	Contracted Services (Pot Holes)	100-43101-314	\$5,000.00	\$5,000.00	\$3,000.00	\$5,500.00	\$6,000.00
181	Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
182	Seal Coat						
183	Crack Sealing						
184	Street Signs (Council action to place in Own Fund)						
185	<b>Street Maintenance Subtotal</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$7,500.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
186	Street Lights						
187	Utility Services	100-43160-380	<b>\$18,000.00</b>	<b>\$18,000.00</b>	<b>\$19,000.00</b>	<b>\$16,000.00</b>	<b>\$0.00</b>
188	Drainage - Structure Care						
189	Stormwater Pond						
190	Contracted Services (sump cleanout - Schifsky's)	100-43150-314	\$1,600.00	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00
191	Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
192	<b>Subtotal</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>
193	Ice and Snow Removal						
194	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
195	Contracted Services (Birch)	100-43125-314	\$11,000.00	\$11,000.00	\$10,000.00	\$10,000.00	\$17,000.00
196	<b>Snow &amp; Ice Subtotal</b>		<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$22,000.00</b>
197	Water Utility						
198	Refunds & Reimbursements	100-43180-810					Non Levy
199	Sewer Utility						
200	Refunds & Reimbursements	100-43190-810					Non Levy
202	<b>TOTAL - Public Works</b>		<b>\$46,000.00</b>	<b>\$46,000.00</b>	<b>\$43,500.00</b>	<b>\$43,400.00</b>	<b>\$34,400.00</b>

	A	B	M	N	O	P	Q
203	<b>CULTURE &amp; RECREATION</b>						
204	Recreation						
205	Operating Supplies						
206	Dues & Subscriptions	100-45101-433	\$200.00	\$200.00	Non Levy	Non Levy	Non Levy
207	Community Events (Volunteer Recognition)	210-45101-440	\$200.00	\$1,500.00	Non Levy	Non Levy	Non Levy
208	<b>TOTAL Recreation</b>		<b>\$400.00</b>	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
209	Parks						
210	Wages and Salaries	100-45207-100	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$23,000.00
211	Employer Cont.-Retirement	100-45207-121				\$1,560.00	\$850.00
215	Medicare - Employer	100-41401-100			\$70.00	\$450.00	\$450.00
216	Social Security - Employer	100-41401-100			\$300.00	\$1,780.00	\$1,780.00
220	Operating Supplies	100-45207-210					
221	Repair & Maint. Supply/Contractual	100-45207-400	\$500.00	\$500.00	\$600.00	\$1,500.00	\$1,500.00
222	Professional Services						
223	Contracted Services (porta potty)	100-45207-314	\$1,000.00	\$2,000.00	\$3,000.00	\$2,500.00	\$2,500.00
224	Utility Services	100-45207-380	\$1,000.00	\$1,000.00	\$600.00	\$800.00	\$800.00
225	Fees	100-45207-530					
226	Buildings & Structures						
227	Furniture and Fixtures						
228	Garbage Pickup						
229	Tree Removal						
230	Projects				\$1,000.00	\$0.00	\$0.00
231	<b>Parks GF Subtotal</b>		<b>\$12,500.00</b>	<b>\$13,500.00</b>	<b>\$15,570.00</b>	<b>\$28,590.00</b>	<b>\$30,880.00</b>
232	<b>TOTAL Parks &amp; Recreation</b>		<b>\$12,900.00</b>	<b>\$15,200.00</b>	<b>\$15,570.00</b>	<b>\$28,590.00</b>	<b>\$30,880.00</b>
233	<b>SANITATION</b>						
234	Tree Care - Inspection & Removal						
235	Contracted Services (tree inspector)	100-43104-314			\$500.00	\$1,300.00	\$1,300.00
236	Tree Removal						
237	Operating Supplies	100-43135-210					
238	Diseased Trees						
239	Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
240	Sanitation - Recycling						
241	Contracted Services (Tennis Sanitation)	100-43300-314	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$12,200.00
242	Recycling grant projects						
243	Lawn Care/Maintenance						
244	Contracted Services	100-45208-100	\$10,000.00	\$10,000.00	\$9,000.00	\$0.00	\$0.00
245	Weed Control - MILFOIL						
246	<b>TOTAL - Sanitation</b>		<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$24,500.00</b>	<b>\$16,300.00</b>	<b>\$18,500.00</b>

	A	B	M	N	O	P	Q
247	<b>CONSERVATION - NATURAL RESOURCE</b>						
248	Fees, Dues & Subscriptions (WBLCD)	100-46101-437	\$1,885.00	\$1,885.00	\$2,000.00	\$2,000.00	\$2,000.00
249	USGS Lake Study		\$0.00	\$0.00			
250	<b>TOTAL - Conservation</b>		<b>\$1,885.00</b>	<b>\$1,885.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
251	<b>UNALLOCATED EXPENDITURES</b>						
252	Other Pay						
253	Operating Supplies						
254	Refunds & Reimbursements						
255	Sales Tax						
256	Miscellaneous	100-49201-430	\$13,294.00	\$7,144.00	\$2,660.00	\$1,051.00	\$2,015.28
257	Surcharge						
258	Gopher State and Locates						
259	Purchase of Investment						
260	Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
261	Transfer to Sewer Fund						
262	Transfer to Water Fund						
263	<b>TOTAL - Other Unallocated</b>		<b>\$43,294.00</b>	<b>\$37,144.00</b>	<b>\$32,660.00</b>	<b>\$31,051.00</b>	<b>\$32,015.28</b>
264	<b>TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>	<b>\$364,000.00</b>	<b>\$374,000.00</b>
265							
266							
267						<u>2019</u>	<u>2020</u>
268	Levy					\$ 364,000	\$ 374,000
269	Proposed \$\$ Change					\$ 9,500	\$ 10,000
270	Proposed % Change					2.68%	2.75%