



AGENDA OF THE
REGULAR MEETING OF THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 8, 2011
8:00 P.M.
NOTE CHANGED TIME

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS AND ANNOUNCEMENTS

OPEN PUBLIC FORUM

CITY BUSINESS – CONSENT CALENDAR

1. Approval of the Minutes of the October 25, 2011 Regular Meeting (see exhibit)
2. Acceptance of Financial Report and Approval of Disbursements (see exhibit)
3. Approval of revised contract with TSE, Inc. calling for a \$0.25 per hour increase for cleaning help (see exhibit)
4. Approval of the hiring of Johnny Dow as a seasonal hockey rink attendant at a wage of \$8.00 per hour (see exhibit)

CITY BUSINESS – REGULAR ORDER

5. 8:15 PUBLIC HEARING: Certification of Delinquent Utility Accounts to the County (Powers - see exhibit)
Time Budget: 15 minutes
6. 8:30 Review of Tree Inspection Report and Approval of costs for removal of diseased trees and broken tree branches (Steve Dean – see exhibit)
Time Budget: 10 minutes
7. 8:40 Tighe-Schmitz Warming House: Proposed Outdoor Recreation Grant Program Application> Request for City Support for Project (John Lund & Katie Cavenor – see exhibit)
Time Budget: 20 minutes
8. 9:00 Review of Proposed 2012 Parks and Natural Resources Committee Budget (Lund – see exhibit)
Time Budget: 15 minutes
9. 9:15 Council Member Reports
Time Budget: 15 minutes
10. 9:30 Next Meeting: November 22 – Budget Workshop
Time Budget: 5 minutes
11. 9:35 ADJOURN



CITY OF BIRCHWOOD VILLAGE
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EXECUTIVE SUMMARY – NOVEMBER 8, 2011 CITY COUNCIL MEETING

NOTE: This executive summary is provided to give a broader detail on the various agenda items. This summary is to be used as an adjunct to the agenda packet, and should not be considered a substitute for reading the agenda packet.

CONSENT CALENDAR: There are four items on the consent calendar, as follows:

1. Approval of the Minutes of the October 25, 2011 Regular Meeting
2. Acceptance of the Financial Report & Approval of Disbursements
3. Approval of the revised contract with TSE, Inc. calling for a 25-cent per hour increase for cleaning services (to \$9.75 per hour). TSE is a Minnesota nonprofit corporation that hires individual with varying levels of disability to perform supervised services for business and government. Staff is pleased with the quality of work provided it by TSE and supports to modest hourly rate increase, which will go directly to the worker.
4. Approval of hiring Johnny Dow as a seasonal hockey rink attendant at a wage of \$8.00 per hour (the amount paid last year). The City advertised for hockey rink attendants in the last newsletter, and to date has received only 1 application.

CITY BUSINESS – REGULAR ORDER:

5. PUBLIC HEARING>CERTIFICATION OF DELINQUENT UTILITY ACCOUNTS TO THE COUNTY: Minnesota Statutes Chapter 429.10, subchapter 10 authorizes cities to certify delinquent utility bills to the county to be placed on the property taxes of the subject properties as a special assessment. Last year, the Council certified 19 accounts as delinquent; this year, the list has 10 accounts. Typically, the Council has approved the delinquent utility list, but will remove an account from the list if payment is made in full prior to certification of the Final Levy to the County – December 14, 2011 in this case

QUESTION: Should the City Council approve certification of the subject delinquent utility accounts to Washington County to be placed on the property taxes payable 2012?

6. REVIEW OF TREE INSPECTION REPORT AND APPROVAL OF COSTS FOR REMOVAL OF DISEASED TREES AND BROKEN TREE BRANCHES: City Code Section 403.060, subsection 1, calls for an annual inspection of the Dutch elm, elm wood, oak, and ash trees in the City. Steve Dean has performed this inspection and provided a written report of his findings. The report is included in the agenda packet as an exhibit. Also included is a cost estimate for removing diseased trees on City property (\$792.73) and two estimates to remove a large hollow oak limb on the Ash walkway.

QUESTIONS: Should the City Council accept the tree inspection report by Steve Dean? Should the City Council authorize the expenditure of \$792.73 for removal of diseased trees on City property? Should the City Council authorize the expenditure to remove the large hollow oak tree limb along the Ash walkway? If so, which one?

7. TIGHE-SCHMITZ WARMING HOUSE>PROPOSED OUTDOOR RECREATION GRANT PROGRAM APPLICATION> REQUEST FOR CITY SUPPORT FOR THE PROJECT: The Parks and Natural Resources Committee has been reviewing potential funding sources to pay for a new warming house by the Tighe-Schmitz hockey rink. The Committee found out that the project may be eligible for a grant from the Minnesota DNR Outdoor Recreation Grant Program. The Committee drafted a memo detailing the project and also submitted elevations of the warming house provided by City resident Douglas Danks. This memo is included in the agenda packet as an exhibit. Like most grants, the City would be required to provide a local match in either dollars, "in kind" contributions, or a combination of the two. As part of the submittal requirements, the City is required to conduct a public hearing and also adopt a resolution of financial support for the project. John Lund and Member Katie Cavenor will be addressing the Council on this matter and will be available to answer questions.

This matter was originally on the Council's October 11th agenda; however, that meeting was cancelled. During the interim, staff received questions from individual Council members about the proposal. Katie's response to those questions are included in the agenda packet as an exhibit.

QUESTION: Should the Council express its support for this project?

8. REVIEW OF PROPOSED 2012 PARKS AND NATURAL RESOURCE COMMITTEE BUDGET: The Parks and Natural Resource Committee is required by Section VI (C) of their by-laws to present their proposed budget to the City Council for review and approval at the Council's November meeting. A copy of the Committee's proposed 2012 budget is included in the agenda packet as an exhibit.

QUESTION: Should the City Council approve the proposed 2012 budget for the Parks and Natural Resource Committee?

CITY OF BIRCHWOOD VILLAGE
REGULAR CITY COUNCIL MEETING
October 25, 2011

MINUTES

MEMBERS PRESENT: Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, and Mark Peterson.

MEMBER ABSENT: Tony Sampair

STAFF PRESENT: City Engineer Kristie Elfering, City Clerk Dale Powers, City Treasurer Cindie Reiter, and City Attorney Kevin Sandstrom

OTHERS PRESENT: Tom Delmont, Mike Evangelist, Randy Felt, Richard Galena, Jim Greeley, Dyan Hanson, Lynn Hanson, and Tom Schway.

Mitchell called the regular meeting to order @ 7:00pm, and the Pledge of Allegiance was recited.

AGENDA APPROVAL: *Harper/Mitchell 4-0 (Sampair absent) to approve the agenda for the October 25, 2011 Regular Meeting.*

COMMUNITY EVENTS AND ANNOUNCEMENTS: Mitchell noted the following announcements and community events:

- The White Bear Lake School District is holding an election on Tuesday, November 8; voting to take place at Sunrise Park Middle School.
- On Thursday, October 27, a meeting regarding Open Meeting Law and public information, hosted by the White Bear Lake League of Women Voters, will take place at White Bear Lake City Hall. The meeting starts at 7:00pm.

OPEN PUBLIC FORUM: No one addressed the Council during Open Public Forum.

CONSENT CALENDAR: *Peterson/Harper 4-0 (Sampair absent) unanimous to approve the following consent calendar items:*

1. *Approval of the Minutes of the September 13, 2011 Regular Meeting*
2. *Approval of the Disbursements Register as prepared by the City Treasurer and presented to the City Council on October 25, 2011, including Check #'s 26791-26824 and Electronic Funds Transfers PERA083111, FED092011, MN 092011, and PERA091511*

Reiter advised the public that if they wanted to pay off their special assessments that payment needs to be submitted no later than November 15.

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47 **CAIN GARAGE RENTAL: CONSIDERATION OF AWARDING OF ANNUAL LEASE:** Powers reviewed with the
48 Council the bids received by the City on rental of the garage across Birchwood Avenue from City Hall,
49 and noted that he received an e-mail from Kim Otness withdrawing the bid submitted by herself and
50 Ken Kixmoeller. Powers further noted that the lease term is November 1- October 31. The remaining
51 bids were \$252.00 from John Velin and \$825.00 from Lori Carter. Harper advised the Council that she
52 would be abstaining from the vote since her husband (John Velin) is one of the bidders.

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54 *Peterson/Carson 3-0 (Harper abstaining; Sampair absent) to accept the bid from Lori Carter for the 1-*
55 *year lease for the Cain garage at \$825.00.*

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57 **VILLAGE HALL CHIMNEY>FLASHING AND TUCKPOINTING: REVIEW OF BIDS AND CONSIDERATION OF**
58 **AWARD:** Powers reviewed with the Council the bids received for this project, and noted that while there
59 isn't a real "apples to apples" comparison to review, the bids represent a range of scope of work that
60 includes additional work beyond flashing and tuckpointing that appears to be in need of repair. Powers
61 said that Gulden Construction offered two options: a basic job for \$185.00 and an enhanced look that
62 would blend with the existing entryway for \$385.00; Nelson Roofing and Sheetmetal's bid, in addition to
63 the flashing and tuckpointing, included installation of a new concrete cap to the chimney – total bid was
64 \$650.00; and Bello Roofing's estimate included replacing 3 broken bricks and rotted boards along the
65 rear side of the chimney, and their work is warranted for 5 years, at a total bid of \$1,300.00. Powers
66 noted that Bello also bid for tree trimming and sweeping of the roof for an additional \$100.00.

67
68 Peterson asked about the process used to secure the estimates. Powers responded that he was directed
69 by the Council to get estimates for installation of flashing and also for tuckpointing the chimney, and
70 that was subsequently passed on to the vendors. Powers further noted that he is not experienced in this
71 kind of work, and encouraged the vendors to provide estimates for other work that needed to be done,
72 as long as an estimate for the flashing installation and the tuckpointing was also provided. In response
73 to a question about where the money is coming from, Reiter noted that there is still \$12,250 in the "City
74 Hall-Government Buildings" account.

75
76 Harper expressed disappointment that there couldn't be a better way of specifying up front the work to
77 be done so that an "apples to apples" comparison could be presented, instead of the contractors telling
78 us what we need.

79
80 *Carson/Harper 4-0 (Sampair absent) to award the contract for repair of the City Hall chimney to Bello*
81 *Roofing at \$1,300.00 per the submitted bid not to include the additional \$100.00 for tree trimming.*

82
83 **WATER FEE: AUTHORIZE SHELLY RUECKERT TO WORK WITH COUNCIL MEMBER HARPER AND THE**
84 **FINANCE COMMITTEE TO RECOMMEND A REVISED WATER FEE:** Harper shared with the Council a
85 memo regarding the fact that the Water Fund has run deficits for the past two years and is on target to
86 be in the red again this year, and noted that the Finance Committee is aware that a need exists to revise
87 the water fee to ensure revenue stream for both operating expenditures and future infrastructure
88 repairs and to avoid going into the reserve funds. Harper related that Shelly Rueckert, City of Little
89 Canada Finance Director and the City's utility billing agent, is willing to work with her and the Finance
90 Committee to develop a revised fee for review by the Council, and has submitted a quote of \$45.00 per
91 hour with a capped cost of \$360.00.

92

93 *Harper/Peterson 4-0 (Sampair absent) to engage the services of Shelly Rueckert to assist with*
94 *recommending revised water fee rates for a cost of \$45.00 per hour not to exceed eight (8) hours of*
95 *time for a total cost of \$360.00.*
96

97 **ORDINANCE 2011-05/RESOLUTION 2011-20>ESTABLISHING A UTILITY LATE FEE INTEREST CHARGE:**
98 **REVIEW OF DRAFT ORDINANCE & RESOLUTION AND CONSIDERATION OF SCHEDULING A PUBLIC**

99 **HEARING:** Powers reviewed with the Council that last fall, the Council considered establishing an
100 interest charge on delinquent utility bills, and heard a presentation in December 2010 by Rueckert
101 concerning the rates other cities charge for interest. Powers continued by saying that the Council
102 directed Sandstrom to draft ordinance and resolution language for Council consideration at the January
103 2011 Council meeting; Sandstrom produced the requested documents; and that for some reason the
104 issue fell through the cracks. Powers concluded by stating that the draft ordinance and resolution has
105 returned to the Council for review and consideration of scheduling a public hearing per the
106 requirements of the Rules of Procedure.
107

108 Mitchell asked whether the 5% interest rate compounds; Sandstrom responded that whether the
109 interest compounds or not is up to the Council to decide. Mitchell said he has a concern over the clause
110 "shall be entitled to" in the draft ordinance, and believes that clause should be stricken to make it clear
111 to the public that a late fee with 5% interest will be charged. The consensus of the Council was to strike
112 that language from the draft ordinance subject to the public hearing.
113

114 *Harper/Carson 4-0 (Sampair absent) to recommend the draft ordinance as amended, and the draft*
115 *resolution, for public hearing at the December 13, 2011 regular meeting.*
116

117 **RESOLUTION 2011-21>DENIAL OF A CONDITIONAL USE PERMIT FOR ROGER KROPELNICKI: REVIEW**

118 **AND ADOPTION:** Mitchell reviewed with the Council this agenda item, and noted that Kropelnicki stated
119 at the August 9, 2011 Council meeting that he intended on withdrawing his conditional use permit
120 request if the conditions imposed on the use were to be enforced. Mitchell further stated that the
121 Council extended the time for agency review of the request an additional 60 days in order for
122 Kropelnicki to submit his withdrawal request in writing to the City. Mitchell concluded by stating that
123 Kropelnicki has yet to submit a written withdrawal request, and the 60-day extension is close to
124 expiring, it is appropriate for the Council to act by formally voting to approve Resolution 2011-21
125 denying Kropelnicki's conditional use permit request.
126

127 *Mitchell/Peterson 4-0 (Sampair absent) to approve Resolution 2011-21.*
128

129 **CITY ENGINEER'S REPORT:**

130 **Shared Services with White Bear Lake:** Elfering updated the Council on her discussions with the City of
131 White Bear Lake (WBL) on the draft list of public works services that could potentially be offered on a
132 contract basis, and noted that discussion were ongoing about this matter. Elfering stated that an issue
133 WBL raised with the City is the number of water tests required by the state Department of Health; that
134 number has been identified. Elfering concluded by saying that she hopes to have some hard numbers
135 for the Council at the November meeting.
136

137 **Backup Vendor for Emergency Water Main Breaks:** Elfering shared with the Council the bids for
138 providing emergency water main break services to the City as a backup to the City of White Bear Lake
139 (WBL), and noted that the hourly rates of each vendor exceeds what the City pays WBL. Elfering also
140 noted that she has talked to Saint Paul Regional Water, a public entity which provides an array of water

141 services to St. Paul and surrounding suburbs, including White Bear Township. **Elfering** stated that Saint
142 Paul Regional Water quoted a rate of \$325.00 per hour for labor, \$100.00 per hour for equipment, and
143 overtime would be billed at \$390.00 per hour, and noted that these rates are lower than WBL's rates to
144 provide primary emergency water main break service.

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146 **Harper/Carson 4-0 (Sampair absent) to enter into an agreement with Saint Paul Regional Water to**
147 **provide the City's emergency water services. the rates listed in the Elfering memo - \$325.00 per hour**
148 **base rate, \$390.00 per hour overtime, and \$100.00 per hour for equipment.**

149
150 **COUNCIL MEMBER REPORTS: Mitchell** shared with the Council that he is working with Ben Eggan on the
151 revisions to the city's building fee and building regulations ordinance and hopes to have a draft out for
152 Council review at the second November meeting. Additionally, **Mitchell** said that the USGS (United
153 States Geological Society) has issued a quarterly report on the White Bear Lake lake level study, and if
154 the public would like a copy of the report to contact the City Clerk.

155
156 Finally, **Mitchell** also mentioned the school district election on November 8th, and noted that state law
157 prohibits any public meetings between 6pm and 8pm on an election day. **Mitchell** said that the Council
158 could meet at 8pm on the 8th or change the date of the meeting, and related that the agenda for the 8th
159 so far seems to be light. The consensus of the Council is to hold to the November 8th date and start at
160 8pm that night.

161
162 **Harper** noted that there still is a lot of work to be done on the 2012 budget, and that if any of the
163 Council members have specific questions and comments to get them to the Clerk so he can forward
164 them on to me to allow for a more structured budget workshop on November 22nd. **Mitchell** added that
165 the same offer goes to the public, as well, and the proposed 2012 budget is posted on the City's website.

166
167 **REVIEW OF BIRCHWOOD DOCK ASSOCIATION ANNUAL PERMIT: L. Hanson** shared with the Council the
168 process used for determining how many boat slips and the length of the docks at each easement for the
169 2012 boating season, and stated that the agenda for the Dock Association annual meeting held on
170 October 8th contained an opportunity for the neighbors to weigh in on the proposal. **L. Hanson**
171 continued by going over the specific dock length and boat slip requests for 2012, as follows:

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- 174 • Ash Beach: 104 foot dock with 6 boat slips
 - 175 • Birch Beach: 160 foot dock with 8 boat slips (from 116 feet in 2011)
 - 176 • Elm Beach: 57 foot dock with 4 boat slips
 - 177 • Dellwood Beach: 136 foot dock with 6 boat slips
 - 178 • Kay Beach: 76 foot dock; NO BOAT SLIPS

179 **Peterson** asked whether it is important economically to get more boats in the water. **Evangelist**
180 responded, stating that for 2011 expenses came to \$950.00 per boat, and with more people being able to
181 utilize the docks the costs per boater are less.

182
183 **L. Hanson** concluded his remarks by asking for permission to store boat lifts and docks on the
184 easements.

185
186 **Harper** noted that the application doesn't call for noting the changes proposed from year to year, and
187 no schematic showing relationships between these docks and adjacent docks on private property.

188

189 The following residents came forward to comment on the proposal:

190

191 **Galena** felt the ordinance wasn't followed by the Dock Association's failure to hold a separate
192 neighborhood meeting as required by City Code 617.360; the length of the Birch Beach dock is not
193 "consistent" with the length of docks on adjacent private property as required by City Code 617.380(3);
194 the basis for the rationale for increasing the dock length from 116 to 160 feet was a temporary trail
195 merging of the Pakonen and Calderon docks in 2011 that subsequently will not be continued in the
196 future; and that there is an agreement with the Birch Beach neighbors to keep the dock length at 110
197 feet and the number of boat slips at 5. **L. Hanson** responded that the ordinance is not clear whether a
198 separate neighborhood meeting is required.

199

200 **Schway** noted that he lives next to Birch Beach and his dock is 115 feet.

201

202 **Delmont** said that he lives immediately adjacent to Ash Beach on the west and agrees with the letter
203 submitted by Suzanne Walfoort (who lives immediately adjacent to Ash Beach on the east) in opposition
204 to the proposal reversal of the boat slips on Ash from the west side of the dock to the east side of the
205 dock, and to six boat slips, stating that there is not room and that 3 slips would be better.

206

207 **Greeley** concurred with the sentiments of the previous speakers and noted that everything seemed to
208 work well this year and is concerned that the trust and goodwill earned this year by the Dock
209 Association may be lost by the way the process for having a neighborhood meeting was ignored.

210 **Greeley** concluded by requesting this matter be tabled pending a neighborhood meeting as required by
211 the ordinance.

212

213 **Mitchell** responded that he is in favor of providing greater access to the lake, while being mindful of the
214 concerns of the neighbors. **Mitchell** also said he wasn't convinced that a neighborhood meeting would
215 have changed the positions of the Dock Association and the neighbors; that in his view the ordinance
216 doesn't call for a separate neighbor meeting – the neighbors were invited to the annual meeting and the
217 schematics shown tonight were shown then. **Carson** said that it appears that 10 feet of dock length
218 would provide space for 3 additional slips at Birch and would support a 146 foot dock there. **Peterson**
219 commented that there needs to be some flexibility and compromise, noting that the Dock Association
220 acted in good faith by inviting the neighbors to the annual meeting and perhaps clarify that issue for
221 future years. **Harper** said she agreed that the ordinance is unclear whether the neighbor meeting needs
222 to be a separate meeting, and agreed that another meeting would not result in anything different.
223 **Harper** also stated that, in her mind, "consistent" means how far the dock encroaches into the lake, not
224 the actual length of the dock.

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226 **Carson/Mitchell 3-1 (Carson voting in the negative; Sampair absent) to recommend to the White Bear**
227 **Lake Conservation District approval of the 2012 application by the Birchwood Dock Association to**
228 **place docks on the public lake tracts, as follows:**

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- 230 • **Ash Beach: 104 foot dock with 6 boat slips**
 - 231 • **Birch Beach: 116 foot dock with 8 boat slips (via Harper/Peterson 3-1 (Carson voting in the**
232 **negative; Sampair absent) [NOTE: The original Carson/Mitchell motion called for a 136 foot**
233 **dock.]**
 - 234 • **Elm Beach: 57 foot dock with 4 boat slips**
 - 235 • **Dellwood Beach: 136 foot dock with 6 boat slips**
 - **Kay Beach: 75 foot dock with no boat slips**

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- *Authorization to store up to 22 boat lifts on the public lake tracts during the non-boating season.*

ADJOURN: Without a motion, the Council adjourned the meeting @9:30pm.

Dale Powers
City Clerk

DRAFT

Birchwood Village Treasurer's Report

11-4-11

2

To: City Council

From: Cindie J Reiter, Treasurer

Financial Report

Attached are the CTAS reports:

The **DISBURSEMENTS REGISTER** is for those claims presented for approval and/or payment this eve. Disbursement Register includes check numbers or EFT identifier.

The **Interim Financial Report** shows the year to date totals for each revenue and expense of each Fund. The report is presented by ACCOUNT code. Fund 100 is the operating fund (General Fund) for which property taxes are levied. In the disbursement section you will find a running total (YTD) and variance (remaining balance) of the budgeted amount for each category of expense.

The **Cash Balance Statement** is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at US Bank (checking for operating funds & savings) and at Piper Jaffray (money market accounts for various fund reserves & savings)

Current Items of Interest-

- Catchbasin Expenses –Fund 403, Capital Projects Catchbasin. This account has been zeroed out by appropriate transfers.
- Dock Permit Fee – refunds to date total \$1,400. This resides in the Special Revenue Fund and per ordinance is to be used for park project(s)*. **Please provide direction for transfer of funds for Parks project - should Nordling Park Project Cost \$1426.62 be paid from this fund?**

*Park Expenses YTD \$13,586 – exceeds 2011 Budget of \$13,000. There is also \$5,000 Revenue allocation to Special Revenue Fund, designated by ordinance to be used for park project not operations of parks. (invoices presented for payment of \$1078 to date).

- REMINDER-AUDIT ITEM – recall by year end &/or early next year there are certain designations to be made for the various city fund balances. (i.e. committed, designated, reserved, etc).
- Year End prep – My review of account codes and balances has begun (as advised by OSA for year-end CTAS procedures). Both Clerk and Councilmember Harper will be reviewing all CTAS entries as well.

Special Assessments for sewer debt service will be sent to the county by end of November. Those PIF (Paid In Full) will be removed from tax roll for 2012 – LAST DAY TO PAY IN FULL IS NOVEMBER 15th.

Water Fund & Sewer Fund – To be reviewed for fee structure in upcoming month.

Please call/email with any questions. I will be working the ISD 834 elections on 11/8 – so will see you on November 22, 2011 for next budget worksession.

Cindie J Reiter.

Birchwood City Treasurer

Special Assessment – Pay 2011 Resolution of over calculation of interest for Pay 2011 is to refund all PAID debt service special assessment for Pay 2011. This refund will be sent to property owners after the county provides report of those properties paid for 2011. The report should be available in the first quarter 2012 – refunds to be issued shortly after.

As of 11/02/2011
Fiscal Year:2011

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,678.05	\$201,853.18	\$310,009.21	\$405,522.02
Special Rev Projects	\$7,550.65	\$8,435.46	\$1,400.00	\$14,586.11
Sewer 2004 Bonds	\$0.00	\$7,424.03	\$2,511.47	\$4,912.56
Birchwood In Re-hab Bond	\$0.00	\$494.10	\$0.00	\$494.10
Sewer Re-hab 2008 Debt	\$0.00	\$18,736.47	\$32,502.31	(\$13,765.84)
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$65,527.99	\$579.00	\$6,000.00	\$60,106.99
Cap Proj - Catchbasin	\$0.00	\$32,543.00	\$32,543.00	\$0.00
Water Enterprise Fund	\$45,623.45	\$47,275.91	\$67,893.61	\$25,005.75
Sewer Enterprise Fund	\$173,186.41	\$68,697.69	\$63,484.64	\$178,399.46
Total	\$847,137.55	\$386,038.84	\$516,344.24	\$716,832.15

Fund Name: All Funds
Date Range: 10/12/2011 to 11/04/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
10/12/2011	MN Dept of Labor and Industry	Mn Bldg Permit Surchage Sept 2011	26825	\$24.66	100-42401-430	\$24.66
10/12/2011	Little Canada, City of	Qtr 2 UB Service/Newsltr/Readings	26828	\$2,072.47	100-41960-305	\$100.00
					601-43180-305	\$62.50
					601-43180-305	\$698.98
					601-43180-305	\$84.26
					601-43180-305	\$140.50
					605-43190-305	\$84.26
					605-43190-305	\$698.97
					605-43190-305	\$140.50
					605-43190-305	\$62.50
10/12/2011	Little Canada, City of	Qtr 3 UB Service/Newsltr/env/Readings	26829	\$2,198.05	100-41960-305	\$100.00
					601-43180-305	\$698.97
					601-43180-305	\$84.26
					601-43180-305	\$140.50
					601-43180-305	\$62.50
					601-43190-200	\$62.79
					605-43180-200	\$62.79
					605-43190-305	\$62.50
					605-43190-305	\$84.26
					605-43190-305	\$698.98
					605-43190-305	\$140.50
10/12/2011	Xcel Energy	Street Lights -Oct 2011	26830	\$1,234.62	100-43160-381	\$1,234.62
10/12/2011	City of White Bear Lake Bldg Inspec	Bldg Inspections - Sept 2011	26831	\$540.00	100-42401-305	\$540.00
10/12/2011	City of White Bear Lake Public Work	Lift Stn Mntnc /Water Testing/Valve Repair 25 Oakrdg	26832	\$1,516.80	601-43180-305	\$531.10
					601-43185-305	\$169.70
					605-43190-305	\$816.00
10/12/2011	Waste Management of WI-MN	Recycle - Sept 2011	26833	\$936.90	100-44100-305	\$936.90
10/12/2011	City of White Bear Lake	Water Purchase June - Sept 2011	26834	\$9,263.64	601-43180-215	\$9,263.64
10/12/2011	Metropolitan Council Env. Service	Wastewater Service November 2011	26835	\$3,676.74	605-43190-217	\$3,676.74
10/14/2011	Payroll Period Ending 09/30/2011		26826	\$1,024.17	100-41400-100	\$1,024.17
10/14/2011	Payroll Period Ending 09/30/2011		26827	\$238.25	100-41400-100	\$238.25
10/14/2011	Payroll Period Ending 09/30/2011		26836	\$49.93	100-41400-100	\$49.93
10/17/2011	FUND #403 Catchbasin	Transfer from Cap Projects #402	TRN101711	\$6,000.00	402-49360-720	\$6,000.00
10/17/2011	Fund #403 Catchbasin Project	CC approved 4-12-11 Project of 2009	TRNS101711	\$13,139.00	100-49360-720	\$13,139.00

City of Birchwood Village

Disbursements Register

11/02/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
10/18/2011	Delux For Business	Check - re-order	EFT101811	\$191.70	100-41420-200	\$191.70
10/18/2011	PERA	Staff Retirement PE 9/30/11	PERA093011	\$246.99	100-41400-120	\$132.64
					100-41400-121	\$114.35
10/25/2011	League of Mn Cities Insurance Trust	Deductible 2006 Claim	26837	\$2,924.00	100-41945-361	\$2,924.00
10/25/2011	Ken Johnson	Mow ing 9/15- 10/15/2011	26838	\$640.00	100-45010-305	\$640.00
10/25/2011	Ken Johnson	Mowing 8/15- 9/15/2011 - signs-LOS	26839	\$707.50	100-43100-305	\$45.00
					100-43100-305	\$22.50
					100-45010-305	\$640.00
10/25/2011	Qwest/CenturyKink	Phone/Fax lines Oct 2011	26840	\$110.36	100-41940-321	\$110.36
10/25/2011	Xcel Energy	Park Electric -Oct 2011	26841	\$14.39	100-45200-381	\$14.39
10/25/2011	Xcel Energy	Lift Stn electric -Oct 2011	26842	\$447.18	605-43190-381	\$447.18
10/25/2011	Xcel Energy	City hall electric -Oct 2011	26843	\$48.34	100-41940-381	\$48.34
10/25/2011	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Oct 2011	26844	\$86.95	100-45200-305	\$86.95
10/31/2011	Payroll Period Ending 10/15/2011		26845	\$75.48	100-45200-100	\$75.48
10/31/2011	Payroll Period Ending 10/15/2011		26846	\$1,062.36	100-41400-100	\$1,062.36
10/31/2011	Payroll Period Ending 10/15/2011		26847	\$392.09	100-41400-100	\$392.09
11/01/2011	Manual and Rebecca Bacerra	Refund - overpymt fo UB (replace ck#26812)	26848	\$77.05	601-43180-810	\$77.05
11/04/2011	Steve Dean	Inspection 2011	26849	\$449.93	100-43130-305	\$449.93
11/04/2011	Steve Dean	Tree removal @Grotto & 133 & 403 BWD & 226 WWD	26850	\$428.50	100-43135-305	\$64.20
					100-43135-305	\$64.20
					100-43135-305	\$85.60
					100-43135-305	\$214.50
11/04/2011	Eckberg, Lammers, Briggs, Wolff	Legal Service - Sept 2011	26851	\$176.00	100-41600-300	\$176.00
11/04/2011	S&T Office Supplies	Paper - legal	26853	\$33.44	100-41420-200	\$33.44
11/04/2011	S&T Office Supplies	Paper/cartridges	26854	\$164.35	100-41420-200	\$164.35
11/04/2011	TSE, INC	City Hall Janitorial - 10/4/2011	26855	\$20.45	100-41940-305	\$20.45
11/04/2011	Schwaab, Inc.	Name Plate - Planning comm.	26856	\$112.96	100-41420-200	\$112.96
11/04/2011	On-Site Sanitation Inc	Rental Unit - Tighe Schmidt Feb/Mar 2011(missing)	26857	\$102.98	100-45200-305	\$102.98

City of Birchwood Village

Disbursements Register

11/02/2011

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
11/04/2011	TSE, INC	City Hall Janitorial - 10/18/2011	26858	\$19.00	100-41940-305	\$19.00
11/04/2011	Gopher State One Call	Locates Oct 2011 (19 email)	26859	\$27.55	601-42805-305 605-42805-305	\$13.77 \$13.78
11/04/2011	City of White Bear Lake Fire	Fire Srvc -Nov 2011	26860	\$1,673.16	100-42200-305	\$1,673.16
11/04/2011	City of White Bear Lake Police	Law Enforcement - NOv 2011	26861	\$7,375.42	100-42100-305	\$7,375.42
11/04/2011	Elfering & Associates	Eng Srvc- Oct 2011	26862	\$367.00	100-41650-300	\$367.00
Total For Period				\$59,890.36		
Total Year To Date				\$514,897.41		

Fund Name: All Funds
 Date Range: 10/12/2011 to 11/04/2011

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
10/12/2011	Heargerly Contruction	Building Permit #WB053508	550	\$287.40	100-32210	\$287.40
10/12/2011	Ruehle, Gene	Bldg Permit #WB053489	551	\$84.75	100-32210	\$84.75
10/12/2011	Cox Construction	Demo & New Bldg Permit #WB053497	552	\$2,440.63	100-32210	\$2,440.63
10/12/2011	Northalnd Restoration	Bldg Permit #WB053516	553	\$67.15	100-32210	\$67.15
10/12/2011	Trinka 125 BWD Ave	PIF Spec Asmt #3003021220036	557	\$327.23	301-36110	\$327.23
10/17/2011	Fund 401 Cap Projects	Transfer by CC 6/14/2011	558	\$6,000.00	403-39200	\$6,000.00
10/17/2011	General Fund #100	Designated for Catchbasin Proj 2009	559	\$13,139.00	403-39200	\$13,139.00
10/18/2011	Manske, L	Bldg permit #WB053439	560	\$54.75	100-32210	\$54.75
10/18/2011	Schwantes Htg/AC Inc	Bldg permit #WB053440	561	\$94.00	100-32210	\$84.00
					100-32210	\$10.00
10/18/2011	Fireside hearth & Home	Bldg permit #WB053420/053241	562	\$63.00	100-32210	\$31.50
					100-32210	\$31.50
10/18/2011	Timberland Exteriors	Bldg permit #WB053464	563	\$186.25	100-32210	\$186.25
10/18/2011	Allaben/Simmerfeldt	Bldg permit #WB053574	564	\$157.25	100-32210	\$157.25
10/19/2011	Catchbasin Fund #403 - RCW Grant	Clear balance - to GEN Fund #100	565	\$13,404.00	100-33630	\$13,404.00
10/20/2011	Residents - via LC	Utility Billing - LC JE#39	570	\$2,047.07	601-34105 601-34115 601-34120 605-34110	\$953.06 \$25.53 \$32.08 \$1,036.40
10/24/2011	Residents - via LC	Utility Billing - LC JE#2	571	\$816.15	601-34105 601-34115 601-34120 605-34110	\$229.65 \$99.98 \$9.54 \$476.98
10/24/2011	REsidents - via LC	Utility billing - LC JE# 54	572	\$141.13	601-34105 605-34110	\$6.15 \$134.98
10/27/2011	Ws& D Permit Srvc	Bldg permit #WB053632	566	\$171.61	100-32210	\$171.61
10/27/2011	Elias, John/Patricia	Special Assessment PIF 3003021230032	567	\$327.23	301-36110	\$327.23
10/27/2011	Burnet Title	Spec Assesment PIF 3003021130007	568	\$987.82	305-36110	\$987.82

City of Birchwood Village

Receipts Register

11/02/2011

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
10/31/2011	Ramberg PID#1903021330003	Special Assessment PIF	573	\$987.82	305-36110	\$987.82
10/31/2011	Wigg (L Carter)	City Garage Rental 2011/2012	574	\$825.00	100-34101	\$825.00
10/31/2011	Ellison PID#3003021130065	Special Assessment PIF	575	\$987.82	305-36110	\$987.82
Total For Period				\$43,597.06		
Total Year To Date				\$386,038.84		

As of 12/31/2011

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$323,000.00	\$165,201.43	(\$157,798.57)
Total Acct 310	\$323,000.00	\$165,201.43	(\$157,798.57)
Building Permits	\$0.00	\$8,365.14	\$8,365.14
Dog Licenses	\$0.00	\$25.00	\$25.00
Zoning App Fee	\$0.00	\$206.00	\$206.00
Total Acct 322	\$0.00	\$8,596.14	\$8,596.14
State Grants and Aids	\$0.00	\$119.00	\$119.00
Total Acct 334	\$0.00	\$119.00	\$119.00
Recycle Grant	\$0.00	\$1,678.00	\$1,678.00
Cable Comm. Grant	\$0.00	\$7,119.06	\$7,119.06
Local Agency Grants	\$0.00	\$13,404.00	\$13,404.00
Total Acct 336	\$0.00	\$22,201.06	\$22,201.06
City Hall & Garage Rent	\$0.00	\$1,150.00	\$1,150.00
Total Acct 341	\$0.00	\$1,150.00	\$1,150.00
Fines	\$0.00	\$418.63	\$418.63
Total Acct 351	\$0.00	\$418.63	\$418.63
Miscellaneous	\$0.00	\$1,175.18	\$1,175.18
Total Acct 361	\$0.00	\$1,175.18	\$1,175.18
Interest Earnings	\$0.00	\$600.13	\$600.13
Contrib. & Donations-Private	\$0.00	\$600.00	\$600.00
Refunds and Reimbursements	\$0.00	\$1,791.61	\$1,791.61
Total Acct 362	\$0.00	\$2,991.74	\$2,991.74
Total Revenues	\$323,000.00	\$201,853.18	(\$121,146.82)
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,000.00	\$1,774.80	\$225.20
Total Acct 411	\$2,000.00	\$1,774.80	\$225.20
City Council	\$2,800.00	\$1,614.75	\$1,185.25
Total Acct 413	\$2,800.00	\$1,614.75	\$1,185.25
Clerk - Treasurer	\$52,855.00	\$50,607.52	\$2,247.48
Elections	\$470.00	\$470.00	\$0.00
Office Operations/Supplies	\$4,500.00	\$5,546.06	(\$1,046.06)
Postage/Postal Permits	\$0.00	\$642.09	(\$642.09)
Total Acct 414	\$57,825.00	\$57,265.67	\$559.33
Financial Administration	\$16,000.00	\$15,419.70	\$580.30
Assessing	\$5,200.00	\$5,917.85	(\$717.85)
Total Acct 415	\$21,200.00	\$21,337.55	(\$137.55)

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

11/02/2011

Legal Services	\$8,000.00	\$6,228.69	\$1,771.31
Engineer Service	\$6,000.00	\$5,045.95	\$954.05
Total Acct 416	\$14,000.00	\$11,274.64	\$2,725.36
Per Diem	\$495.00	\$0.00	\$495.00
Total Acct 418	\$495.00	\$0.00	\$495.00
Grants	\$0.00	\$2,222.00	(\$2,222.00)
Planning and Zoning	\$0.00	\$46.00	(\$46.00)
City Training & Development	\$7,590.00	\$2,848.89	\$4,741.11
City Hall-Gov't Buildings	\$17,300.00	\$12,446.76	\$4,853.24
City Insurance	\$7,600.00	\$13,133.00	(\$5,533.00)
Cable Eqpmnt and Service	\$0.00	\$857.50	(\$857.50)
Newsletter	\$1,000.00	\$300.00	\$700.00
Total Acct 419	\$33,490.00	\$31,854.15	\$1,635.85
Police	\$88,500.00	\$81,129.62	\$7,370.38
Total Acct 421	\$88,500.00	\$81,129.62	\$7,370.38
Fire	\$20,100.00	\$18,404.76	\$1,695.24
Total Acct 422	\$20,100.00	\$18,404.76	\$1,695.24
Building Inspection	\$0.00	\$4,957.98	(\$4,957.98)
Total Acct 424	\$0.00	\$4,957.98	(\$4,957.98)
Animal Control	\$0.00	\$857.00	(\$857.00)
Total Acct 428	\$0.00	\$857.00	(\$857.00)
PUBLIC WORKS	\$3,000.00	\$0.00	\$3,000.00
Total Acct 430	\$3,000.00	\$0.00	\$3,000.00
Streets & Road Mntnc	\$21,500.00	\$7,521.72	\$13,978.28
Ice and Snow Removal	\$0.00	\$10,093.73	(\$10,093.73)
Tree Care/Inspection	\$1,500.00	\$449.93	\$1,050.07
Tree Removal	\$4,000.00	\$2,522.28	\$1,477.72
Drainage - Structure Care	\$2,000.00	\$2,159.25	(\$159.25)
Street Signs	\$1,000.00	\$265.74	\$734.26
Street Lights	\$13,800.00	\$12,219.91	\$1,580.09
Water Utility	\$0.00	\$473.90	(\$473.90)
Sewer Utility	\$0.00	\$269.90	(\$269.90)
Total Acct 431	\$43,800.00	\$35,976.36	\$7,823.64
Weed Control	\$0.00	\$135.00	(\$135.00)
Total Acct 432	\$0.00	\$135.00	(\$135.00)
Sanitation - Recycling	\$12,000.00	\$9,173.78	\$2,826.22
Total Acct 441	\$12,000.00	\$9,173.78	\$2,826.22
Lawn Care/Mntnc	\$7,000.00	\$4,425.00	\$2,575.00
Total Acct 450	\$7,000.00	\$4,425.00	\$2,575.00
Recreation	\$1,500.00	\$1,421.42	\$78.58
Total Acct 451	\$1,500.00	\$1,421.42	\$78.58
Parks	\$13,000.00	\$13,586.01	(\$586.01)
Total Acct 452	\$13,000.00	\$13,586.01	(\$586.01)
CONSERVATION - NATURAL RESOURC	\$1,609.00	\$1,609.16	(\$0.16)
Total Acct 461	\$1,609.00	\$1,609.16	(\$0.16)

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

11/02/2011

Unallocated Expenditures	\$681.00	\$72.56	\$608.44
Total Acct 492	\$681.00	\$72.56	\$608.44
Total Disbursements	\$323,000.00	\$296,870.21	\$26,129.79
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$13,139.00	
Beginning Cash Balance		\$513,678.05	
Cash Balance as of 12/31/2011		\$405,522.02	

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

11/02/2011

As of 12/31/2011

Special Rev Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock Permit Fee	\$0.00	\$8,435.00	\$8,435.00
Total Acct 322	\$0.00	\$8,435.00	\$8,435.00
Interest Earnings	\$0.00	\$0.46	\$0.46
Total Acct 362	\$0.00	\$0.46	\$0.46
Total Revenues	\$0.00	\$8,435.46	\$8,435.46
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Recreation	\$0.00	\$1,400.00	(\$1,400.00)
Total Acct 451	\$0.00	\$1,400.00	(\$1,400.00)
Total Disbursements	\$0.00	\$1,400.00	(\$1,400.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$7,550.65	
Cash Balance as of 12/31/2011		\$14,586.11	

As of 12/31/2011

Sewer 2004 Bonds	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$7,424.03	\$7,424.03
Total Acct 361	\$0.00	\$7,424.03	\$7,424.03
Total Revenues	\$0.00	\$7,424.03	\$7,424.03
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$2,511.47	(\$2,511.47)
Total Acct 471	\$0.00	\$2,511.47	(\$2,511.47)
Total Disbursements	\$0.00	\$2,511.47	(\$2,511.47)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2011		\$4,912.56	

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

11/02/2011

As of 12/31/2011

Birchwood In Re-hab Bond	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$494.10	\$494.10
Total Acct 361	\$0.00	\$494.10	\$494.10
Total Revenues	\$0.00	\$494.10	\$494.10
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2011		\$494.10	

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

11/02/2011

As of 12/31/2011

Sewer Re-hab 2008 Debt	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$18,736.47	\$18,736.47
Total Acct 361	\$0.00	\$18,736.47	\$18,736.47
Total Revenues	\$0.00	\$18,736.47	\$18,736.47
 Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
 Disbursements:			
Bond Payment	\$0.00	\$32,502.31	(\$32,502.31)
Total Acct 471	\$0.00	\$32,502.31	(\$32,502.31)
Total Disbursements	\$0.00	\$32,502.31	(\$32,502.31)
 Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2011		(\$13,765.84)	

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

11/02/2011

As of 12/31/2011

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	\$0.00	\$0.00	\$0.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$41,571.00	
Cash Balance as of 12/31/2011		\$41,571.00	

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

11/02/2011

As of 12/31/2011

Capital Projects	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Interest Earnings	\$0.00	\$579.00	\$579.00
Total Acct 362	\$0.00	\$579.00	\$579.00
Total Revenues	\$0.00	\$579.00	\$579.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Total Disbursements	\$0.00	\$0.00	\$0.00
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$6,000.00	
Beginning Cash Balance		\$65,527.99	
Cash Balance as of 12/31/2011		\$60,106.99	

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

11/02/2011

As of 12/31/2011

Cap Proj - Catchbasin	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Local Agency Grants	\$0.00	\$13,404.00	\$13,404.00
Total Acct 336	\$0.00	\$13,404.00	\$13,404.00
Total Revenues	\$0.00	\$13,404.00	\$13,404.00
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$19,139.00	
Disbursements:			
Engineer Service	\$0.00	\$4,735.00	(\$4,735.00)
Total Acct 416	\$0.00	\$4,735.00	(\$4,735.00)
Drainage - Structure Care	\$0.00	\$27,808.00	(\$27,808.00)
Total Acct 431	\$0.00	\$27,808.00	(\$27,808.00)
Total Disbursements	\$0.00	\$32,543.00	(\$32,543.00)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$0.00	
Cash Balance as of 12/31/2011		\$0.00	

As of 12/31/2011

Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$41,737.94	\$41,737.94
Penalty - Late Water/Sewer	\$0.00	\$1,063.30	\$1,063.30
State & Misc fees	\$0.00	\$1,870.28	\$1,870.28
Total Acct 341	\$0.00	\$44,671.52	\$44,671.52
DELQ - Water-Sewer fees	\$0.00	\$2,224.59	\$2,224.59
Total Acct 361	\$0.00	\$2,224.59	\$2,224.59
Interest Earnings	\$0.00	\$379.80	\$379.80
Total Acct 362	\$0.00	\$379.80	\$379.80
Total Revenues	\$0.00	\$47,275.91	\$47,275.91
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Engineer Service	\$0.00	\$472.00	(\$472.00)
Total Acct 416	\$0.00	\$472.00	(\$472.00)
Other Protection	\$0.00	\$1,375.00	(\$1,375.00)
Utility Locates	\$0.00	\$205.40	(\$205.40)
Total Acct 428	\$0.00	\$1,580.40	(\$1,580.40)
Water Utility	\$0.00	\$42,627.01	(\$42,627.01)
Wtr/Swr Emergency	\$0.00	\$23,059.07	(\$23,059.07)
Sewer Utility	\$0.00	\$62.79	(\$62.79)
Total Acct 431	\$0.00	\$65,748.87	(\$65,748.87)
Unallocated Expenditures	\$0.00	\$92.34	(\$92.34)
Total Acct 492	\$0.00	\$92.34	(\$92.34)
Total Disbursements	\$0.00	\$67,893.61	(\$67,893.61)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$45,623.45	
Cash Balance as of 12/31/2011		\$25,005.75	

As of 12/31/2011

Sewer Enterprise Fund			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$66,325.42	\$66,325.42
Total Acct 341	\$0.00	\$66,325.42	\$66,325.42
Sewer Re-hab A&B	\$0.00	\$15.00	\$15.00
DELQ - Water-Sewer fees	\$0.00	\$1,842.01	\$1,842.01
Total Acct 361	\$0.00	\$1,857.01	\$1,857.01
Interest Earnings	\$0.00	\$515.26	\$515.26
Total Acct 362	\$0.00	\$515.26	\$515.26
Total Revenues	\$0.00	\$68,697.69	\$68,697.69
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Utility Locates	\$0.00	\$205.40	(\$205.40)
Total Acct 428	\$0.00	\$205.40	(\$205.40)
Water Utility	\$0.00	\$62.79	(\$62.79)
Wtr/Swr Emergency	\$0.00	\$8,542.31	(\$8,542.31)
Sewer Utility	\$0.00	\$54,674.14	(\$54,674.14)
Total Acct 431	\$0.00	\$63,279.24	(\$63,279.24)
Total Disbursements	\$0.00	\$63,484.64	(\$63,484.64)
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
Beginning Cash Balance		\$173,186.41	
Cash Balance as of 12/31/2011		\$178,399.46	



Enriching lives through employment and community connections

**COMMUNITY EMPLOYMENT
SERVICES AGREEMENT**

This Community Employment Services Agreement (CESA) is made between TSE, Inc. a Minnesota nonprofit corporation whose address is 2027 Rice Street, Roseville, Minnesota, and the City of Birchwood Village hereafter referred to as the "the city", whose principal place of business is 207 Birchwood Ave, Birchwood, MN 55110.

TSE, Inc. is a nonprofit organization that contracts with various businesses and provides individuals to perform services for the operation of the business. The city is in the business of city government and desires to use TSE, Inc. services in connection with its responsibilities.

In consideration of the interests of both parties, the parties agree as follows:

1. Services.

During the term of this CESA, TSE, Inc. agrees to provide workers to perform the services described in Exhibit A, attached, for the city's principal place of business. TSE, Inc. and the city shall mutually agree upon the number of workers, which TSE, Inc. shall provide to perform the services, and the times, which the services shall be performed. TSE, Inc. may substitute workers at the times and in the manner TSE, Inc., in its discretion, may deem appropriate, upon prior notice to the city.

During the term of this CESA, TSE, Inc. agrees to supervise the activities of the workers at such times and in such manner as is agreed upon by TSE, Inc. and the city.

2. Payment.

In consideration of the services provided by TSE, Inc., the city agrees to pay to TSE, Inc. an amount equal to the rate set forth below as the "established rate" for the services provided by TSE, Inc.:

Established rate: \$ 9.75 per hour plus applicable sales tax (includes TSE, Inc.'s administrative costs), plus actual cost of cleaning supplies and consumed and actual rental price of any rental equipment required.

Following the end of each two week period during the term of this CESA, TSE, Inc. shall provide the city with an invoice for the services provided by TSE, Inc. for the two week period. The city shall pay to TSE, Inc. the total amount stated on the invoice within thirty (30) days following the city's receipt of the invoice. In the event the city fails to pay the amount due to TSE, Inc. by the due date, TSE, Inc. shall assess a late fee of 1-1/2% of the outstanding unpaid balance.

The current Federal and State minimum wage is \$7.25 per hour. If the minimum wage increases above \$7.25/hour, then the "Established Rate" of this contract shall be increased by the same corresponding amount.

TSE and its workers are independent contractors and not employees of the City and the City will not withhold any taxes, social security, FICA, or any other withholding from its payments to TSE, nor will TSE or its workers be entitled to any health insurance, PERA contributions, fringe benefits, or other benefits from the City. TSE will maintain worker's compensation insurance for its workers.

TSE shall maintain general liability coverage over its workers with policy limits in the amount of at least \$50,000.

TSE shall indemnify and hold harmless from any losses, damages, claims, or causes of action arising from the actions or inactions of TSE's workers whether such losses, damages, claims, or causes of action accrue to the City, its employees, agents, or officials, or to third parties.

3. Term.

This CESA is effective on October 26, 2011 and shall continue on an indefinite basis. Either party may, at any time and for any reason, terminate this CESA by providing thirty (30) days written notice. TSE, Inc. provided, however, may immediately terminate this CESA if the employer fails to pay invoices for services when due.

The City may immediately terminate the contract if TSE, Inc. fails to provide services as required by the contract, or its agents or representatives damage or steal City property.

Assignment. Neither this CESA, nor the rights or obligations of the parties hereunder, may be assigned by the employer without the written consent of TSE, Inc.

Governing Law. This CESA will be construed and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this CESA on the dates set forth below. In order for TSE's services to continue, the contract must be received no later than 30 days after the contract date.

Dated 10/10/11

By 
TSE, Inc. President/CEO

Dated _____
Federal ID # _____

By _____
City of Birchwood Village Authorized Representative

TSE, Inc.

**COMMUNITY EMPLOYMENT INFORMATION
EXHIBIT A**

Name of company: City of Birchwood Village

Address: 207 Birchwood Ave
Birchwood Village, MN 55110

Contract Position/title: Janitor

Contract date: October 26, 2011

Services Provided: Clean and restock bathrooms (2 down 1 up), vacuum, upstairs and downstairs, mop floors, clean inside of windows, light dusting. Steam clean carpets twice per year.

Enclave or independent placement: Independent

Days and Times Services Provided: The second Tuesday and last Tuesday of the month for 2-3 hours per time between 9:00 a.m.to 1:00 p.m.

Rate of Pay: \$9.75 per hour

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: Sept. 18

Name: Dow Johnny Patrick
Last First Middle

Address: 321 Wildwood Ave, Birchwood ES 110
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: _____
Home Telephone Mobile Telephone

How did you learn about our company?

POSITION SOUGHT: Rink attendant

Available Start Date: asap

Desired Pay Range: _____
Hourly or Salary

Are you currently employed? No

EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	<u>Will-Murray Maplewood</u>	<u>11th grade</u>	
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

I have been a rink attendant for the last two years. I am pretty athletic for the shoveling portion of the job. I am also friendly and hardworking.



CITY OF BIRCHWOOD VILLAGE
207 Birchwood Avenue
Birchwood Village, MN 55110
651-426-3403 tel
651-426-7747 fax
birchwoodvillage@comcast.net

MEMORANDUM

DATE: November 2, 2011
TO: Honorable Mayor and Council
FROM: Dale Powers, City Clerk-Coordinator
RE: Public Hearing>Certification of Delinquent Utility Accounts to the County

=====

Minnesota Statutes Chapter 429.10, subchapter 10 authorizes cities to certify delinquent utility bills to the county to be placed on the property taxes of the subject properties as a special assessment. Last year, the Council certified 19 accounts as delinquent; this year, the list has 10 accounts. Typically, the Council has approved the delinquent utility list, but will remove an account from the list if payment is made in full prior to certification of the Final Levy to the County – December 14, 2011 in this case.

QUESTION: Should the City Council approve certification of the subject delinquent utility accounts to Washington County to be placed on the property taxes payable 2012?

Acct #	Balance	Name	Address
008165-000	\$244.83	Ross Judkins	135 Wildwoo
008172-000	\$887.47	Doug Danks	142 Wildwoo
008191-000	\$1,424.62	Carrie Rohling	184 Wildwoo
008214-000	\$348.56	Gabriel Kern	232 Wildwoo
008239-000	\$728.40	Jean Kodadek	268 Wildwoo
008290-000	\$689.32	Roger Irvine	297 Jay Street
008292-000	\$123.20	Mark or Tami Anderson	506 Wildwoo
008330-000	\$240.25	Michael Prezioso	530 Hall Aven
008339-000	\$362.51	Ruth Farnum	618 Hall Aven
008385-000	\$249.05	Dale Casper	124 Cedar Str



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MEMORANDUM

DATE: November 2, 2011
TO: Honorable Mayor and Council
FROM: Dale Powers, City Clerk-Coordinator
RE: Review of Tree Inspection Report and Approval of costs for removal of diseased trees and broken branches

=====

City Code Section 403.060, subsection 1, calls for an annual inspection of the Dutch elm, elm wood, oak, and ash trees in the City. Steve Dean has performed this inspection and provided a written report of his findings. The report is included in the agenda packet as an exhibit. Also included is a cost estimate for removing diseased trees on City property (\$792.73) and two estimates to remove a large hollow oak limb on the Ash walkway.

QUESTIONS: Should the City Council accept the tree inspection report by Steve Dean? Should the City Council authorize the expenditure of \$792.73 for removal of diseased trees on City property? Should the City Council authorize the expenditure to remove the large hollow oak tree limb along the Ash walkway? If so, which one?

Tree Inspections 2011 (Late summer)

Diseased trees marked on City property.

4 Elms

1 Red Oak (Chestnut Boles)

Diseased trees marked on residential property.

6 Elms

2 Red Oaks (Oak wilt)

Locations of trees marked on City property.

1 Red Oak by tennis courts, between path and garage.

1 Elm at Fiestner memorial, End of East Co. Line.

1 Elm Birch St. off Birchwood Ave. west side of st. between Birchwood Ave. and 179 Birch St.

1 Elm where Grotto St. meets Tighe Semitz park.

1 Elm Key beach, west side closer to road.

3 Elm wildwood Ave. west of mailbox 608, street across from where Luke Ave. meets wildwood Ave.

1 Elm where Hall Ave. and cedar st. meet, south side of Hall Ave. where road curves.

Bills for trees

Remove diseased trees on city property

Remove 4 Elms and 1 Oak	740. ⁰⁰
state tax	52.73
Total	\$792.73

Ash Easement

Take down and remove large hollow oak tree limb. Taking it all the way back to the trunk.

	400. ⁰⁰
state tax	28.50
Total	\$428.50

Take limb back to the point of other limbs about 10 ft from trunk. Making it safe and I believe buying the life of the tree more time.

	240. ⁰⁰
state tax	17.10
Total	\$257.10



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MEMORANDUM

DATE: November 2, 2011
TO: Honorable Mayor and Council
FROM: Dale Powers, City Clerk-Coordinator
RE: Tighe-Schmitz Warming House: Proposed Outdoor Recreation Grant Program
Application>Request for City Support for the Project

=====

The Parks and Natural Resources Committee has been reviewing potential funding sources to pay for a new warming house by the Tighe-Schmitz hockey rink. The Committee found out that the project may be eligible for a grant from the Minnesota DNR Outdoor Recreation Grant Program. The Committee drafted a memo detailing the project and also submitted elevations of the warming house provided by City resident Douglas Danks. This memo is included in the agenda packet as an exhibit. Like most grants, the City would be required to provide a local match in either dollars, "in kind" contributions, or a combination of the two. As part of the submittal requirements, the City is required to conduct a public hearing and also adopt a resolution of financial support for the project. John Lund and Member Katie Cavenor will be addressing the Council on this matter and will be available to answer questions.

This matter was originally on the Council's October 11th agenda; however, that meeting was cancelled. During the interim, staff received questions from individual Council members about the proposal. Katie's response to those questions are included in the agenda packet as an exhibit.

QUESTION: Should the Council express its support for this project?



TO: Birchwood City Council Members

FROM: Parks and Natural Resources Committee

DATE: September 29, 2011

RE: Proposed Outdoor Recreation Grant Program Application – Warming House

Issue and Requested Action

Birchwood Village is eligible for a grant from the Outdoor Recreation Grant Program that if awarded would provide funding to renovate the ice skating rink area at Tighe Schmitz Park including the construction of a new warming house. The grant would be for 50 percent of the total eligible project costs. The preliminary grant proposal that is being discussed for this project has an estimated cost of \$40,000. If Birchwood's application was approved the grant would cover 50 percent of the project cost and the remaining 50 percent of the cost would be required to be made up by a "local share" which can include donations of labor, materials and equipment.

As part of the proposed 2012 budget adopted by the parks and natural resources committee, \$1100 has been allocated for the cost of renting a portable warming house for the 2012 skating season. During calendar year 2011, \$890 was spent for this purpose. Renting a portable warming house will continue as an ongoing cost to this community unless a new warming house is constructed. For this reason the parks committee has been discussing the possibility of replacing the existing warming house and passed a motion at the last committee meeting to pursue this grant by presenting this proposal to the city council. This grant could provide Birchwood with the opportunity to construct a new warming house for approximately \$10,000 which would pay for itself within ten years assuming the current rental cost.

At this point of the process the parks committee is seeking a preliminary commitment from the city council as to whether this grant should be pursued by Birchwood to assist in the financing of this proposed warming house project. The question to the city council is does the council deem this project a viable option for Birchwood, and if yes, is there a commitment from the council to explore options to meet the required financial obligations. There is no guarantee that Birchwood would be successful in obtaining a grant but if there is interest in pursuing this grant, work in preparing the application should begin now. If the council is not interested it would be helpful to know that so the parks committee does not continue to spend time on this endeavor. If the grant was applied for and not awarded to Birchwood's project, there would be no obligation to continue with the project.

Grant Information

The Outdoor Recreation Grant Program in question is administered by the Minnesota Department of Natural Resources (DNR) and its purpose is to assist local governments in the development or redevelopment of outdoor recreation facilities by providing grants to help finance these local projects. Eligible applicants for these grants are cities, counties, and townships. The program finances local projects through the Land and Water Conservation Fund (LAWCON) which consists of federal funds from federal offshore oil leasing payments. The amount of available funds varies each year and although these federal funds are dedicated the amount available is not known until it is actually appropriated. Last year \$750,000 was available to Minnesota for local government projects through this grant program. It is anticipated by DNR that these grants will be available for 2012.

Grant Application Process and Match Requirements

The cost of the proposed project is anticipated to be \$40,000. The grant award would be for 50 percent of the total eligible project costs or \$20,000. The remaining 50 percent of the cost would be the "local share" that would have to be financed by the local government. This "local share" can consist of cash or through the donation of materials, labor, and equipment or a combination of both. It is anticipated that approximately \$10,000 of the "local share" could be made up through the value of these donations.

Payment of the grant funds is by reimbursement only. Therefore, the local government would be required to initially pay the project expenses and would then be reimbursed by the state under the terms of the grant agreement. Expenses that would be eligible for reimbursement would be those that are necessary for the completion of the project, incurred during the project period and were identified in the grant application. Up to four reimbursement requests may be submitted during the course of the project with the last reimbursement request being submitted within sixty days of the completion of the project. Ten percent of the grant funds would be retained until a final inspection has been completed.

The application is required to be submitted to the State by March 31, 2012. Funding announcements for 2012 would be made sometime in the summer of 2012, therefore the construction of the project could commence in the fall of 2012 if local funding was available at that time. Once a grant is awarded the project must be completed within 24 months. Therefore if local funding was not available during the 2012 calendar year, funding could be budgeted for 2013 and the project could begin in the spring of 2013. Other scenarios could be explored. It is suggested in the application packet that the project be ready for implementation as soon as possible following the grant award notification and that the required match should either be in place or should be attainable within a reasonable period of time.

As part of the application process a public hearing must be conducted to obtain community input on the proposed project and grant application. Furthermore as part of the application, the local government is required to adopt a resolution that specifies that the applicant has the "financial capability to meet the match requirement and ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life". It would be anticipated that if Birchwood were to proceed with the application process a public hearing

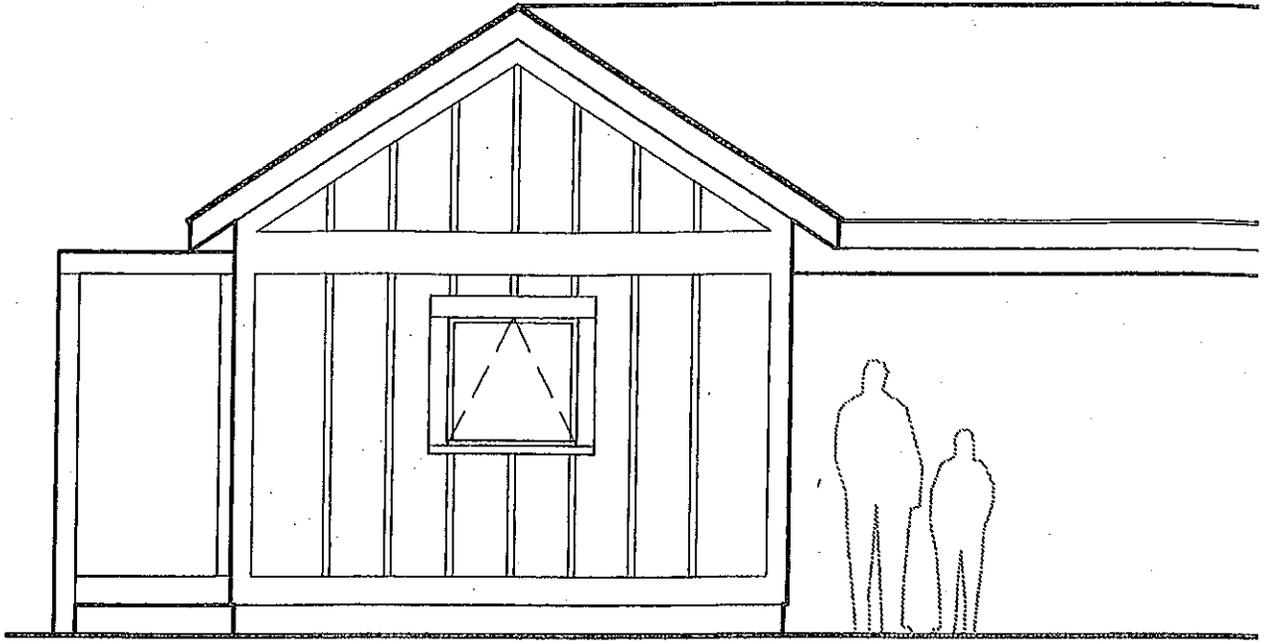
would be held in January or February of next year and the council would then be required to adopt the afore mentioned resolution before the application could be submitted. This resolution would require the council to commit to meeting the financial obligations of the project.

Preliminary Project Description and Cost Breakdown

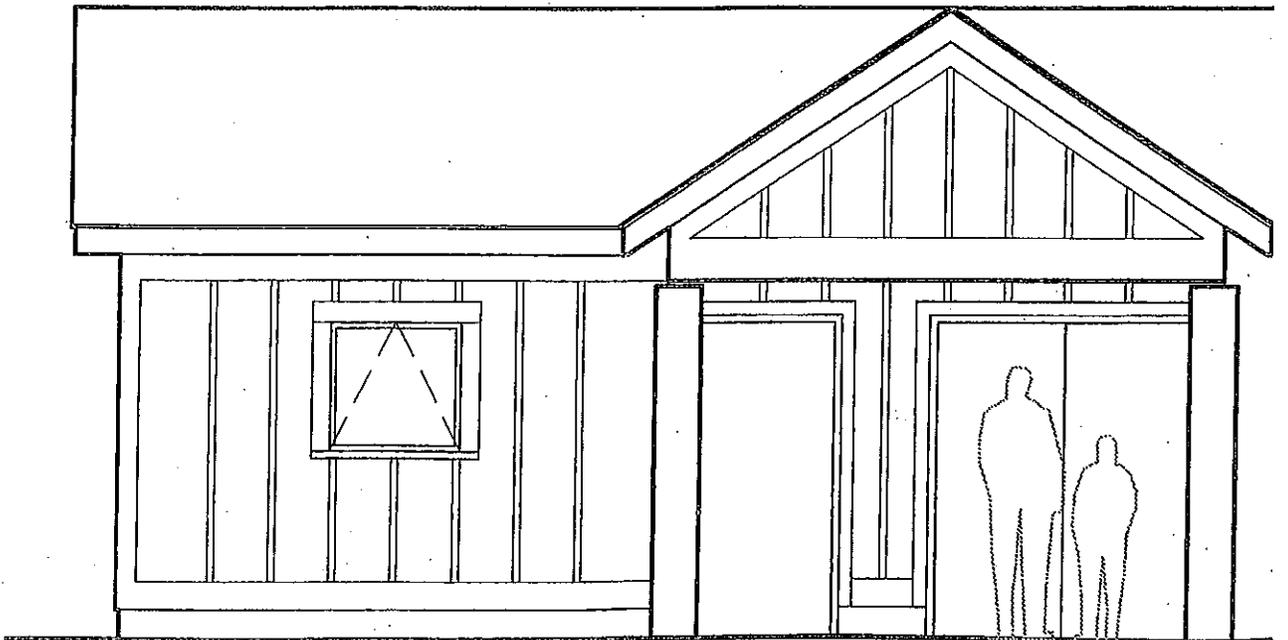
At this point the proposed project consists of replacing the current warming house with a newly constructed one at approximately the same site. The current proposal would consist of a warming room (12 feet by 16 feet); an equipment/storage room (8 feet by 12 feet); and a breezeway (14 feet by 13 feet). The existing bathroom satellite would be converted to handicap accessible and would be attached to the house. A schematic design of the proposed warming house that was provided by Douglas Danks and Associates is attached as attachment A. Based on this design an estimated breakdown of the construction costs is also attached as attachment B. These estimates would have to be updated if the proposal application was to go forward.

It should be noted that this proposal is at the preliminary stages and may be amended following a public discussion with the council and the community. One possible amendment that has been discussed but has not been included in the cost breakdown is the addition of a parking area. A possible parking area addition is attached as attachment C. Another consideration that has been discussed is altering the design so that the building could be used for things other than a warming house for example including a window in order to sell concessions at functions that may take place at the park. Renovation of the ice rink area could also be included.

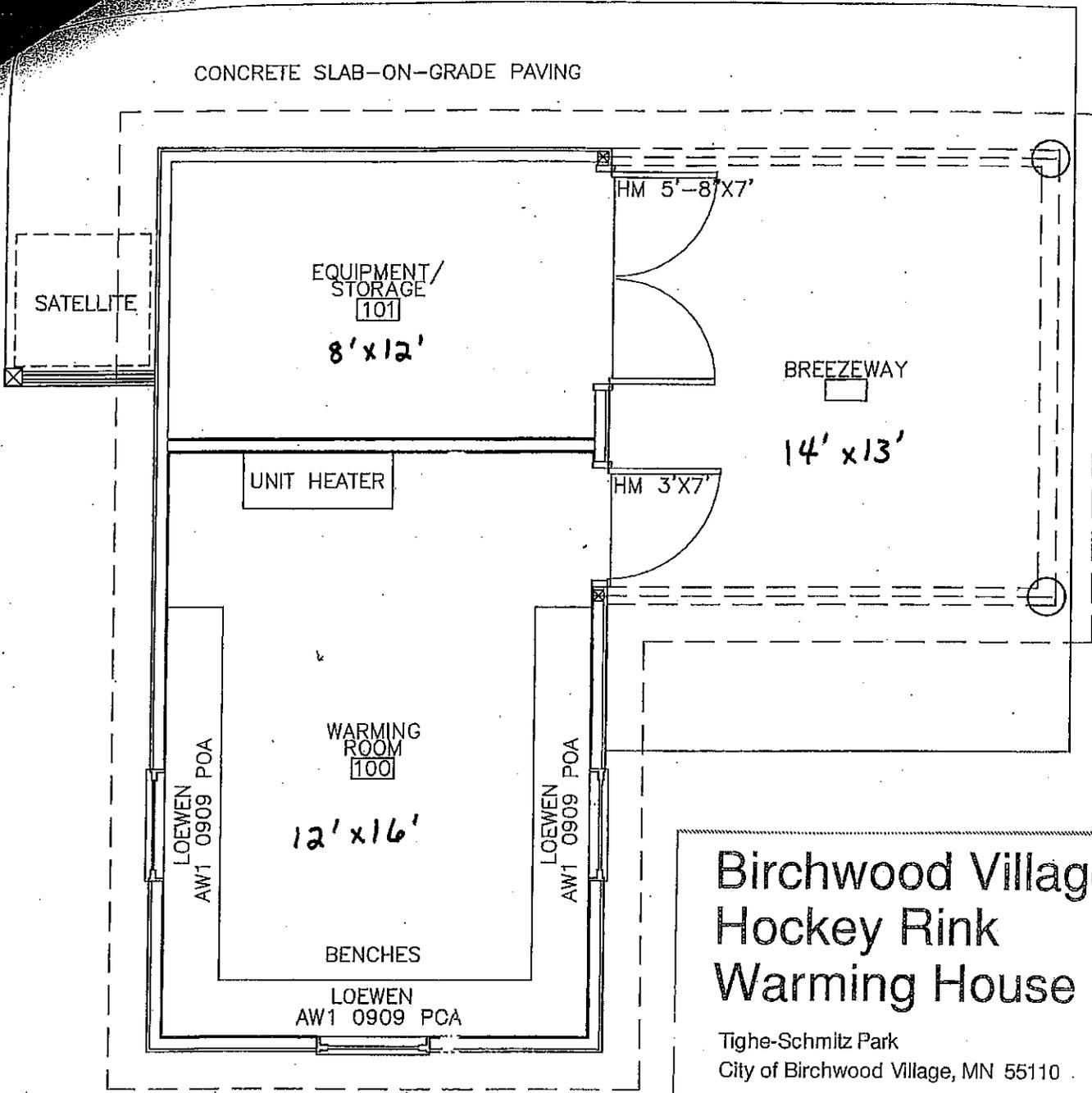
At this point the question is whether there is community interest in proceeding with this grant application and whether there is the willingness to commit to meeting the local government's financial obligations of this grant.



1 WEST ELEVATION
A3.0



2 SOUTH ELEVATION
A3.0



SCHEMATIC DESIGN

FLOOR PLAN

DATE: 03/03/11

SCALE: 1/4" = 1'-0"

PROJECT: 078 091

DRAWN: DDA

**Birchwood Village
Hockey Rink
Warming House**

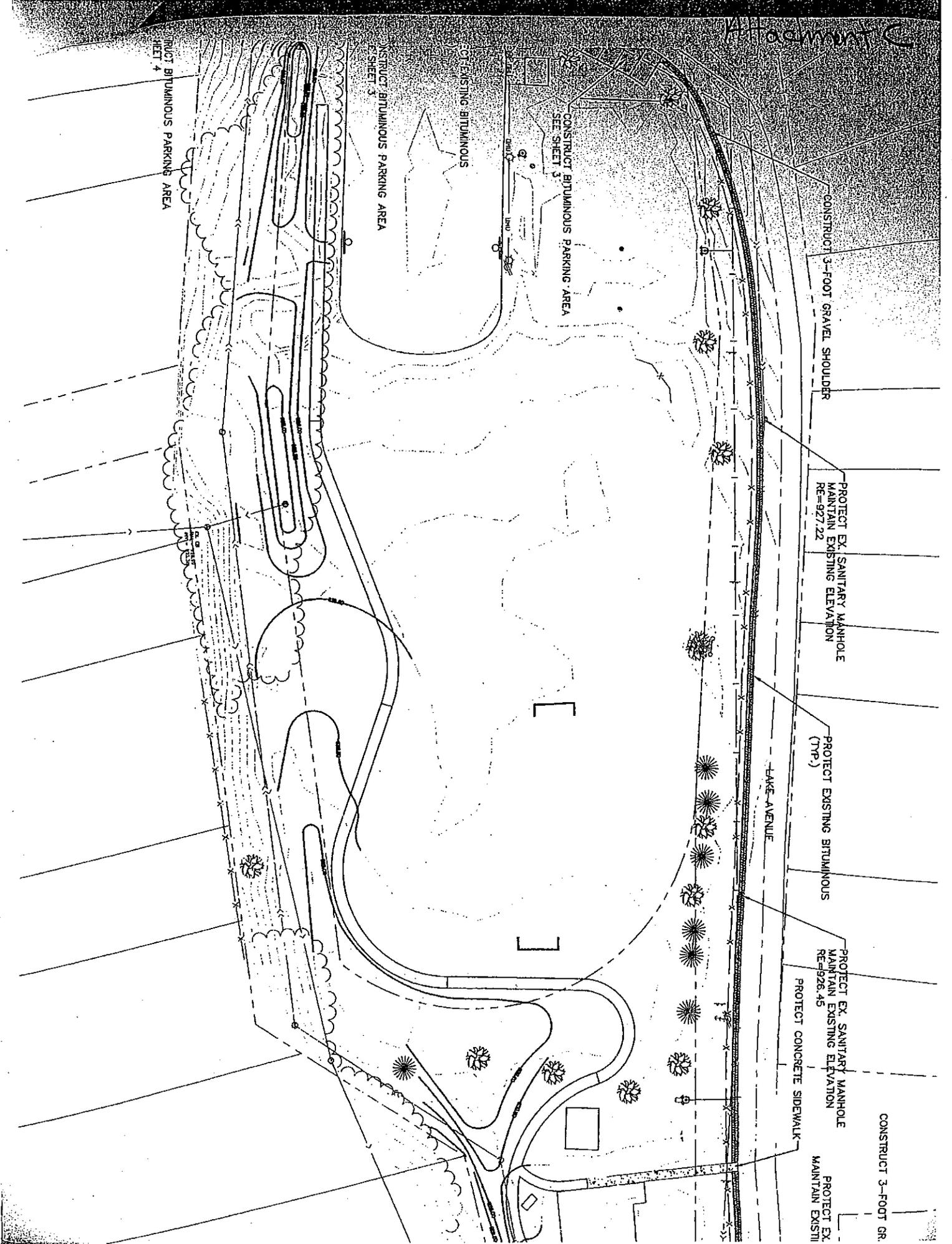
Tighe-Schmitz Park
City of Birchwood Village, MN 55110

CLIENT:
City of Birchwood Village
207 Birchwood Avenue
City of Birchwood Village, MN 55082
(Contact: John Lund 651.338.1383)

**Douglas Danks
Associates**

807 North 4th Street
Stillwater, MN 55082
Tel 651.430.2139

email@douglasdanksassociates.com



CONSTRUCT BITUMINOUS PARKING AREA
SEE SHEET 4

CONSTRUCT BITUMINOUS PARKING AREA
SEE SHEET 3

EXISTING BITUMINOUS

CONSTRUCT BITUMINOUS PARKING AREA
SEE SHEET 3

CONSTRUCT 3-FOOT GRAVEL SHOULDER

PROTECT EX. SANITARY MANHOLE
MAINTAIN EXISTING ELEVATION
RE-927.22

PROTECT EXISTING BITUMINOUS
(TYP.)

LAKE AVENUE

PROTECT EX. SANITARY MANHOLE
MAINTAIN EXISTING ELEVATION
RE-926.45

PROTECT CONCRETE SIDEWALK

CONSTRUCT 3-FOOT GR.

PROTECT EX. SANITARY MANHOLE
MAINTAIN EXISTING ELEVATION

Preliminary Warming House Project Cost Breakdown	
ITEMS	ESTIMATED COST
Demo of old warming house with dumpster (30YD)	\$1,000
Permit	500
Building materials (lumber, trusses, insulation, roofing, siding, fence and doors)	8,253
Concrete work (includes the removal of the existing slab)	7,060
Electrical work	4,000
Rubber floor – 592 SF	1,161
Benches – inside 32LF; outside 28LF	500
Gutters/down spouts – 60LF @12.43LF	746
Paint	600
Windows & Miscellaneous	6,235
SUBTOTAL	\$30,055
Labor (donation)	\$9,945
TOTAL	\$40,000

1. What is the dollar amount? To spend \$80,000 and receive a reimbursement of \$40,000? Or spend \$40,000 in cash and local effort and receive a reimbursement grant for \$20,000? Clarify whether the grant request is \$40,000 or \$20,000. *The total dollar amount for the preliminary proposal that was attached to the parks committee memo dated September 29, 2011, is estimated at \$40,000. Under the grant requirements the local government would be required to initially fund this amount and then be reimbursed for 50% of the total cost or \$20,000. The remaining 50% of the cost would be the responsibility of the local government. This local share can include donations of labor, materials and equipment. We anticipate that approximately \$10,000 of the cost could be made up with volunteer labor. For purposes of the application if we use the proposed project and the proposed costs we would list the total project cost as \$40,000 with a grant request of \$20,000 and local match of \$20,000 (\$10,000 of this amount would come from donated labor).*

2. What local effort qualifies for the match and what effort does not? *Project related expenses incurred through the direct use of the grantee's staff, equipment, or materials that are directly related to the completion of the project may be counted toward the cost of the project. Labor to administer the project would not be eligible. Donations of materials, labor and equipment would qualify if properly documented. For unskilled volunteers working at least 8 hours on the project, a volunteer labor record would be required to be completed and signed. The value of unskilled labor is set at \$7.00 per hour. For donated equipment, the value is figured at a rate that is equivalent to the prevailing rate for the use of that equipment in the area. Skilled labor, organizations and businesses may contribute goods and services to complete the project. The donor would be required to provide a regular invoice for the material or service with a notation on the invoice identifying the value of the donation. Donations of services or skilled labor would be valued at the rate typically charged for such work in the area. Reimbursement forms as well as project cost summary sheets are provided as part of the reimbursement manual in order to record invoices, volunteer labor, donated equipment, etc.*

To be eligible for reimbursement, costs must be necessary for the completion of the project; incurred during the project period stated in the grant agreement; and listed in the cost breakdown of the grant application.

Any project costs incurred before the start of the grant agreement are not eligible for reimbursement nor can they be considered as part of the required local match.

3. Where will the city come up with the \$40,000 or \$80,000 to finance the cash flow? *This is a question to be discussed by the city council.*
4. How confident are we on the total cost of the facility? Have we solicited any bids or quotes to verify the estimates? *These estimates need to be updated. However, it is not anticipated that the estimated costs will increase by any substantial amount. Once the city council has given its preliminary approval to pursue this grant these estimates will be updated and additional bids will be sought to ensure that the costs that are included in the application are current and realistic.*

5. Demonstrate the need vs. the current (rental) solution (e.g. user numbers, the inadequacies of the current facility). What is the need for a 24 x 12 ft. indoor building with an additional 14x13 footprint breeze way? *The issue is not whether the current solution (rental) is inadequate the issue is whether renting a warming house each season makes sense for the community from a fiscal point of view as well as from a practical point of view. The old warming house is unusable for anything other than storage. It is old and an eyesore and will eventually have to be removed. Currently Birchwood is renting a building that needs to be brought in at the beginning of each season and removed at the end of the season. The rental cost for this upcoming season is budgeted at \$1100. Furthermore, the electricity must be hooked up to the rental at the beginning of the season and unhooked at the end. This electrical hookup is budgeted at \$560 for the upcoming season. The budgeted cost for heating the warming house is \$900. If a new warming house was constructed the cost of the rental and the annual hook up would be eliminated. There would be an additional cost of maintenance for the new structure. The cost of heating the building should not substantially change. Another aspect to consider is the aesthetics of the building and of the ice rink area. By removing the old warming house the community is rid of a rundown eyesore. Part of this proposal could include a parking area to address the parking chaos that frequently occurs in this area. As for the proposed increase in size, it makes sense to construct a building that could also accommodate the storage of equipment. Finally, while specific numbers cannot be provided in terms of skaters, members of the parks committee have mentioned that there were times last season when skaters left the area because there was no room in the rented warming house.*
6. Include in cost analysis all utilities not used now, all repairs to building not incurred now, all maintenance of the building not incurred now, boiler inspection and repairs, annual depreciation, sinking fund for future repairs and replacement of such things as the boiler, etc. For purchase of a new warming house, how much capital outlay (total of all the costs paid for by city) is required in dollars? Divide that number by 20 as the useful life before major repair to demonstrate an annual capital only cost vs. the \$890 spent now. *A more complete breakdown on the anticipated maintenance costs and utilities costs will be done if the parks committee is given the go ahead to prepare the grant application. It is anticipated that the maintenance costs should be minimal based on the proposed construction and materials to be used. However, there will be maintenance costs that will have to be part of future budgets. For 2012, the parks committee has budgeted \$1100 for the rental of a warming house, \$560 for the electrical hook up associated with the rental and \$900 for heating the building. These costs will only increase if the city decides to continue to rent a warming house each season. If a new building was constructed the cost of the rental and the annual electrical hook up would be removed. The cost of heating the building would continue as a budgeted expense.*
7. What is the cost of insuring such a facility for broad public use against fire, vandalism and malfunctions? *It is anticipated that the insurance for this building would be insured as part of the city's umbrella insurance policy with the League of Minnesota Cities in the same manner as any other city building and in the same manner as the current rental building.*

8. Who will do the annual repair and maintenance work of a new facility? *Annual repair and maintenance is anticipated to be minimal due to the proposed materials of the project. As part of the resolution that will have to be adopted the city would have to commit to an annual operations and maintenance budget.*
9. Should the hockey players and their families, the predominant users, raise half the local share? I am philosophically opposed to the city taking money from the dock users to fund the hockey facility; those fees should be used for park improvements first on the city beach properties and then on other properties that are used by all city residents, not just a narrow interest group. *The financing of this project is a question to be discussed by the city council.*
10. Who will actually build the warming house? Will they be insured? *John Lund, president of the parks committee and contractor by trade, has offered to volunteer to act as general contractor of the project and would be responsible for hiring subcontractors as needed as well as recruiting and supervising volunteer labor both skilled and unskilled. As project manager, John would also be responsible for insuring that the project was in compliance with all relevant state regulations and inspections.*
11. What is the city's obligation if it applies for and is chosen to receive the grant? Must we accept the grant or can we say no thanks later? *There would be no obligation to accept the grant if Birchwood was awarded the grant. However, if Birchwood was awarded a grant and did not accept it the funds would go unused and another community may have lost their opportunity to receive funds. This is one of the reasons why we are presenting this opportunity to the city council at this time. If this is not something that the city council wants to pursue we should acknowledge this now to be fair to those who have agreed to work on this application and to other communities that might be working on a proposal.*
12. If the city accepts the grant what rules come with the grant (e.g. who can use the facility, hours of operation, accommodating people with disabilities, access by the broader public vs. neighborhood hockey and skaters, etc?) *The facility would be required to be available for general public use. The project would also be required to comply with the Americans with Disability Act (ADA) As part of the grant application a statement of accessibility would be required that describes how this facility would be made accessible. This would include parking, restroom, drinking fountains and access to the facility as well as how the other critical components of the park are accessible even if they are not part of the proposal.*
13. Project Design questions:
 - a. What would be the impact on the pleasure rink?
 - b. Could the breeze-way be reoriented to the east or north so it could be used for 'music in the park' events?
 - c. Should be no increase in impervious surface. If hard surface parking lot is desired should be pervious pavers. Need cost information on the parking lot.
 - d. Need to replace the current lights with low impact lights that illuminate the rink and not the sky and surrounding area.

The questions regarding the design are up for discussion. The parks committee would propose that if the city council is interested in pursuing this grant that an informal community meeting be scheduled to get community input on the proposal. Should the "pleasure rink" be part of the renovation? Should parking be included? If yes, where should it go and what should it look like? Should there be a breezeway? If yes, where should it go? Should the lights be changed? Could this be done without incurring substantial cost? Is it possible to convert the ice rink into a skate park for summer use?

14. *What would be the cost to build a small storage shed on the south side of the hockey rink and continue using the temporary warming house? The cost of a small storage shed has not been estimated at this time. If this is the direction the city council wants to take then the parks committee would not be interested in continuing to pursue the grant.*

15. *Is there a problem building it at Tighe-Schmitz Park with the high water levels? There is no problem in terms of water level that has been identified at this time.*

16. *Would the facility be used the other 9 months of the year? This would depend on the final proposal and what the city council and the community would like to see included in the project. There is no reason why this building could not be constructed for year round use. One suggestion is to design the building so that it could be used for selling concessions at park activities. (licensing issue?) Another suggestion is to include a renovation of the ice rink so that it could be used as a skate park during the summer. The parks committee would be interested in other proposals for using this building and rink area which is why the committee would propose convening an informal community meeting in order to hear possible proposals. However, it should be kept in mind that while other uses would be great the foremost purpose for the building would be to be used as a warming house and when looking at other warming houses in the surrounding communities these warming houses are only used for that purpose.*



CITY OF BIRCHWOOD VILLAGE
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MEMORANDUM

DATE: November 2, 2011
TO: Honorable Mayor and Council
FROM: Dale Powers, City Clerk-Coordinator
RE: Review of Proposed 2012 Parks and Natural Resources Committee Budget

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The Parks and Natural Resource Committee is required by Section VI (C) of their by-laws to present their proposed budget to the City Council for review and approval at the Council's November meeting. A copy of the Committee's proposed 2012 budget is included in the agenda packet as an exhibit.

QUESTION: Should the City Council approve the proposed 2012 budget for the Parks and Natural Resource Committee?

	A	B	C	D	E	F
	Item	Proposed 2012	Remaining			Note
1						
2						
3						
4	Porta Potty Tights Schmitz/Bloomquist	1800		1800		Replace standard size with handicap accessible
5	Turn Drinking Fountains On/Off (Spring/Fall)	360		360		Hugo Plumbing (Turn on in Spring/Off in Fall) 2012
6	Flag (replace every 2 yrs)	100		100		landscape supplies, tools, equip, rental, etc. Hockey Day
7	Materials & Supplies	1530		1530		
8	Teen/Young adult maintenance 60 hours @ \$10	600		600		
9	Tree Maintenance / Inspection	2300		2300		
10						
11	Ice Rinks			0		Based on past contribution
12	Portable Warming House	1100		0		
13	Electrical Hook Warming House	560		560		Dec- Feb
14	Electrical Charges	900		900		
15	Salaries for Student Workers * (New for 2010)			0		
16	Level 1 144 hours @ \$10 per hour \$1440			0		
17	Level 2 456 hours at \$8 per hour \$3648			0		
18	Student Worker Salaries			0		
19				0		
20	Payroll					
21	Fed Tax					
22	State Tax					
23	Medicare Employer					
24	Medicare Employee					
25	Social Security					
26	Ongoing Recreational Equipment Maintenance	5300		5300		
27	Soccer Nets	0		0		
28	Volleyball Court (equip and sand)	0		0		Replaced 2010
29	Baseball Diamond	0		0		
30	Baseball nets	0		0		
31	Sand/Pas Gravel for Play Equipment	350		350		future money??? if White Bear Lake doesn't take care
32	Hockey Goals	0		0		
33						
34	Tennis Court Maintenance	100		100		
35						
36	Park Project -Curt Feistner step project	3000		3000		
37	TOTAL	\$18,000.00	0	18000		
38						
39						
40	Budget amount	\$18,000.00				
41	One time capital expense for snow blower	\$0.00				
42	with sufficient capacity to take care of hockey	\$3,000				
43						
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