



AGENDA OF THE REGULAR MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
September 12, 2017  
7:00 P.M.

**CALL TO ORDER**

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.

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**OPEN PUBLIC FORUM**

**ANNOUNCEMENTS**

- A. The Fall Plant Exchange will be Sat. Sept. 23, 10AM at City Hall.
- B. Volunteers Wanted for the Ice Rink this Winter; managers and attendants. Contact City Hall for Details.
- C. We are social, follow us on Facebook/Twitter or register for the email listserv

**ADMINISTRATIVE PRESENTATION**

- A. Sheriff Report\* (p. 32)

**CITY BUSINESS – CONSENT AGENDA**

- A. Approval of Town Hall Meeting Minutes from July 11, 2017\* (pp. 33-34)
- B. Approval of Regular Meeting Minutes from August 8, 2017\* (pp. 35-39)
- C. Approval of Treasurer’s Report\* (pp. 40-50)
- D. Snow Removal Contract – Roads Committee Assistance\* (p. 3)
- E. White Bear Lake Conservation District Appointment – Paul Steinhauser Resigned\* (p. 4)
- F. White Bear Lake Fire Protection Services Contract – Renew\* (pp. 5-10)
- G. Washington County Sheriff Contract – Approve Rate Increase\* (pp. 11-12)

**CITY BUSINESS – REGULAR AGENDA**

- A. Roads Committee Update and Recommendations
  - 1. Schifskys Quote – Lake Ave & Warming House Parking Lot\* (pp. 13-14)  
*Time Budget: 10 Minutes*
- B. Planning Commission Recommendations
  - 1. Small Cell Wireless Moratorium – Resolution 2017-21\* (pp. 15-16)
  - 2. Impervious Surface Amendment\* (pp. 17-22)

\* Denotes items that have supporting documentation provided

*Time Budget: 30 Minutes*

- C. 2018 Preliminary Budget\* (pp. 23-26)

*Time Budget: 10 Minutes*

- D. City Hall Air Conditioning\* (pp. 27-28)

*Time Budget: 20 Minutes*

- E. Council Member Reports:

- 1. Councilmember LaFoy:

- a. Website Task Force Update

*Time Budget: 10 Minutes*

- F. City Administrator's Report

- 1. Comp Plan Update – Vision Statement\* (pp. 29-30)
- 2. Donation Request – Washington County Historical Society\*(p. 31)

*Time Budget: 10 Minutes*

- G. City Attorney Report

**ADJOURN**

\* Denotes items that have supporting documentation provided

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: Snow Removal Contract – Roads Committee



**Birchwood Village**

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Dear Mayor and Council Members,

Staff requests Council's approval to allow the Roads and Streets Committee to assist the Office with contracting the City's snow removal needs. The Committee Chair recently offered to have the Committee assist the Office and staff believes this subject matter is appropriate for this committee because it impacts City streets directly. Assistance from the Committee in this way is welcome and would be appreciated by staff. The City has contracted with Birch for several years but the contract has expired and a new contract is needed.

**Request/Recommendation**

Staff requests Council:

- 1) Approve the Roads and Streets Committee Assist Staff with contracting the City's snow removal needs.

Thanks!

Regards,  
Tobin Lay

# MEMORANDUM

DATE: September 12, 2017

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



**Birchwood Village**

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Dear Mayor and Council Members,

Paul Steinhauser, long time City's representative on the White Bear Lake Conservation District (WBLCD) Board, has resigned and a replacement representative is now needed.

### **Request/Recommendation**

Staff requests Council:

- 1) Approve the announcement/publication of the WBLCD vacancy;
- 2) Approve staff to call for and accept letters of interest through Sept. 29, 2017; and
- 3) Appoint the replacement representative at the Oct. 2017 City Council meeting.

Thanks!

Regards,  
Tobin Lay

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: WBL Fire Protection Services Contract



**Birchwood Village**

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Dear Mayor and Council Members,

The City's contract with the City of White Bear Lake (WBL) will end at the close of this year, 2017, for fire protection services.

Enclosed is a letter and new five (5) year contract from WBL to continue fire protection services to the City. There are no substantive differences between the new contract and the current contract. There will be, however, a \$1,139 total annual rate increase over the 2017 rate. This increase is due to unexpected equipment upgrade expenses.

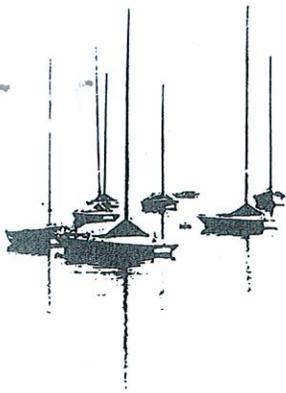
### **Request/Recommendation**

Staff requests Council:

- 1) Approve the enclosed fire protection services contract with rate increase from the City of White Bear Lake Fire Department; and
- 2) Authorize the Mayor and City Administrator Lay to endorse the agreements.

Thanks!

Regards,  
Tobin Lay



# City of White Bear Lake

4701 Highway 61 • White Bear Lake, Minnesota 55110

Phone (651) 429-8526 • Fax (651) 429-8500

[www.whitebearlake.org](http://www.whitebearlake.org)

September 5, 2017

City of Birchwood Village  
Attn: Tobin Lay  
207 Birchwood Avenue  
Birchwood, MN 55110

Dear Tobin:

Enclosed are two copies of the 2018 Fire Service contract and addendum. The contract and addendum are consistent with our long-standing agreement. Budget detail regarding the 2018 budget to support the budget calculations is attached for your information.

The 2018 contract represents a \$1,139 increase from 2017. This increase is attributed to the City's requirement to replace the department's self-contained breathing equipment. The City was initially optimistic that federal funding for the equipment would be secured; however, the City's grant application was not approved. The equipment must be replaced and is included as a 10-year depreciable asset. This equipment replacement will add \$33,000 to the department's overall operational costs that was not originally anticipated.

Due cost containment and a shifting of tax capacity valuation, Birchwood's share of the 2018 contract amount is actually \$881 less than Birchwood's share for fire service protection in 2009.

Please sign copies of the contract and addendum and return one copy of each of the addendum to me. The second copy is for your records.

Please call me at 429-8517 if you have any questions.

Sincerely,

Don Rambow  
Finance Director

Enclosures

## CONTRACT FOR SERVICES

THIS AGREEMENT, made and entered into this 1st day of January, 2018, by and between the City of White Bear Lake, County of Ramsey, State of Minnesota (hereinafter referred to as the "City"), and Birchwood, County of Washington, State of Minnesota (hereinafter referred to as the "Contracting Jurisdiction").

**WHEREAS**, the City presently operates and maintains fire fighting and rescue services, and

**WHEREAS**, the Contracting Jurisdiction does not itself operate or maintain this service and is desirous of contracting for such with the City,

### WITNESSETH

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **PROVISION OF SERVICES.** The City will furnish fire fighting and rescue services together for its residents and properties in Contracting Jurisdiction for the compensation and on conditions hereinafter set forth.
2. **OBLIGATIONS AND CONDITIONS.** The City will make reasonable efforts to respond to all contract calls from the Contracting Jurisdiction, whenever notified, but subject to the following conditions and limitations:
  - A. The City will not be required to furnish any services unless the road and weather conditions are such that any fire or rescue response to a contract call can be made with reasonable safety to personnel and equipment. The judgment of the City Fire Chief, or other officer in charge at the time of the contract call, that a response can not be made with reasonable safety to personnel and equipment shall be final and conclusive.
  - B. In the event all of the City's equipment is being used at the time a contract call is received, or is otherwise needed for local service, or in the event the City has received a prior contract call, or receives simultaneous contract calls, the Fire Chief or other officer in charge at the time of the contract call shall have complete discretion in deciding how to respond to the contract call(s), including the order of response.

## CONTRACT FOR SERVICES

3. **INDEMNIFICATION.** The Contracting Jurisdiction will indemnify and hold the City harmless against all claims or causes of action resulting from any action by the Contracting Jurisdiction under this Agreement. The City shall not be liable in any way to the Contracting Jurisdiction for loss or damage of any kind resulting from the failure of the City to respond to a fire or rescue call, whether such loss or damage is caused by the negligence of the officers, agents, or employees or the City, its Fire Department, or other department.
4. **AUTHORITY AT THE SERVICE SITE.** The officer in charge will have complete authority for direction and control over the immediate area of the service scene. This includes, but is not limited to, investigation of the cause of the fire and/or injury and the authority to direct the demolition of any building which is deemed to be unsafe by reason of fire damage or threat of fire damage. If it is determined that an unsafe building needs to be demolished, Contracting Jurisdiction will be responsible for any reasonable costs incurred under the direction of the City. Contracting Jurisdiction will consult with the City regarding all burning and fireworks display permits that it is considering.
5. **OBLIGATIONS OF THE CONTRACTING JURISDICTION.** The Contracting Jurisdiction will provide the City with a street map showing the area to receive services under this Agreement. The Contracting Jurisdiction will further furnish the City with a map or diagram showing the location and street addresses of fire hydrants, water mains, and buildings within the area to receive services.
6. **CHARGE FOR SERVICES.** The City will furnish services to the Contracting Jurisdiction for annual consideration as determined by using the following information. The amount due is payable in four equal installments on the first day of January, April, July, and October of each year or by twelve equal installments on the first day of each month of the contract year.

Projected yearly cost of fire and rescue services as budgeted by the City.

Cost of buildings depreciated (straight line) over the asset's useful life.

Cost of vehicles depreciated (straight line) over the asset's useful life.

Cost of equipment depreciated (straight line) over the asset's useful life.

Surcharge for administrative costs one to five (1-5%) percent.

Provide an adjustment (debit or credit) for prior year's actual charges.

Contracting Jurisdiction's percentage of tax capacity valuation out of the total served by fire services of White Bear Lake (Dellwood, Birchwood Village, Gem Lake, White Bear Township and White Bear Lake.)

Contracting Jurisdiction's percentage of population out of the total area served by fire services of White Bear Lake.

## CONTRACT FOR SERVICES

The City will give to the Contracting Jurisdiction, on or before November 1st of each year, the costs budgeted for the following year and the most recent figures for tax capacity valuation and population.

7. **TERM.** The term of this Agreement shall be five (5) years, commencing January 1, 2018, and shall renew automatically, unless terminated by the Contracting Jurisdiction or the City by giving at least two (2) years written notice.
  
8. **DEFAULT AND TERMINATION.** The City may, at its option, terminate this Agreement in the event of default by the Contracting Jurisdiction by giving written notice to Contracting Jurisdiction. Termination will be effective 60 days from receipt of written notice. Upon termination, the City shall have no further obligation to provide services, but the City is entitled to charge the Contracting Jurisdiction for any unpaid services provided prior to termination, and for any services provided after termination at the request of the Contracting Jurisdiction, based on the formula set forth in Article 6 above. The Contracting Jurisdiction shall pay all costs and disbursements, including attorneys' fees, incurred by or on behalf of the City in the enforcement of the provisions of this Agreement resulting from any failure by the Contracting Jurisdiction to perform any of the terms and conditions of this Agreement. At any time, and for any reason, either party may cancel this Agreement upon two (2) years written notice, and such cancellation shall not affect the liability of the Contracting Jurisdiction to pay for services rendered by the City prior to cancellation, or the obligation of the City to provide the Contracting Jurisdiction with services paid for prior to cancellation.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first above written.

**CITY OF WHITE BEAR LAKE**

**Birchwood**

By *Jo Emerson*  
Mayor

By \_\_\_\_\_  
Mayor

Attest:

By *Kara Coustey*  
City Clerk

Attest:

By \_\_\_\_\_  
City Clerk

**2018 ADDENDUM**

Service charges for the year 2018 as determined from Section 6 of the contract, for the City of Birchwood Village shall be:

\$ 20,337

Fire Services

CITY OF WHITE BEAR LAKE

*Jo Emerson*

\_\_\_\_\_  
Jo Emerson, Mayor

Attest:

*Kara Coustry*

\_\_\_\_\_  
Kara Coustry, City Clerk

CITY OF BIRCHWOOD VILLAGE

\_\_\_\_\_  
It's Mayor

Attest:

\_\_\_\_\_  
It's Clerk

Dated: \_\_\_\_\_

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: Sheriff Contract Rate Increase



**Birchwood Village**

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Dear Mayor and Council Members,

The Washington County Sheriff Department plans to increase the rate for policing services in 2018. The new rate will be \$1,988.25 more than the 2017 rate. Enclosed is a breakdown of the charges.

### **Request/Recommendation**

Staff requests Council:

- 1) Approve the enclosed rate increase for police services from Washington County Sheriff Department; and
- 2) Authorize the Mayor and City Administrator Lay to endorse the agreements.

Thanks!

Regards,  
Tobin Lay

**Mahtomedi, Dellwood, Willernie, Birchwood Village  
2018 Police Services  
5.0 FTE Deputies**

<u>WAGES</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
Regular Pay	10,400	\$33.05	\$343,720.00
Holiday	440	\$33.05	\$14,542.00
Vacation	600	\$33.05	\$19,830.00
Sick Leave	200	\$33.05	\$6,610.00
Shift Differential	7,280	\$0.85	\$6,188.00
Overtime	450	\$49.58	\$22,308.75
<b>Total Annual Wages</b>			<b>\$413,198.75</b>
<u>BENEFITS</u>			
PERA		16.20%	\$66,938.20
Medicare FICA		1.45%	\$5,991.38
Employer Liability		8.00%	\$27,497.60
Medical Insurance			\$39,235.00
Life Insurance			\$95.00
Long Term Disability			\$565.00
Flex Credits			\$4,200.00
Uniform Allowance			\$4,025.00
<b>Total Annual Benefits</b>			<b>\$148,547.18</b>
<u>OTHER EXPENSES</u>			
Cost of Clerical Support			\$20,206.62
Cost of Supervision			\$45,247.73
Radio/Gun/Taser Replacement	5	\$611.58	\$3,057.89
Body Worn Cameras	5	\$608.52	\$3,042.60
Mileage	87,500	\$0.555	\$48,562.50
<b>Total Annual Other Expenses</b>			<b>\$120,117.34</b>
<u>CREDITS</u>			
State Aid Credit			(\$66,938.20)
<b>Total Annual Credits</b>			<b>(\$66,938.20)</b>
<b>Total Annual Contract Cost</b>			<b>\$614,925.07</b>

Mahtomedi	75.9%	\$466,728.13
Dellwood	10.5%	\$64,567.13
Willernie	5.0%	\$30,746.25
Birchwood Village	8.6%	\$52,883.56

**\*Percentages based on 2015 cost allocation per contract agreement**

Please advise the Sheriff's Office if the cities agree to change these allocations at any time

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: Roads Committee – Schifsky Quote



Dear Mayor and Council Members,

Last month the Roads Committee presented to Council a quote from Schifskys to improve the shoulder area around Tighe-Schmitz Park, along Lake Ave. and in the warming house parking lot.

The Council had questions about the type of material quoted and requested the Roads Committee answer that question. The Council also requested the Parks Committee weigh in on the quote and to provide their feedback.

Staff has confirmed from Schifskys that the quote includes CL 5 Limestone material. Furthermore, the Roads Committee has learned that it would be cost prohibitive to truck two different types of material to the park; Schifskys would not be interested in the project if it requires two types of material.

The Parks Committee reviewed and approved the quote during their August meeting.

The Schifskys quote is enclosed. Thanks!

**Request/Recommendation**

The Roads Committee recommends and staff requests Council:

- 1) Approve the schifsky quote as enclosed; and
- 2) Authorize Administrator Lay to endorse the agreement

Thanks!

Regards,  
Tobin Lay

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



## PROPOSAL

<b>Bid To:</b>	Birchwood Misc.	<b>Attention:</b>	Tobin Lay
<b>Job:</b>		<b>Address:</b>	City of Birchwood Village, MN
<b>Location:</b>	Birchwood, MN	<b>Phone:</b>	426-3403
<b>Addendums:</b>	NA	<b>Fax:</b>	
<b>Date:</b>	7.17.17	<b>Email:</b>	<a href="mailto:Tobin.Lay@cityofbirchwood.com">Tobin.Lay@cityofbirchwood.com</a>

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

<u>Parking Lot Improvements</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
<i>Strom Issue - north of Hockey arena</i>				
Furnish & Install solid lid man hole				
Furnish & Install top soil and grade to proper grade and contours	LS	1	\$2,650.00	\$2,650.00
<i>Repair Road at 441 Lake 20 X 30</i>				
Mill road	LS	1	\$500.00	\$500.00
Furnish Tack Oil & Install Bituminous (SPWEA240B)	LS	1	\$2,000.00	\$2,000.00
<i>Remove 4" of soil</i>				
Furnish and install 4" of class 5 limestone	LS			\$4,500.00
<b>Lump Sum Total =</b>				<b>\$9,650.00</b>

**Notes:**

*Bid is based on SY listed above and provided plan. **Not** included in bid are permits, unforeseen site conditions, surveying, subgrade correction or excavation, geotextile fabric, and testing.*

### *Contractor's Guarantee*

*We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2016 unless otherwise specified.*

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

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

By: \_\_\_\_\_ Date 7.17.17  
 Rob Stangler

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

*Due to the rising cost of asphalt oil fuel, we can only honor our quotes for 30days. After 30 days bids/quotes are subject to our review and possible cost increase. Payment due upon completion.*

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: ROW Ordinance – Planning Commission Rec.



**Birchwood Village**

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Dear Mayor and Council Members,

During the August 8, 2017, Regular City Council meeting, the City Council referred two Right of Way ordinances to the Planning Commission and requested the Commission work with City Attorney Kantrud to draft a recommended ordinance for City Council to consider.

The Planning Commission met last Tuesday during their mandated meeting time and did review and discuss both ordinances. City Attorney Kantrud was unable to attend the meeting and the Commission determined to meet on the topic again later in the month when Kantrud could attend. The Commission felt that the depth of the language in both ordinances required the presence of Kantrud to guide them through the process.

The Planning Commission did, however, make a recommendation to City Council to pass a moratorium on small cell wireless (enclosed) until the City has enacted an ordinance to govern such; whether that be under the Right of Way ordinance or some other. City Attorney Kantrud agrees with this recommendation.

According to the League of MN Cities, recent amendments to the State's Telecom ROW Law prohibits moratoriums of this nature except where Cities did not have a right of way ordinance in place on or before May 18, 2017. This exception makes the prohibition on moratoria effective January 1, 2018, allowing the City several months to enact an ordinance.

Planning Commission Chair Doug Danks is also present at tonight's meeting to provide additional information and answer any question Council Members may have.

## **Request/Recommendation**

Staff requests Council:

- 1) approve accompanying Resolution 2017-21: Moratorium on Small Cell Wireless Equipment

Thanks!

Regards,  
Tobin Lay

**RESOLUTION 2017-21**  
**CITY OF BIRCHWOOD VILLAGE**  
**WASHINGTON COUNTY, MINNESOTA**

**MORATORIUM ON SMALL CELL WIRELESS EQUIPMENT**

At a regular meeting of the City Council of the City of Birchwood Village held on Tuesday, September 12, 2017, at Birchwood City Hall, 207 Birchwood Avenue, Birchwood, Minnesota, with the following members present: Council Members Megan Malvey, Randy LaFoy, Trilby White, and Kevin Woolstencroft, and the following absent: Mayor Mary Wingfield, the Birchwood City Council resolved:

**WHEREAS,** The Minnesota Legislature passed amendments in 2017 to Minnesota's Telecom ROW Law; and

**WHEREAS,** These amendments prohibit moratoriums with respect to filing, receiving, or processing applications for right-of-way or small wireless facility permits; or issuing or approving right-of-way or small wireless facility permits; and

**WHEREAS,** These amendments also allow an exception to the prohibition on moratoriums for cities that did not have a right-of-way ordinance on or before May 18, 2017; delaying the prohibition until January 1, 2018; and

**WHEREAS,** The City of Birchwood Village does not currently have a right-of-way ordinance; and

**WHEREAS,** The Planning Commission of Birchwood Village is currently drafting a right-of-way ordinance for Birchwood City Council's consideration; and

**WHEREAS,** The Birchwood Planning Commission recommends Birchwood City Council approve a moratorium on small cell wireless until the City has enacted a right-of-way ordinance.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Birchwood Village hereby approves this moratorium on small cell wireless equipment in Birchwood Village's right-of-ways until the Birchwood City Council has enacted a right-of-way ordinance or until January 1, 2018, whichever comes first.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 12<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Randy LaFoy, Acting Mayor

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

# MEMORANDUM

**DATE:** September 12, 2017

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Impervious Surface Amendment



**Birchwood Village**

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Dear Mayor and Council Members,

During last week's Planning Commission meeting, the Commission discussed the status of the Impervious Surface amendment that was recommended to the City Council at the beginning of this year.

Staff informed the Commission of the DNR's comments regarding the amendment and recommendation to keep the existing Impervious Surface Ordinance, without change.

Doug Danks, the Planning Commission Chair is in attendance at tonight's meeting and wishes to speak to the Council regarding their interest in pursuing the amendments.

The DNR recommendation and email are enclosed. Thanks!

Regards,  
Tobin Lay

**Tobin Lay**

---

**From:** Sorensen, Jenifer (DNR) [jenifer.sorensen@state.mn.us]  
**Sent:** Tuesday, May 30, 2017 6:14 PM  
**To:** Mary Wingfield  
**Cc:** Tobin Lay; Mary Wingfield; Petrik, Daniel (DNR)  
**Subject:** RE: Impervious Surface Ordinance  
**Attachments:** 2017-05-09\_DNRCommentLetterOnDraftImperviousCoverOrd.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Mary -

DNR's recommendation is to keep the percent impervious standard as it is currently written in Birchwood's shoreland ordinance. Then, if the City is interested in considering changing stormwater management standards, you could look to MPCA for guidance on their MIDS (minimum impact design standards) (<https://www.pca.state.mn.us/water/enhancing-stormwater-management-minnesota>). I believe MPCA has draft ordinance language for MIDS.

DNR does not have model shoreland ordinance language for incorporating stormwater management standards into the percent impervious shoreland standard.

Let me know if you'd like to discuss this further -

Jen

Jenifer Sorensen  
 East Metro Area Hydrologist (Ramsey and Washington Counties) Division of Ecological and Water Resources  
 Minnesota Department of Natural Resources  
 1200 Warner Road  
 St Paul, MN 55106  
 Phone: 651-259-5754  
 Email: [jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)

-----Original Message-----

**From:** Mary Wingfield [<mailto:wingfield.mary@gmail.com>]  
**Sent:** Saturday, May 27, 2017 11:08 AM  
**To:** Sorensen, Jenifer (DNR) <[jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)>  
**Cc:** Tobin Lay <[Tobin.Lay@cityofbirchwood.com](mailto:Tobin.Lay@cityofbirchwood.com)>; Mary Wingfield ([mary.wingfield@juno.com](mailto:mary.wingfield@juno.com)) <[mary.wingfield@juno.com](mailto:mary.wingfield@juno.com)>  
**Subject:** Re: Impervious Surface Ordinance

Hi Jen:

Thanks for the update. It is complicated. do you have any clone or prototype code we can incorporate? I hate reinventing wheels.

Look forward to working with you.

thx  
 m

On 5/2/17, Sorensen, Jenifer (DNR) <[jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)> wrote:

> Tobin and Mayor Wingfield -

>

> As an update, I've reviewed the draft impervious cover ordinance for  
> Birchwood (2017-01-01) and I'm working on putting together comments. I  
> should have comments to you by the end of this week.

>

> Jen

>

>

> Jenifer Sorensen  
> East Metro Area Hydrologist (Ramsey and Washington Counties) Division  
> of Ecological and Water Resources Minnesota Department of Natural  
> Resources

> 1200 Warner Road

> St Paul, MN 55106

> Phone: 651-259-5754

> Email:

> [jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)<<mailto:jenifer.sorensen@state.mn.us>>

>

> From: Tobin Lay [<mailto:Tobin.Lay@cityofbirchwood.com>]

> Sent: Thursday, March 23, 2017 4:50 PM

> To: Sorensen, Jenifer (DNR) <[jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)>

> Subject: Impervious Surface Ordinance

>

> Hello Jenifer,

>

> I'm just writing to follow up on your review of Birchwood's Impervious  
> Surface Ordinance. Have you had a chance to review it yet? Thanks!

>

>

> Tobin Lay

> City Administrator/Clerk

> City of Birchwood Village, MN

> office: (651) 426-3403

> fax: (651) 426-7747

> email:

> [tobin.lay@cityofbirchwood.com](mailto:tobin.lay@cityofbirchwood.com)<<mailto:tobin.lay@cityofbirchwood.com>>

> website: <http://www.cityofbirchwood.com/>

>

> [Birchwood Clump Logo\_2]

>

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CENTRAL REGION  
1200 WARNER ROAD  
SAINT PAUL, MN 55106  
651-259-5800

5/9/2017

Tobin Lay  
City Administrator/Clerk  
207 Birchwood Avenue  
City of Birchwood Village, MN 55110

Tobin –

Below are DNR’s comments on Birchwood’s draft impervious cover ordinance (2017-01-01):

Birchwood’s current impervious surface standard is 25% and this percentage would not change with the adoption of ordinance 2017-01-01 (attached). This draft ordinance would specify what is required if a variance is given to the impervious surface standard, and the variance requirements would address the management of runoff from individual lots by including a Minimal Impact Design (MID) stormwater management standard.

There are two parts to stormwater regulation: a volume standard and a rate control standard. This draft ordinance is only considering a volume standard. The MID volume standard is meant to improve runoff water quality by retaining the first 1.1 inches of runoff (the amount of runoff produced by 90<sup>th</sup> percentile storm events in MN). However, this draft ordinance does not include a standard for runoff during larger storm events – this is what is regulated by a rate control standard. A rate control standard is meant to provide flood control.

From DNR’s perspective, it is better to keep the percent impervious standard as it is currently written in City code (and which meets DNR shoreland rule requirements), and comprehensively regulate stormwater management elsewhere within the City’s code, rather than trying to partially build stormwater management into the City’s percent impervious standard.

To meet the state shoreland standard for percent impervious, DNR would require that this ordinance be rewritten to apply only to lots that are not single family residential and to lots that are not riparian (not adjacent to a public water). As part of the variance requirements, the property owner would need to have a long term maintenance agreement with the City of Birchwood and the City would need to have a process in place to verify that regular maintenance is being performed per the agreement. Without functioning infiltration structures, percent impervious surface would be permanently increased on lots where variances were given, effectively defeating the purpose of the draft ordinance’s requirements. Also, there is no language in the draft ordinance that limits the amount of impervious surface allowed with a variance if the specified MID standard (retention of 1.1 inches of runoff) is achieved.

Sincerely,

Jenifer Sorensen  
MN DNR, East Metro Area Hydrologist  
1200 Warner Road  
St. Paul, MN 55106  
651-259-5754; [jenifer.sorensen@state.mn.us](mailto:jenifer.sorensen@state.mn.us)

**ORDINANCE 2017-01-01****CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA****AN ORDINANCE AMENDING IMPERVIOUS COVER STANDARD AND VARIANCE  
STANDARDS IN CITY CODE**

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

**SECTION 302.050: IMPERVIOUS SURFACES**

- 302.050 1. Impervious surface coverage of lots shall not exceed twenty-five (25) percent of the lot area unless the applicant obtains a variance and the following conditions are satisfied:
- a. The applicant shall submit a stormwater management plan for the site that analyzes the proposed development including the area(s) of impervious surfaces, direction of runoff, proposed best management practices to manage runoff, and stormwater retention that the best management practices will achieve.
  - b. The stormwater management plan shall include structures and/or best management practices for the mitigation of stormwater impacts on receiving waters in compliance with the City's Surface Water Management Plan, or as approved by the City Engineer, so that the site design includes stormwater management practices that control the stormwater runoff volumes, and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from impervious surfaces. Examples of best management practices that may be included in the plan include, but are not limited to, the following: pervious pavements, rainwater gardens, and french drains.
  - c. The applicant shall utilize the most recent version of the Minnesota MIDS (Minimum Impact Design Standards) Calculator (available on the Minnesota Pollution Control Agency's website), the U.S. Environmental Protection Agency's National Stormwater Calculator, or another similar stormwater design calculator approved by the city to complete the plan and show that the proposed stormwater management practices meet the required infiltration standard. The applicant shall submit the calculator results to the City with the stormwater management plan.
  - d. The applicant shall provide documentation that the proposed stormwater management methods meet the required standard, will be designed and installed consistent with the City's Surface Water Management Plan, NPDES stormwater

standards, and the Minnesota Pollution Control Agency’s Minnesota Stormwater Manual.

- e. No permeable pavement system is permitted in the Shore Impact Zone. (The Shore Impact Zone is the land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the required structure setback. The required structure setback from the OHWL in the City of Birchwood Village is 50 feet, and the Shore Impact Zone is 25 feet.)
- f. Site design shall comply with the City’s Tree Ordinance, and shall minimize changes in ground cover, loss of natural vegetation, and grade change as much as possible.
- g. The base of installed infiltration structures or practices must be a minimum of three (3) feet above the established ground water table or the Ordinary High Water Level of White Bear Lake, whichever is higher.
- h. The stormwater management practices shall be designed in accord with the Minnesota Stormwater Manual, American Concrete Pavement Association design criteria, Center for Watershed Protection, *Stormwater BMP Design Supplement for Cold Climates*, or other design guidance provided by the City.
- i. The stormwater management plan shall include the applicant’s description of how the practices shall be maintained to function as designed for the long-term. The City may inspect the installation of the stormwater management system at the site.
- j. The applicant shall include the maintenance plan and a maintenance schedule for the approved stormwater management practices with the building permit application.
- k. The applicant shall record the variance with the property records at Washington County.

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 \_\_\_ day of \_\_\_\_\_, 2017

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

Attest:

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

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Tobin Lay, City Administrator  
SUBJECT: 2018 Preliminary Budget



**Birchwood Village**

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Dear Mayor and Council Members,

Enclosed is the preliminary budget for 2018 for your consideration and approval. There have been two changes to the budget since last week's budget workshop:

- 1) the amount for Fire services has been increased by \$1,139 and
- 2) the miscellaneous unallocated expenditures was increased by \$62.

The Fire service increase is due to rate increases for White Bear Lake's fire service contract that the City just learned about this past week. The miscellaneous fund increase is simply to make a flat total number. During the budget workshop, the point was made that the total should be a flat number.

One more point of consideration is Metro-INET's recommendation to Council to budget \$450 for upgrades to City Hall's wifi access point. That amount is not a fixed number but represents Metro-INET's best guess at what the upgrade will cost next year. Staff has not included this amount in the enclosed budget because staff recommends the City use its Cable Commission equipment budget for this upgrade.

It is now time for the Council to discuss and then vote on this budget. Remember that this is only the preliminary budget – the Council will be able to lower the total levy amount on the final budget in December but will NOT be able to increase the amount once the preliminary budget has been approved and certified with the County.

A public hearing will take place during the December 12, 2017 Regular City Council meeting regarding the final budget and levy.

## **Request/Recommendation**

Staff requests Council:

- 1) Discuss the proposed preliminary budget; and
- 2) Approve a final preliminary budget for certification with Washington County.

Thanks!

Regards,  
Tobin Lay

	A	B	C	D	E	F	G	H
1	<b>City of Birchwood Village Revenue and Expenditure Trends</b>							
2			2014		2015	2016	2017	2018
3			Levy	Other Revenue				
4	<b>RECEIPTS</b>							
5	General Property Taxes (levy)		\$336,013.00		\$326,299.00	\$326,299.00	\$326,299.00	\$354,500.00
6	<b>LICENSES AND PERMITS</b>							
7	Business Licenses and Permits			\$0.00				
8	Building Permits			\$8,500.00				
9	Plan Check Fee			\$0.00				
10	Variances			\$0.00				
11	Animal Licenses			\$200.00				
12	<b>INTERGOVERNMENTAL REVENUES</b>							
13	Federal Grants and Aids			\$0.00				
14	State Grants and Aid			\$0.00				
15	State of MN Pera			\$238.00				
16	Local Grants and Aids			\$0.00				
17	Recycle Grant			\$1,000.00				
18	Cable Commission Grant			\$7,000.00				
19	<b>CHARGES FOR SERVICES</b>							
20	<b>GENERAL GOVERNMENT</b>							
21	City Hall Rent			\$500.00				
22	Certified Bills			\$0.00				
23	Delinquent Utilities - Garb/CEC			\$0.00				
24	<b>PUBLIC SAFETY</b>							
25	<b>HIGHWAYS AND STREETS</b>							
26	<b>CULTURE AND RECREATION</b>							
27	Park Fees			\$0.00				
28	<b>OTHER CHARGES</b>							
29	State & Misc Fees			\$0.00				
30	Sales Tax			\$0.00				
31	<b>FINES AND FORFEITS</b>							
32	Fines			\$650.00				
33	Forfeits			\$0.00				
34	<b>MISCELLANEOUS REVENUES</b>							
35	Surcharge			\$0.00				
36	Interest Earnings			\$50.00				
37	Contrib. & Donations-Private			\$500.00				
38	Refunds and Reimbursements			\$0.00				
39	Sale of Investments			\$0.00				
40	Recycling Charge (Maht/Willernie)			\$0.00				
41	Cable/Excess Franchise Fee			\$0.00				
42	Miscellaneous			\$100.00				
43	<b>NON-LEVY REVENUE</b>		<b>\$0.00</b>	<b>\$18,738.00</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>\$336,013.00</b>	<b>\$18,738.00</b>	<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>
45	<b>TOTAL REVENUES</b>		<b>\$354,751.00</b>		<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>
46								
47	<b>DISBURSEMENTS</b>							
48			2014		2015	2016	2017	2018
49	<b>GENERAL GOVERNMENT</b>							
50	Publishing							
51	Printing and Binding	100-41130-350	\$100.00		\$80.00	\$80.00	\$80.00	\$0.00
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>\$2,100.00</b>	<b>\$0.00</b>	<b>\$2,080.00</b>	<b>\$2,080.00</b>	<b>\$2,080.00</b>	<b>\$2,000.00</b>
54	City Council							
55	Wages and Salaries	100-41310-100	\$4,200.00	\$0.00	\$4,200.00	\$3,900.00	\$3,900.00	\$3,900.00
56	Employer Cont.-Retirement	100-41310-121						\$195.00
58	Medicare - Employer							\$242.00
59	Social Security Employer							\$57.00
62	<b>City Council Subtotal</b>		<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$4,200.00</b>	<b>\$3,900.00</b>	<b>\$3,900.00</b>	<b>\$4,394.00</b>
63	Clerk							
64	Wages and Salaries	100-41401-100	\$58,240.00		\$70,000.00	\$65,000.00	\$65,000.00	\$65,000.00
67	Employer Cont.-Retirement	100-41401-121						\$9,100.00
69	Medicare - Employer							\$943.00
70	Social Security Employer							\$4,030.00
73	Other Pay							\$6,000.00
74	Mileage							
75	Recording and Reporting							
76	Accounting (Treasurer)							
77	Wages and Salaries	100-41401-100			\$2,000.00	\$5,000.00	\$5,000.00	\$7,128.00
78	Employer Cont.-Retirement	100-41401-121						\$1,000.00
79	Medicare - Employer							\$105.00
80	Social Security Employer							\$448.00
83	<b>Admin. Staff Subtotal</b>		<b>\$58,240.00</b>	<b>\$0.00</b>	<b>\$72,000.00</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$93,754.00</b>
84	Elections							
85	Wages and Salaries	100-41410-100	\$0.00		\$3,500.00	\$1,750.00	\$1,750.00	\$1,750.00
86	Operating Supplies	100-41410-210	\$0.00		\$250.00	\$125.00	\$125.00	\$125.00
87	Repair & Maint. Supplies	100-41410-220	\$500.00		\$500.00	\$500.00	\$500.00	\$500.00
88	Mileage							
89	Legal Notice Publication	100-41410-351	\$0.00		\$400.00	\$200.00	\$200.00	\$200.00
90	<b>Elections Subtotal</b>		<b>\$500.00</b>	<b>\$0.00</b>	<b>\$4,650.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>	<b>\$2,575.00</b>
91	Office Supplies							
92	Office Supplies	100-41911-200	\$2,000.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
93	Operating Supplies		\$100.00					
94	Repair & Maint. Supplies		\$0.00					
95	Office Equipment	100-41911-230	\$800.00		\$800.00	\$800.00	\$800.00	\$800.00
96	Small Tools & Minor Equip		\$250.00					
97	Contracted Services	100-41911-314	\$375.00		\$375.00	\$375.00	\$375.00	\$625.00
98	Postage/Postal Permits							
99	Office Supplies	100-41430-200	\$650.00		\$650.00	\$650.00	\$650.00	\$200.00
100	Refunds & Reimbursements		\$0.00					
101	<b>Office Operations Subtotal</b>		<b>\$4,175.00</b>	<b>\$0.00</b>	<b>\$3,825.00</b>	<b>\$3,825.00</b>	<b>\$3,825.00</b>	<b>\$3,625.00</b>

	A	B	C	D	E	F	G	H
102	Financial Administration							
103	Auditing Services		\$0.00		\$0.00			
104	Fees (banking)	100-41501-437	\$400.00		\$400.00	\$400.00	\$400.00	\$400.00
105	<b>Subtotal</b>		<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
106	Insurance - City							
107	Insurance							
108	Packaged Liability (incl. gen. liab.)	100-41945-361	\$3,800.00		\$3,800.00	\$4,000.00	\$6,100.00	\$5,499.00
110	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,100.00		\$1,100.00	\$1,100.00	\$1,600.00	\$2,159.00
112	Excess Liability	100-41945-369	\$900.00		\$900.00	\$1,000.00	\$1,000.00	\$855.00
115	<b>Insurance Subtotal</b>		<b>\$8,190.00</b>	<b>\$0.00</b>	<b>\$8,190.00</b>	<b>\$8,650.00</b>	<b>\$11,250.00</b>	<b>\$8,513.00</b>
116	Assessing							
117	Contracted Services	100-41550-314	\$5,450.00		\$5,450.00	\$5,450.00	\$5,450.00	\$6,300.00
118	Legal Services							
119	Professional Services	100-41601-300	\$7,200.00		\$7,000.00	\$7,000.00	\$7,000.00	\$18,000.00
120	Engineer Service							
121	Professional Services	100-41650-300	\$10,000.00		\$7,000.00	\$7,000.00	\$7,000.00	\$5,000.00
122	Per Diem (Planning Commission)	100-41913	\$1,560.00		\$600.00	\$500.00	\$500.00	\$500.00
126	Planning & Zoning	100-41910-314	\$0.00		\$200.00	\$0.00	\$0.00	
127	<b>Services Subtotal</b>		<b>\$24,210.00</b>	<b>\$0.00</b>	<b>\$20,250.00</b>	<b>\$19,950.00</b>	<b>\$19,950.00</b>	<b>\$29,800.00</b>
128	City Training & Development							
129	Training	100-41914-310	\$1,200.00					\$2,005.00
130	Travel & Subsistence	100-41914-334	\$100.00		\$100.00			\$600.00
131	Dues & Subscriptions	100-41914-433	\$1,035.00		\$1,063.00	\$1,040.00	\$1,040.00	\$215.00
132	Grants (pandemic 2008)		\$0.00		\$0.00			
133	Grants - Counseling Center (NYFS)	100-41905-438	\$1,825.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
134	<b>T &amp; D Subtotal</b>		<b>\$4,160.00</b>	<b>\$0.00</b>	<b>\$3,163.00</b>	<b>\$3,040.00</b>	<b>\$3,040.00</b>	<b>\$4,820.00</b>
135	City Hall-Gov't Buildings							
136	Repair, Operating & Maint. Supplies	100-41940-220	\$2,350.00		\$500.00	\$500.00	\$500.00	\$500.00
137	Professional Services	100-41940-300	\$0.00		\$0.00			
138	Contracted Services	100-41940-314	\$700.00		\$500.00	\$500.00	\$600.00	\$750.00
139	Telephone	100-41940-321	\$1,450.00					
140	Utility Services	100-41940-380	\$2,500.00		\$3,500.00	\$4,500.00	\$4,500.00	\$3,500.00
141	Buildings & Structures	100-41940-520	\$0.00		\$0.00			
142	Computer/Internet	100-41940-320	\$0.00		\$4,500.00	\$5,200.00	\$5,200.00	\$6,000.00
143	<b>Gov't Bldgs Subtotal</b>		<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>	<b>\$10,700.00</b>	<b>\$10,800.00</b>	<b>\$10,750.00</b>
144	Cable Eqpmnt and Service							
145	Contracted Services	100-41950-314		\$800.00				
146	Communication	100-41950-320	\$0.00		\$0.00			
147	Newsletter							
148	Operating Supplies	100-41960-210	\$25.00		\$25.00			
149	Contracted Services	100-41960-350						
150	Printing and Binding	100-41960-350	\$100.00		\$100.00			
151	<b>Communication Subtotal</b>		<b>\$125.00</b>	<b>\$800.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
152	<b>TOTAL Gen Government</b>		<b>\$113,300.00</b>	<b>\$800.00</b>	<b>\$127,883.00</b>	<b>\$125,120.00</b>	<b>\$127,820.00</b>	<b>\$160,631.00</b>
153	<b>PUBLIC SAFETY</b>							
154	Police							
155	Contracted Services	100-42101-314	\$91,348.00		\$48,000.00	\$51,000.00	\$52,000.00	\$53,000.00
156	Fire							
157	Contracted Services	100-42201-314	\$20,593.00		\$21,000.00	\$20,000.00	\$20,000.00	\$21,139.00
158	Building Inspection (non levy)							
159	Small Tools and Minor Equipment							
160	Contracted Services	100-42401-314		\$8,200.00	\$8,000.00	Non Levy	Non Levy	Non Levy
161	Fees (variance, cond.use permits)	100-42401-437		\$200.00	\$100.00	\$100.00	\$100.00	\$500.00
162	Other Protection							
163	Contracted Services (Code Red)	100-42801-314	\$100.00		\$100.00	\$100.00	\$150.00	\$100.00
164	Dept. of Labor Fees							
165	County Environmental Charge							
166	Animal Control	100-41916-314	\$697.00	\$200.00	\$600.00	\$900.00	\$1,000.00	\$900.00
167	Operating Supplies							
168	Refuse Collection							
169	Refunds & Reimbursements							
170	<b>PUBLIC SAFETY TOTAL</b>		<b>\$112,738.00</b>	<b>\$8,600.00</b>	<b>\$77,800.00</b>	<b>\$72,100.00</b>	<b>\$73,250.00</b>	<b>\$75,639.00</b>
171	<b>PUBLIC WORKS</b>							
172	Improv Other than Bldg							
173	Survey Public Spaces		\$0.00		\$0.00	\$0.00	\$0.00	
174	Highways, Streets & Roadways							
175	Repair & Maint. Supplies	100-43101-220	\$750.00		\$1,000.00	\$1,000.00	\$1,000.00	\$500.00
176	Contracted Services (Pot Holes)	100-43101-314	\$4,500.00		\$5,000.00	\$5,000.00	\$5,000.00	\$3,000.00
177	Street Sweeping	100-43103-314	\$4,000.00		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
178	Seal Coat		\$12,500.00	\$12,500.00				
179	Crack Sealing		\$5,000.00	\$5,000.00				
180	Street Signs (Council action to place in Own Fund)		\$1,500.00					
181	<b>Street Maintenance Subtotal</b>		<b>\$28,250.00</b>	<b>\$17,500.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$7,500.00</b>
182	Street Lights							
183	Utility Services	100-43160-380	\$15,600.00	\$0.00	\$15,000.00	\$18,000.00	\$18,000.00	\$19,000.00
184	Drainage - Structure Care							
185	Stormwater Pond							
186	Contracted Services (pd Jan 2013 \$2358 - '12 Exp)	100-43150-314	\$800.00		\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
187	Fees (mpca)	100-43150-437	\$400.00		\$400.00	\$400.00	\$400.00	\$400.00
188	<b>Subtotal</b>		<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
189	Ice and Snow Removal							
190	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
191	Contracted Services	100-43125-314	\$11,000.00		\$11,000.00	\$11,000.00	\$11,000.00	\$10,000.00
192	<b>Snow &amp; Ice Subtotal</b>		<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$15,000.00</b>
193	Water Utility							
194	Refunds & Reimbursements	100-43180-810	\$0.00		\$0.00			
195	Sewer Utility							
196	Refunds & Reimbursements	100-43190-810	\$0.00		\$0.00			
197	Weed Control \$135 moved to line 232		\$0.00		\$0.00			
198	<b>TOTAL - Public Works</b>		<b>\$61,050.00</b>	<b>\$17,500.00</b>	<b>\$43,000.00</b>	<b>\$46,000.00</b>	<b>\$46,000.00</b>	<b>\$43,500.00</b>

	A	B	C	D	E	F	G	H
199	<b>CULTURE &amp; RECREATION</b>							
200	Recreation							
201	Operating Supplies		\$0.00		\$0.00			
202	Dues & Subscriptions	100-45101-433	\$200.00		\$200.00	\$200.00	\$200.00	Non Levy
203	Community Events (Volunteer Recognition)	100-45101-440	\$1,700.00		\$1,500.00	\$200.00	\$1,500.00	Non Levy
204	<b>TOTAL Recreation</b>		<b>\$1,900.00</b>		<b>\$1,700.00</b>	<b>\$400.00</b>	<b>\$1,700.00</b>	<b>\$0.00</b>
205	Parks							
206	Wages and Salaries (Spvsr=volunteer 2012 unpaid)	100-45207-100	\$7,500.00		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
207	Federal Tax - Employee							
208	State Tax - Employee							
209	Unemployment Compensation							
210	Medicare - Employer							\$70.00
211	Social Security - Employer							\$300.00
212	Social Security - Employee							
213	Medicare - Employee							
214	Office Supplies							
215	Operating Supplies	100-45207-210	\$450.00		\$200.00			
216	Repair & Maint. Supply/Contractual	100-45207-400	\$1,600.00		\$2,000.00	\$500.00	\$500.00	\$600.00
217	Professional Services							
218	Contracted Services	100-45207-314	\$1,600.00		\$1,000.00	\$1,000.00	\$2,000.00	\$3,000.00
219	Utility Services	100-45207-380	\$1,150.00		\$1,000.00	\$1,000.00	\$1,000.00	\$600.00
220	Fees	100-45207-530			\$800.00			
221	Buildings & Structures		\$1,700.00					
222	Furniture and Fixtures							
223	Garbage Pickup							
224	Tree Removal		\$0.00		\$0.00			
225	Projects		\$0.00	\$9,900.00	\$1,000.00			\$1,000.00
226	<b>Parks GF Subtotal</b>		<b>\$14,000.00</b>		<b>\$16,000.00</b>	<b>\$12,500.00</b>	<b>\$13,500.00</b>	<b>\$15,570.00</b>
227	<b>TOTAL Parks &amp; Recreation</b>		<b>\$15,900.00</b>	<b>\$9,900.00</b>	<b>\$17,700.00</b>	<b>\$12,900.00</b>	<b>\$15,200.00</b>	<b>\$15,570.00</b>
228	<b>SANITATION</b>							
229	Tree Care - Inspection & Removal							
230	Contracted Services	100-43104-314	\$0.00		\$0.00			\$500.00
231	Tree Removal							
232	Operating Supplies	100-43135-210						
233	Diseased Trees		\$0.00		\$0.00			
234	Contracted Services	100-43135-314	\$5,000.00		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
235	Sanitation - Recycling							
236	Contracted Services	100-43300-314	\$12,000.00		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
237	Recycling grant projects		\$0.00		\$0.00			
238	Lawn Care/Maintenance							
239	Contracted Services	100-45208-314	\$6,000.00		\$13,000.00	\$10,000.00	\$10,000.00	\$9,000.00
240	Weed Control - MILFOIL		\$1,200.00					
241	<b>TOTAL - Sanitation</b>		<b>\$24,200.00</b>	<b>\$0.00</b>	<b>\$28,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$24,500.00</b>
242	<b>CONSERVATION - NATURAL RESOURCE</b>							
243	Fees, Dues & Subscriptions	100-46101-437	\$2,082.00		\$1,916.00	\$1,885.00	\$1,885.00	\$2,000.00
244	USGS Lake Study		\$0.00		\$0.00	\$0.00	\$0.00	
245	<b>TOTAL - Conservation</b>		<b>\$2,082.00</b>	<b>\$0.00</b>	<b>\$1,916.00</b>	<b>\$1,885.00</b>	<b>\$1,885.00</b>	<b>\$2,000.00</b>
246	<b>UNALLOCATED EXPENDITURES</b>							
247	Other Pay							
248	Operating Supplies							
249	Refunds & Reimbursements							
250	Sales Tax							
251	Miscellaneous	100-49201-430	\$7,240.00			\$13,294.00	\$7,144.00	\$2,660.00
252	Surcharge							
253	Gopher State and Locates							
254	Purchase of Investment							
255	Transfer to Capital Projects Fund	100-49360-722			\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
256	Transfer to Sewer Fund							
257	Transfer to Water Fund							
258	<b>TOTAL - Other Unallocated</b>		<b>\$7,240.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$43,294.00</b>	<b>\$37,144.00</b>	<b>\$32,660.00</b>
	<b>TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)</b>		<b>\$336,510.00</b>	<b>\$36,800.00</b>	<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$326,299.00</b>	<b>\$354,500.00</b>
259								
260								
261								
262								
263								
264	Levy		\$ 325,000	\$ 336,013				\$ 354,500
265	Proposed \$\$ Change			\$ 11,013		\$0	\$0	\$ 28,201
266	Proposed % Change			3.39%		0%	0%	8.64%

# MEMORANDUM

DATE: September 12, 2017

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TO: Birchwood City Council  
FROM: Trilby White, City Council Member  
SUBJECT: City Hall Air Conditioning



Fellow council members,

In June, we authorized Tobin to spend up to \$1,000 to purchase and install a permanent air conditioning unit in the cable room. We also discussed the possibility of cooling the council chambers at that time.

As the council member over city buildings, I have taken this project on to help the office out. I have invited three (3) contractors to bid on this project. Bids are enclosed.

It is highly unlikely that the city can cool both the cable room and the council chambers with a permanent solution for under \$1,000. Cooling the council chambers is an important priority for council to approve at this time. I've spoken with Tobin about this and he agrees.

Expecting council members and residents to suffer long hours in an overheated council chambers is not wise as it impacts both the health and morale of those in attendance.

Furthermore, in obtaining these bids, we've discovered that adding a cooling solution to the council chambers could also include a supplemental heating source during the winter that would be effective down to -5 degrees F. That means no more freezing during the winter meetings as well!

Tobin informed me that the city has received a large payment from the cable commission recently and also has a large budget with the SCC for cable related equipment. These funds would be more than adequate to cover the cost of cooling both the cable room and council chambers at this time.

## **My Motion**

I move that the council:

- 1) Approve adding the cooling of the Council chambers to the already approved air conditioning project;
- 2) Approve an increase to the budget of this project that aligns with the bids received; and
- 3) Authorize me and Tobin to select a winning bidder for this project.

Trilby

**Young & Sons**

<u>AV Room</u>	<u>Description</u>	<u>Price</u>
Option A	Fujitsu 3/4 ton 9,000-10,700 BTU range, 16 Seer mini split heat pump	<b>\$3,161.00</b>
Option B	Fujitsu 3/4 ton 9,000-12,000 BTU range, 33 Seer mini split heat pump	<b>\$4,121.00</b>

**Council Chambers**

Option A	Fujitsu 2.5 ton 30,000-32,400 BTU range, 16.5 Seer mini split heat pump	<b>\$5,526.00</b>
Option B	Fujitsu 2.5 ton 30,000-32,400 BTU range, 18.7 Seer mini split heat pump	<b>\$6,486.00</b>

**4 Seasons**

<u>Description</u>	<u>Price</u>
Gree Livo 1 ton 16 Seer mini split heat pump	<b>\$3,230.00</b>
Gree Livo 3 ton 16 Seer mini split heat pump	<b>\$5,170.00</b>

**Northland Aire**

<u>Description</u>	<u>Price</u>
Panasonic 12,000 BTU, 23 Seer mini split heat pump	<b>\$3,100.00</b> PLUS electrical (\$5-8k add.)
Roof Top Unit - no description	<b>\$12,000.00</b> PLUS electrical
TWO Panasonic mini split heat pumps	<b>Not Given</b>

# MEMORANDUM

**DATE:** September 12, 2017

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Comp Plan Update – Vision Statement



**Birchwood Village**

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Dear Mayor and Council Members,

Earlier in the season, the Planning Commission requested input from the City Council on a vision for Birchwood. The City Council held a Town Hall meeting in July with a focus on discussing the vision for Birchwood. Many residents attended that meeting and offered input. The City Council tabled this agenda item during the August meeting until tonight.

Enclosed is a vision statement written by Bridget Sperl (Comp Plan volunteer) that summarizes the feedback from the town hall meeting.

### **Request/Recommendation**

Staff requests Council:

- 1) Discuss the vision statement as enclosed;
- 2) Agree upon any changes/additions to the vision statement for further review and deliberation by the Planning Commission.

Thanks!

Regards,  
Tobin Lay

## City of Birchwood Village Mission, Vision, Guiding Principles

The Birchwood City Council is in the process of updating the comprehensive plan. To guide the development of the plan and our vision for Birchwood Village, the Council is proposing a mission statement, a vision statement and a set of guiding principles to guide us in this work and the governing of Birchwood.

### **Birchwood's Mission Statement:**

To provide quality public services in a fiscally responsible manner while preserving the city's natural environment and reinforcing a safe and friendly neighborhood.

### **Birchwood's Vision Statement:**

Birchwood Village commits to building on its small town, close community heritage, while enhancing a high quality of life for its citizens. We pledge to work in collaboration with our residents to foster pride, to preserve and enhance our natural environment and reinforce our safe and friendly neighborhood.

### **Birchwood's Guiding Principles:**

Ethics and Integrity We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.

Excellence and Quality in the Delivery of Services We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost-effective, and efficient manner.

Fiscal Responsibility We believe that fiscal responsibility, prudent stewardship of public funds and full fiscal transparency are essential for citizen confidence in government.

Open, Honest, Consumable Communication We believe that open, honest, consumable communication is paramount for an involved citizenry.

Respect for the Individual We believe that citizens of Birchwood are to be treated with the utmost respect and deserve the best treatment the city can provide.

Community Building We believe in the preservation and development of our community through two way communication, community events and gatherings and creating and maintaining open spaces that are safe and accessible for all our citizens.

# WASHINGTON COUNTY HISTORICAL SOCIETY

Donation Request

September 5, 2017

## *Gateway to Minnesota History*

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

Dear City of Birchwood Village:

The Washington County Historical Society [WCHS] has been the caretaker of our county history for more than three quarters of a century. In that time our mission has remained the same – “to collect, preserve and disseminate” the history of Washington County and the state of Minnesota.

In doing so, we have been able to produce information about each and every community in Washington County, compile it into publications and currently have it on the internet for all people around the world to access.

Among those items on our website include community histories and has information on all 79 rural schools that once dotted the landscape of the county. This service has been given to the citizens of the City of Birchwood Village by the Washington County Historical Society to use anytime they need to.

We are asking the City of Birchwood Village to help the WCHS continue the mission to collect the history of the region for those citizens of today and for those that will follow us.

Donations to the WCHS will impact our organization by directly supporting the areas of greatest need:

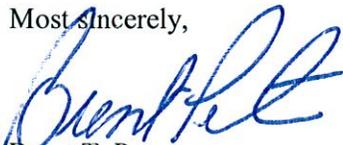
- Operating our interpretive museums that showcase county heritage,
- Allowing free access to community heritage on line [[www.wchsmn.org](http://www.wchsmn.org)]
- Assisting researchers to document their own, local, county and state history,
- Preserving the artifacts in our collections

A contribution of **\$150, \$400, or \$1,000 or more** will make a significant difference to our organization.

In the Minnesota State Statutes, 138.053, it indicates that cities, towns and counties may support local historical societies. Currently the Washington County Historical Society is the only county historical society not to receive annual assistance from its county.

We would like to thank you in advance for your consideration on our request for an annual donation to the Historical Society. Together, we can insure that the future generations will be able to learn from the past and present – to help avoid our mistakes and bring forward our successes.

Most sincerely,



Brent T. Peterson  
Executive Director  
Washington County Historical Society

*Founded in 1934, the Washington County Historical Society is a private, donor-supported, nonprofit 501 C3 organization with more than 750 individual, family, and business members. WCHS is supported by individual gifts, memberships, earned income, and foundation grants. The WCHS **receives no assistance** from Washington County.*

*P.O. Box 167, Stillwater, MN 55082-0167 - 651-439-5956 - [www.wchsmn.org](http://www.wchsmn.org)*

# MEMORANDUM

DATE: September 12, 2017

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



Birchwood Village

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Dear Mayor and Council Members,

Here is the Sheriff Report for the period August 1-31, 2017:

Date	Time	ICR #	ID#	Street Name	Complaint
8/01/17	19:21:16	117027331	0118	BIRCHWOOD CT	NIGHT 2 UNITE
8/06/17	7:25:08	117027938	0096	CEDAR ST	VEHICLE OFF THE ROAD/3RD PARTY
8/06/17	9:28:42	117027945	0110	BIRCHWOOD LN	BURG ALARM
8/06/17	16:32:23	117027980	0999	WILDWOOD AV	MEDICAL LEVEL 1
8/06/17	22:42:45	117027999	1202	WILDWOOD AV	ALARM
8/07/17	15:06:58	117028096	0082	HALL AV	NOISE COMPLAINT
8/08/17	4:11:46	117028189	1202	WILDWOOD AV	MEDICAL LEVEL 3
8/10/17	12:23:03	117028532	0067	WILDWOOD AV	ALARM
8/11/17	21:40:52	117028795	0079	WILDWOOD AV	AUDIBLE ALARM **PROP
8/13/17	0:16:14	117028916	1252	WILDWOOD AV	SUSPICIOUS VEHICLE
8/13/17	0:19:23	117028917	0072	EAST CO LINE RD	NOISE COMPLAINT
8/13/17	3:51:13	117028928	1252	BIRCHWOOD AV	UNKNOWN SITUATION
8/18/17	9:28:20	117029575	0081	BIRCHWOOD	FOUND WALLET
8/18/17	10:45:00	117029596	0081	WILDWOOD AV	RESD ALARM
8/18/17	15:28:03	117029636	0118	WILDWOOD AV	ALARM
8/20/17	2:12:45	117029820	1264	WILDWOOD AV	CRIME PREVENTION
8/20/17	21:39:15	117029909	0092	WILDWOOD AV	CHILD WELFARE CONCERN
8/22/17	13:05:24	117030116	0175	WILDWOOD AV	CP REFERRAL RECEIVED
8/22/17	16:17:23	117030153	0082	WILDWOOD AV	ALARM
8/23/17	20:08:12	117030330	0118	BIRCHWOOD	COMMUNITY EVENT
8/25/17	18:24:03	117030667	0084	LAKE AV	TRESAPASSING
8/26/17	1:00:20	117030705	0070	WILDWOOD AV	ANIMAL CONCERN *CB STATING
8/28/17	10:28:22	117030911	0084	BIRCHWOOD AV	NEIGHBOR ISSUE -PH CALL REQ
8/29/17	15:18:49	117031093	0156	EAST CO LINE RD	MAARC REPORT
8/30/17	9:51:08	117031183	0197	BIRCHWOOD LN	HIT AND RUN REPORT
8/30/17	22:06:29	117031295	0092	OAKHILL CT	BARKING DOG COMPLAINT
8/31/17	6:09:24	117031316	0077	WILDWOOD AV	ALARM
8/31/17	8:40:12	117031329	0197	BIRCHWOOD CT	PUBLIC ASSIST
8/31/17	12:05:29	117031353	0063	WILDWOOD AV	UNKNOWN SITUATION **RESTA

Total ICRs Processed: 29

**CITY OF BIRCHWOOD VILLAGE  
TOWN HALL MEETING  
July 11, 2017**

**MINUTES**

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

**STAFF PRESENT:** Tobin Lay, City Administrator

**OTHERS PRESENT:** Many Birchwood residents

**Mayor Wingfield** called the town hall meeting to order at 6:30 p.m.

**OPEN PUBLIC FORUM:**

- A. City staff and Council Members:** They explained the purpose of the town hall meeting and invited members of the audience to offer comments and/or suggestions. The Council is seeking feedback about what the vision should be for Birchwood as it looks forward to the future planning of the city. Specifically, the Planning Commission, Council Members, staff, and volunteers will be working on the 2040 Comprehensive Plan for the city, as is required by the Metropolitan Council every ten years.
- B. Members of the audience:** They spoke about the positives and negatives of living in Birchwood Village and offered suggestions of what they thought the city should be. The following comments were made:
- Concern was expressed about how the town is interacting with itself; in some cases with animosity. Seek ways for better communication. Concerns about disruptions/behavior at neighboring property (happens to be a rental property); need to ensure statutes are in place to "guide" behavior. Positive statement about potential future state for Birchwood.
  - Vision guideline provided suggesting all residents, owners and staff of Birchwood shall follow all adopted ordinances policies, procedures and by-laws.
  - Parks, hockey rink a huge draw for moving to Birchwood. Important to preserve these for children and all community members. Some newer to Birchwood residents feel like they don't have a voice (compared to more tenured residents) and are afraid to speak up with concern/suggestions to council for fear of retribution if they need council approval for something. We don't have a lot of vacant land but need to avoid status quo - ensure city is meeting resident's needs, which may not be the same needs as in years past.
  - Moved here a few years ago and thrilled to be here! Outdoor enthusiast. Makes a lot of use of walkway at Nording Park. But problem is walking - nearly been hit by cars. Make Birchwood more accessible and inviting to non-cars. Want to ride bike and have walking trails, sideways. Consider one-way streets to make this happen?
  - The village is looking shabby; there are stinging nettles along the road. We need to spruce it up even if it does cost the city a little money.
  - Community will be turning over. Education should be part of that vision.

- Leverage technology to help with communication. Keep people in the loop on city topics. Agrees with previous points about outdoor safety. Need better pedestrian safety. Our parks need a 10 year plan. Keep natural beauty of Birchwood while developing for community use.

**ADJOURN**

**MAYOR WINGFIELD ADJOURNED THE MEETING AT 6:53 P.M.**

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Mary Wingfield  
Mayor

ATTEST:

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Tobin Lay  
City Administrator-Clerk

**CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
August 8, 2017**

**MINUTES**

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

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

**OTHERS PRESENT:** Nino Nardecchia, Houstoun Clinch, Mike Evangelist, Jim Nelson, Terry Granec, Michelle Atakpu, Alan Mitchell, Dana Klimp, Tami Heart, Jason Tell, Dyanne Ross-Hanson, Mary Sue Simmons

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

**AGENDA APPROVAL:**

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

**OPEN PUBLIC FORUM:**

- A. **Alan Mitchell (23 Oakridge Drive):** He suggested that the council include a summary of conclusions for the closed portion of the meeting in the July 10, 2017 minutes; closed for council's performance evaluation of Administrator Lay.

**ANNOUNCEMENTS:**

- A. Music in the Park, Sundays 6pm at one of the City easements or parks; inclement weather location is City Hall
- B. We are social, follow us on Facebook/ Twitter or register for the email listserv
- C. Chips from the chip seal process should be removed within the coming week
- D. Dog Park Committee will be holding a Public Forum on August 22, 2017 at 5:30 pm

**ADMINISTRATIVE PRESENTATION:**

- A. Sheriff Report
- B. Dog Park Committee Update/ Minutes
- C. School District Alignment Update
- D. Wifi Access Point Replacement

**CITY BUSINESS – CONSENT AGENDA**

- ~~A. Approval of Regular Meeting Minutes from June 13, 2017~~
- ~~B. Approval of Special Meeting Minutes from July 10, 2017~~
- ~~C. Approval of Town Hall Meeting Minutes from July 11, 2017~~
- D. Approval of Regular Meeting Minutes from July 11, 2017
- E. Approve City Engineer Thatcher to televise City's sewer lines
- ~~F. Approval of Resolution 2017-20 and Employment Contract with Administrator Tobin Lay~~

- G. Approval of Consultant Agreement with SHC
- H. Approval of Videographer Contract
- I. Approval of Treasurer's Report

**MOTION WAS MADE BY COUNCILMEMBER WOOLSTENCROFT AND SECONDED BY COUNCILMEMBER MALVEY TO APPROVE THE CONSENT AGENDA AS AMENDED. ALL AYES. MOTION PASSED.**

#### **CITY BUSINESS - REGULAR AGENDA**

##### **A. Roads Committee Update and Recommendations**

- a. **Administrator Lay:** He provided the update on behalf of the roads committee. He read a quote by Schifskys to improve the shoulder along Lake Ave. The improvements included removal of top soil along the Lake Ave shoulder, road repairs in front of 441 Lake Ave, and the addition of 4 inches of class 5 limestone along Lake Ave and the warming house parking lot. The total of all three projects would be \$9,650.
- b. **Council Members:** They discussed the Schifsky quote and asked questions about the materials included in the quote. They decided to have the roads committee clarify the materials used and to have the Parks Committee provide their input on the quote

##### **B. Dog Park Committee Appointment**

- a. **MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO APPOINT LEASE WITTENBERG AS A MEMBER OF THE DOG PARK COMMITTEE. ALL AYES. MOTION PASSED.**

##### **b. Review of Dog Park Survey:**

- i. Councilmember Malvey suggested that the survey should have a question that polled the amount of community support for a dog park.
- ii. Tami Heart (Dog Park Committee): She clarified the intentions of the survey and stated that the survey is supposed to be simple and to the point. There will be surveys in the future that will be more specific.
- iii. **MOTION WAS MADE BY COUNCILMEMBER MALVEY AND SECONDED BY COUNCILMEMBER WHITE TO HAVE THE DOG PARK SURVEY ADD A QUESTION THAT WOULD GIVE RESIDENTS A "YES, NO, OR UNDECIDED" OPTION FOR A DOG PARK. ALL AYES. MOTION PASSED.**

##### **C. Parks and Natural Resources Update**

- a. **Houstoun Clinch (Parks Committee Chair):** He briefed the council on the addition of a "Do you like the parks? Yes or No" question to the parks survey. He also suggested that the dog park committee become part of the parks committee. He informed the Council and public that there will be committee representatives at four different parks from 6:30-7 pm the night of August 22, 2017 to gather more information/ feedback from community members.
- b. **James Nelson (Parks Committee Member):** He suggested that the public land across from Ash Walkway be marked to allow residents take advantage of the public spaces.
- c. **Council Members:** They discussed the option of placing the dog park committee under the parks committee to help with long term goals and organization. The council. Council members didn't want to disrupt the work of the dog park committee and asked Houstoun to speak to Steve Schad, the Chair of the Dog Park Committee about this idea.

##### **D. Docks Task Force Final Report Submission**

- a. **Nino Nardecchia (Docks Task Force):** He introduced the final report that was submitted and added to the city council packet. He provided comments for emphasis and clarification as to the task that was assigned to the Docks Task Force.
  - i. Item 1, Subparagraph 2 Clarification (assessment of current situation)- Nino announced that on July 23, 2017 the Docks Association decided to waive the \$35 docks association fee that restricted the use of docks to only members, under the condition that the council will not overturn the current system which would be contrary to Chapter 617.
  - ii. He provided his personal recommendations to resolve the current docks issues, including strengthening Chapter 617, and clarifying the roles of both the Dock Association and the City.
  - iii. He hoped that the Council would honor the revenue neutral system that is now in place rather than allowing the docks to be revenue positive, meaning that the costs for the dock fees would not increase to be comparable to Talley's.
- b. **Councilmember Malvey:** She stated that she did not fully believe that the Dock's Association decision to waive the \$35 dock fee was necessary, but she was thankful for the work that the Docks Task Force completed.
- c. **Councilmember White:** She asked questions about the function of the Docks Association and what the benefit is of having a private entity manage the city docks. She wondered if it would be beneficial to have the Docks Association under the umbrella of the Parks Committee.
- d. **Public Discussion:**
  - i. **Jason Tell (697 Hall Ave.):** He provided his input on the benefits of having the Docks Association as a private entity. He explained that it allowed residents to have boats on a dock under market price rates, as well as additional security to the private resident boats.
  - ii. **James Nelson (256 Wildwood Ave.):** He provided historical information as to why the Docks are a "heated topic" in the community.
  - iii. **Mike Evangelist (Docks Ass'n):** He spoke on behalf of the Docks Association, explaining that the Docks have no possibility of being completely free. The cost of \$35 for dock usage, but the cost will be \$29 in tax revenue.
  - iv. **Dyanne Ross-Hansen (Docks Ass'n):** She spoke about the "us vs them" mentality in the community concerning dock usage. She explained the positive role that the Docks Association plays within the community, and that the information provided by the Dock Task Force will allow them to make adjustments.
  - v. **Mary Sue Simmons (Docks Ass'n):** She provided additional historical information as to how far the Docks Association has come over the years.
  - vi. **Dana Klimp (414 Birchwood Courts):** He spoke about the progress that has been made with the docks from ordinance 617 and how the Docks Association benefits the community.
- e. **Mayor Wingfield:** She explained that her original goal was to have dock access for all community members, and she was happy to see that progress has been made in this direction. She was concerned however, about the corporation laws surrounding the Docks Association's legal formation; the Articles of Corporation were 501C3 non-profit. She explained that the Association was organized incorrectly and accordingly, each member could be exposed to legal liability.
- f. **Council Members:** There was discussion on the current role of the Docks Association

and the possible need for oversight. They also discussed amending the bylaws to resolve any possible procedural legal issues.

**MOTION WAS MADE BY COUNCILMEMBER WHITE AND SECONDED BY COUNCILMEMBER LAFOY TO MOVE THE DISCUSSION TO A WORKSHOP WHERE THE COUNCIL COULD FURTHER DISCUSS AMENDMENTS TO 617 AND LEGAL ISSUES. ALL AYES. MOTION PASSED.**

**MOTION WAS MADE BY COUNCILMEMBER MALVEY AND SECONDED BY COUNCILMEMBER LAFOY TO COMMIT TO OPTION 1 AND MAKE AMENDMENTS TO 617. ALL AYES. MOTION PASSED.**

**E. Diseased Trees Ordinance**

- a. Administrator Lay:** He summarized the previous diseased tree ordinance and the need for amendments to the ordinance. He also introduced the policies that are used by other communities for diseased trees. He recommended that rewriting the ordinance should be taken over by a committee or the council directly. He suggested that the current ordinance be suspended until updates are made to the ordinance.
- b. Council Members:** They discussed the existing code and further investigating amending the tree ordinance. There was a recommendation for an educational component to protect the trees in the city. They decided to get a quote from Rainbow, and to move the discussion to a workshop.

**F. Right of Way Ordinance: Possible First Reading**

- a. Administrator Lay:** He summarized the City of Grant's Right of Way Ordinance as well as an example from City Attorney Kantrud. The request was that the City do a first reading of the Grant ordinance and send the both options to the planning commission for further drafting and recommendation.
- b. Council Members:** They discussed the Right of Way Ordinance options.

**MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WOOLSTENCROFT TO HAVE THE PLANNING COMMISSIONWORK WITH CITY ATTORNEY KANTRUD TO DRAFT A RIGHT OF WAY ORDINANCE. ALL AYES. MOTION PASSED.**

**G. Curfew Options**

- a. Council Members and Attorney Kantrud:** They discussed setting a curfew time at 10 pm, which would allow the council members to have a set time to recess the meeting. They also discussion adding a "time budget" to items on the agenda to keep the meeting focused.

**H. City Hall Air Conditioning:** Topic tabled until the September Council Meeting.

**I. Council Member Reports**

**a. Councilmember Malvey:**

- i.** She pulled the Town Hall Meeting Minutes from the consent agenda to add more items that needed to be documented. The minutes will be on the consent agenda for the September meeting.
- ii.** She also pulled the June Council Meeting Minutes from the consent agenda to make wording alterations.

**1. MOTION WAS MADE BY COUNCILMEMBER WHITE AND SECONDED BY**

**COUNCILMEMBER WOOLSTENCROFT TO APPROVE OF THE CHANGES MADE BY COUNCILMEMBER MALVEY TO THE JUNE COUNCIL MEETING MINUTES. ALL AYES. MOTION PASSED.**

**J. City Administrator's Report**

- a. Comp Plan Update — Vision Statement:** Discussion tabled until the September Council Meeting.
- b. Schedule Budget Workshop:** Administrator Lay was asked to create a Doodle Poll to schedule a Budget Workshop.

**K. City Attorney Report**

- a. Harrod Dock Situation:** He summarized discussions he had with the Harrods regarding their property line along Kay Beach Easement. He stated that the Harrod's are willing to work with the City, and when there is further discussion Attorney Kantrud will bring it forward to the Council.

**L. Approval of Resolution 2017-20 and Employment Contract with Administrator Tobin Lay**

- a. MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER LAFOY TO MOVE THE TOPIC TO A PERSONNEL COMMITTEE MEETING AND TABLE THE DECISION UNTIL THE SEPTEMBER MEETING. ALL AYES. MOTION PASSED.**
- b. MOTION WAS MADE BY COUNCILMEMBER LAFOY AND SECONDED BY COUNCILMEMBER WHITE TO APPROVE AN ALTERNATE RESOLUTION 2017-20 THAT EXTENDS ADMINISTRATOR LAY AS INTERIM CITY ADMINISTRATOR FOR TWO MORE MONTHS. ALL AYES. MOTION PASSED.**

**M. Approval of Special Meeting Minutes from July 10, 2017**

- a. City Attorney Kantrud:** He summarized the conclusions from closed portion of the special meeting. He provided recommendations that would make the report more inclusive.
- b. Council Members:** They discussed Attorney Kantrud's summary and recommendation. Mayor Wingfield read aloud the amendments to the minutes.

**MOTION WAS MADE BY MAYOR WINGFIELD AND SECONDED BY COUNCILMEMBER MALVEY TO APPROVE OF THE JULY 10, 2017, SPECIAL MEETING MINUTES AS AMENDED. FOUR AYES. COUNCILMEMBER WOOLSTENCROFT ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE JULY 10 MEETING. MOTION PASSED.**

**ADJOURN**

**MOTION WAS MADE BY COUNCILMEMBER WHITE AND SECONDED BY COUNCILMEMBER LAFOY TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 10:06 P.M.**

ATTEST:

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Mary Wingfield  
Mayor

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Tobin Lay  
City Administrator-Clerk

For the Period : 8/8/2017 To 9/8/2017

Cash Control Statement

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$519,085.48	\$3,891.26	\$49,666.80	\$473,309.94
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Comp Plan Grant	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$2,964.59	\$0.00	\$300.00	\$2,664.59
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
Reimbursed Contracted Services	(\$1,676.51)	\$0.00	\$0.00	(\$1,676.51)
Sewer Re-hab 2008 Debt	\$5,890.02	\$0.00	\$0.00	\$5,890.02
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
Capital Project PW	\$66,233.91	\$0.00	\$0.00	\$66,233.91
Water	\$30,647.40	\$0.00	\$3,678.50	\$26,968.90
Sewer	\$49,013.04	\$0.00	\$9,696.66	\$39,316.38
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	(\$3,187.50)	\$0.00	\$1,785.00	(\$4,972.50)
<b>Total</b>	<b>\$674,010.43</b>	<b>\$3,891.26</b>	<b>\$65,126.96</b>	<b>\$612,774.73</b>

City of Birchwood Village

Receipts Register

9/8/2017

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/11/2017	White Bear Plumbing Inc.	2038	Plumbing Permit	(08/11/2017) -	N Building Permits	100-32211-	\$ 30.50
08/11/2017	Broadreach Communications Inc.	2039	Plumbing Permit	(08/11/2017) -	N Building Permits	100-32211-	\$ 30.50
08/15/2017	Washington County	2040	Recycling Grant 2017/18	(08/15/2017) -	N Recycle Grant	100-33602-	\$ 81.35
08/15/2017	US Treasury	2041	941 Overpayment Refund - June EFT Payment	(08/15/2017) -	N Refund-Reimbursemt-Dividend	100-36240-	\$ 839.50
08/24/2017	Mike Evangelist	2042	Building Permit	(08/24/2017) -	N Building Permits	100-32211-	\$ 540.06
08/24/2017	Select Exteriors, LLC	2043	Permit 300 Wildwood	(08/24/2017) -	N Building Permits	100-32211-	\$ 171.75
08/24/2017	Joseph Barbeau	2044	Building Permit 701 Hall Ave	(08/24/2017) -	N Building Permits	100-32211-	\$ 287.75
09/01/2017	Nelson, James	2045	City Hall Rental	(09/01/2017) -	N City/Town Hall Rent	100-34101-	\$ 25.00
09/01/2017	Gray, Bob	2046	Building Permit 523 Hall Ave	(09/01/2017) -	N Building Permits	100-32211-	\$ 99.00
09/01/2017	Gray, Bob	2047	Donation	(09/01/2017) -	N Contributions and Donations from Private Sources	100-36230-	\$ 1.00
09/01/2017	Dabruzzi, Anthony	2048	Building Permit 415 Birchwood Ave	(09/01/2017) -	N Building Permits	100-32211-	\$ 30.00

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
							\$ 30.00
							\$ 3,891.26

Total for Selected Receipts

City of Birchwood Village

Disbursements Register

9/8/2017

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/09/2017	Payroll Period Ending 08/04/2017	29732		N	Clerk - Treasurer	100-41401-100-	\$ 422.04
	<b>Total For Check</b>	<b>29732</b>					<b>\$ 422.04</b>
08/09/2017	PERA	EFT080917	Employee Retirement- Tobin	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
	<b>Total For Check</b>	<b>EFT080917</b>					<b>\$ 274.40</b>
08/11/2017	Metropolitan Council Env. Service	29733*	Wastewater Service September 2017	N	Sewer Utility	605-43190-217-	\$ 4,275.77
	<b>Total For Check</b>	<b>29733</b>					<b>\$ 4,275.77</b>
08/11/2017	Xcel Energy	EFT081117	Electric for Street Lights	N	Street Lighting	100-43160-380-	\$ 1,180.63
	<b>Total For Check</b>	<b>EFT081117</b>					<b>\$ 1,180.63</b>
08/15/2017	DeSelby Productions, Inc.	29734	Music in the Park 8/13/17	N	Recreation	210-45101-440-	\$ 150.00
	<b>Total For Check</b>	<b>29734</b>					<b>\$ 150.00</b>
08/18/2017	Lund, John	29735	Nording Park Trees	N	Tree Removal	100-43135-314-	\$ 375.00
	<b>Total For Check</b>	<b>29735</b>					<b>\$ 375.00</b>
08/18/2017	Payroll Period Ending 08/18/2017	29736		N	Clerk - Treasurer	100-41401-100-	\$ 1,575.80
	<b>Total For Check</b>	<b>29736</b>					<b>\$ 1,575.80</b>
08/18/2017	PERA	EFT081817	Employee Retirement- Tobin	N	Clerk - Treasurer	100-41401-121-	\$ 274.40
	<b>Total For Check</b>	<b>EFT081817</b>					<b>\$ 274.40</b>
08/24/2017	Bailey, Fred	29737	Music in the Park 8/20/17	N	Recreation	210-45101-440-	\$ 150.00
	<b>Total For Check</b>	<b>29737</b>					<b>\$ 150.00</b>
08/24/2017	T.A. Schifsky	29738*	Yard Purchases: 3/4' Keystone	N	Lawn Care - Maintenance	100-45208-314-	\$ 27.34
	<b>Total For Check</b>	<b>29738</b>					<b>\$ 27.34</b>
09/01/2017	Metropolitan Area Management Associ	29739	MAMA Membership - Monthly Meeting	N	City Training and Development	100-41914-433-	\$ 20.00
	<b>Total For Check</b>	<b>29739</b>					<b>\$ 20.00</b>
09/01/2017	Allstream	29740*	Analog Phone Line	N	General Government Buildings and Plant	100-41940-320-	\$ 37.50
	<b>Total For Check</b>	<b>29740</b>					<b>\$ 37.50</b>

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/01/2017	League of MN Cities	29741	Reimbursement - Bug Bomb	N	Office Operations Supplies	100-41911-230-	\$ 9.03
		<b>Total For Check</b>					<b>\$ 9.03</b>
09/01/2017	Senopole, Lisa	29742*	LMC Membership Dues	N	City Training and Development	100-41914-433-	\$ 1,047.00
		<b>Total For Check</b>					<b>\$ 1,047.00</b>
09/01/2017	SL - serco	29743	Council Meeting Recording 8/8/17	N	Cable Eqpmt and Service	100-41950-314-	\$ 75.00
		<b>Total For Check</b>					<b>\$ 75.00</b>
09/01/2017	TSE, INC	29744*	Meter Read/Maintenance August 2017	N	Water Utility	601-43180-314-	\$ 325.50
		<b>Total For Check</b>					<b>\$ 325.50</b>
09/01/2017	Minnesota Department of Health	29745*	City Hall Janitorial Services X2 8/3/17 and 8/17/17	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		<b>Total For Check</b>					<b>\$ 25.00</b>
09/01/2017	Menards - Oakdale	29746	Q3 Community Water Supply Fee	N	Water Utility	601-43180-437-	\$ 562.00
		<b>Total For Check</b>					<b>\$ 562.00</b>
09/01/2017	Toshiba Business Solutions, USA Inc	29747*	Quarterly Maintenance Q3 2017	N	Office Operations Supplies	100-41911-314-	\$ 45.37
		<b>Total For Check</b>					<b>\$ 45.37</b>
09/01/2017	Leeves, Robert	29748	Supplies - Paint	N	Office Operations Supplies Parks	100-41911-314- 100-45207-400-	\$ 22.76 \$ 29.43
		<b>Total For Check</b>					<b>\$ 52.19</b>
09/01/2017	PEARSON BROTHERS, INC	29749	Council Meeting Recording 8/8/17	N	Cable Eqpmt and Service	100-41950-314-	\$ 75.00
		<b>Total For Check</b>					<b>\$ 75.00</b>
09/01/2017	City of White Bear Lake	29750*	Seal Coat 2017	N	Seal Coat Project	100-43105-314-	\$ 36,028.20
		<b>Total For Check</b>					<b>\$ 36,028.20</b>
09/01/2017	Gopher State One Call	29751	Fire Svc - August 2017	N	Fire	100-42201-314-	\$ 1,599.84
		<b>Total For Check</b>					<b>\$ 1,599.84</b>
09/01/2017	Gopher State One Call	29752*	Locates (17 Tickets)	N	Utility Locates	605-42805-314-	\$ 22.95

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		<b>Total For Check</b>					<b>22.95</b>
09/01/2017	Payroll Period Ending 09/01/2017	29753		N	Clerk - Treasurer	100-41401-100-	1,575.80
		<b>Total For Check</b>					<b>1,575.80</b>
09/01/2017	Payroll Period Ending 09/01/2017	29754		N	Clerk - Treasurer	100-41401-100-	536.69
		<b>Total For Check</b>					<b>536.69</b>
09/01/2017	Payroll Period Ending 09/01/2017	29755		N	Clerk - Treasurer	100-41401-100-	422.04
		<b>Total For Check</b>					<b>422.04</b>
09/01/2017	Amazon	EFT090117A	Office Supplies- Fluo Light Bulb	N	Office Operations Supplies	100-41911-230-	33.61
		<b>Total For Check</b>					<b>33.61</b>
09/01/2017	Xcel Energy	EFT090117B*	Electric for Lift Stations/ Warming Station	N	General Government Buildings and Plant	100-41940-380-	160.73
		EFT090117B*			Parks	100-45207-380-	12.61
		EFT090117B*			Sewer Utility	605-43190-380-	172.83
		EFT090117B*				605-43190-380-	34.58
		EFT090117B*				605-43190-380-	355.54
		<b>Total For Check</b>					<b>736.29</b>
09/01/2017	Xcel Energy	EFT090117C*	Gas for Generator	N	Sewer Utility	605-43190-383-	28.34
		<b>Total For Check</b>					<b>28.34</b>
09/01/2017	IRS - US Treasury	EFTIRS0917	Q3 2017 Payment - August	N	Clerk - Treasurer	100-41401-100-	1,132.78
		<b>Total For Check</b>					<b>1,132.78</b>
09/06/2017	St. Anthony Village	29756*	Q3 2017 UB Admin	N	Financial Administration	601-41501-314-	1,881.00
		<b>Total For Check</b>					<b>1,881.00</b>
09/06/2017	Tennis Sanitation, LLC	29757*	Recycling Contract Jul-Aug 2017	N	Recycle	100-43300-314-	1,656.00
		<b>Total For Check</b>					<b>1,656.00</b>
09/06/2017	City of Roseville	29758*	August 2017 IT/Phone Services	N	General Government Buildings and Plant	100-41940-320-	329.67
		<b>Total For Check</b>					<b>329.67</b>
09/06/2017	AirFresh Industries, Inc.	29759*	Rental Monthly Units x2 (9/1/17 - 9/30/17)	N	Parks	100-45207-314-	50.63
		<b>Total For Check</b>					<b>380.30</b>
		<b>Total For Check</b>					<b>162.50</b>
		<b>Total For Check</b>					<b>162.50</b>

Fund Name: All Funds

Date Range: 08/08/2017 To 09/08/2017

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/06/2017	Wingfield, Mary	29760	Reimbursement for Supplies Stamps for Utility Billing	N	Postage/Postal Permits	605-41430-200-	\$ 250.88
		<b>Total For Check 29760</b>				605-41430-200-	\$ 280.00
		<b>Total For Check 29761</b>					\$ <b>530.88</b>
09/06/2017	Manship Plumbing & Heating Inc	29761	Monthly Standby/locates/services	N	Water Utility	601-43180-314-	\$ 910.00
		<b>Total For Check 29762</b>					\$ 425.00
09/08/2017	Thatcher Engineering, Inc	29762	Plan Review and Sewer Lining Project	N	Engineer Service	100-41650-300-	\$ 1,785.00
		<b>Total For Check 29762</b>				703-41650-300-	\$ <b>2,210.00</b>
09/08/2017	Metropolitan Council Env. Service	29763	Wastewater Service October 2017	N	Sewer Utility	605-43190-217-	\$ 4,275.77
		<b>Total For Check 29763</b>					\$ <b>4,275.77</b>
		<b>Total For Selected Checks</b>					\$ <b>65,126.96</b>

As on 9/8/2017

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Dock/Lift Permit Fee	0.00	700.00	700.00
<b>Total Acct 322</b>	<b>0.00</b>	<b>700.00</b>	<b>700.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>700.00</b>	<b>700.00</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	1,200.00	(1,200.00)
<b>Total Acct 451</b>	<b>0.00</b>	<b>1,400.00</b>	<b>(1,400.00)</b>
MISCELLANEOUS			
Refunds and Reimbursements	0.00	565.43	(565.43)
<b>Total Acct 490</b>	<b>0.00</b>	<b>565.43</b>	<b>(565.43)</b>
Unallocated Expenditures			
Miscellaneous (431 through 499)	0.00	35.00	(35.00)
Community Events	0.00	300.00	(300.00)
Refunds and Reimbursements	0.00	200.00	(200.00)
<b>Total Acct 492</b>	<b>0.00</b>	<b>535.00</b>	<b>(535.00)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>2,500.43</b>	<b>(2,500.43)</b>
<b>Other Financing Uses:</b>			
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Cash Balance		4,465.02	
Total Receipts and Other Financing Sources		700.00	
Total Disbursements and Other Financing Uses		2,500.43	
Cash Balance as of 09/08/2017		2,664.59	

As on 9/8/2017

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Met Council Grants and Aids	0.00	600.00	600.00
<b>Total Acct 336</b>	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>
<b>Other Financing Sources:</b>			
Transfers from other Funds	0.00	68,203.91	68,203.91
<b>Total Acct 392</b>	<b>0.00</b>	<b>68,203.91</b>	<b>68,203.91</b>
<b>Total Other Financing Sources</b>	<b>0.00</b>	<b>68,203.91</b>	<b>68,203.91</b>
<b>Disbursements:</b>			
General Government Buildings and Plant			
Repair and Maintenance Supplies (221 through 229)	0.00	600.00	(600.00)
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0.00	1,970.00	(1,970.00)
<b>Total Acct 419</b>	<b>0.00</b>	<b>2,570.00</b>	<b>(2,570.00)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>2,570.00</b>	<b>(2,570.00)</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>0.00</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>68,803.91</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>2,570.00</b>	
<b>Cash Balance as of 09/08/2017</b>		<b>66,233.91</b>	

As on 9/8/2017

Water	Budget	Actual	Variance
<b>Receipts:</b>			
Water Fee	0.00	42,397.04	42,397.04
Penalty - Late Water/Sewer	0.00	220.53	220.53
State and Misc fees	0.00	1,335.62	1,335.62
<b>Total Acct 341</b>	<b>0.00</b>	<b>43,953.19</b>	<b>43,953.19</b>
Water Main Break	0.00	2,922.73	2,922.73
<b>Total Acct 349</b>	<b>0.00</b>	<b>2,922.73</b>	<b>2,922.73</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>46,875.92</b>	<b>46,875.92</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>			
Financial Administration			
Operating Supplies (211 through 219)	0.00	481.69	(481.69)
Professional Services: Medical and Dental Fees	0.00	3,655.60	(3,655.60)
Contracted Services	0.00	1,881.00	(1,881.00)
<b>Total Acct 415</b>	<b>0.00</b>	<b>6,018.29</b>	<b>(6,018.29)</b>
General Government Buildings and Plant			
Refunds and Reimbursements	0.00	124.85	(124.85)
<b>Total Acct 419</b>	<b>0.00</b>	<b>124.85</b>	<b>(124.85)</b>
Water Utility			
Repair and Maintenance Supplies (221 through 229)	0.00	147.62	(147.62)
Professional Services: Medical and Dental Fees	0.00	23,542.99	(23,542.99)
Contracted Services	0.00	11,093.82	(11,093.82)
Miscellaneous (431 through 499)	0.00	1,124.00	(1,124.00)
Fees	0.00	562.00	(562.00)
Wtr/Swr Emergency			
Repair and Maintenance Supplies (221 through 229)	0.00	600.00	(600.00)
Professional Services: Medical and Dental Fees	0.00	14,083.82	(14,083.82)
Sewer Utility			
Refunds and Reimbursements	0.00	11.92	(11.92)
<b>Total Acct 431</b>	<b>0.00</b>	<b>51,166.17</b>	<b>(51,166.17)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>57,309.31</b>	<b>(57,309.31)</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>37,402.29</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>46,875.92</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>57,309.31</b>	
<b>Cash Balance as of 09/08/2017</b>		<b>26,968.90</b>	

As on 9/8/2017

Sewer	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Receipts:</b>			
Penalty - Late Water/Sewer	0.00	466.57	466.57
Sewer Fee	0.00	70,038.17	70,038.17
<b>Total Acct 341</b>	<b>0.00</b>	<b>70,504.74</b>	<b>70,504.74</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>70,504.74</b>	<b>70,504.74</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			
OFFICE SUPPLIES (201 through 209)	0.00	668.63	(668.63)
<b>Total Acct 414</b>	<b>0.00</b>	<b>668.63</b>	<b>(668.63)</b>
Engineer Service			
Professional Services: Legal Fees	0.00	850.00	(850.00)
<b>Total Acct 416</b>	<b>0.00</b>	<b>850.00</b>	<b>(850.00)</b>
General Government Buildings and Plant			
Refunds and Reimbursements	0.00	759.20	(759.20)
<b>Total Acct 419</b>	<b>0.00</b>	<b>759.20</b>	<b>(759.20)</b>
Utility Locates			
Contracted Services	0.00	341.65	(341.65)
<b>Total Acct 428</b>	<b>0.00</b>	<b>341.65</b>	<b>(341.65)</b>
Sewer Utility			
Operating Supplies (211 through 219)	0.00	26.71	(26.71)
Sewer - Wastewater Charge	0.00	38,481.93	(38,481.93)
Professional Services: Medical and Dental Fees	0.00	1,304.88	(1,304.88)
Contracted Services	0.00	2,277.65	(2,277.65)
Utility Services (381 through 389)	0.00	8,509.88	(8,509.88)
Utility Services: Gas Utilities	0.00	199.67	(199.67)
Refunds and Reimbursements	0.00	50.18	(50.18)
<b>Total Acct 431</b>	<b>0.00</b>	<b>50,850.90</b>	<b>(50,850.90)</b>
<b>Total Disbursements</b>	<b>0.00</b>	<b>53,470.38</b>	<b>(53,470.38)</b>
<b>Other Financing Uses:</b>			
Transfer To Governmental Fund			
Interfund Transfers	0.00	25,194.03	(25,194.03)
<b>Total Acct 493</b>	<b>0.00</b>	<b>25,194.03</b>	<b>(25,194.03)</b>
<b>Total Other Financing Uses</b>	<b>0.00</b>	<b>25,194.03</b>	<b>(25,194.03)</b>
<b>Beginning Cash Balance</b>		<b>47,476.05</b>	
<b>Total Receipts and Other Financing Sources</b>		<b>70,504.74</b>	
<b>Total Disbursements and Other Financing Uses</b>		<b>78,664.41</b>	
<b>Cash Balance as of 09/08/2017</b>		<b>39,316.38</b>	