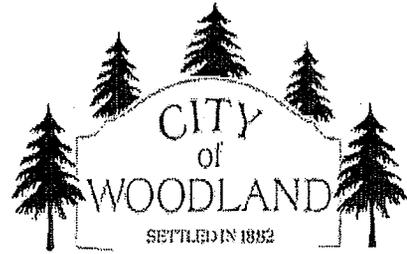


**CITY OF WOODLAND  
CITY COUNCIL AGENDA**

**MONDAY, JANUARY 9, 2012  
7:00 P.M.**



**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no special discussion of these items unless a Councilmember or Citizen so requests, in which event will be removed from the Consent Agenda and will be considered separately under New Business.

- A.** Minutes December 12, 2011; Regular Council Meeting
- B.** Set Date of Annual Board of Appeals & Equalization - April 9, 2012
- C.** Adopt Resolution No. 01-2012; Annual Meeting Calendar for 2012

**4. PUBLIC COMMENTS**

Individuals may address the Council about any item not contained on the regular agenda. Limit comments to 5 minutes. The Council may ask questions for clarification purposes but will take no official action on items discussed with the exception of referral to staff or with the agreement of the Council may be scheduled on the current or future agenda.

**5. NEW BUSINESS**

- A.** Adopt Resolution No. 02-2012; Annual Appointment & Assignments for 2012
- B.** Adopt Resolution No. 03-2012; Administrative Fees
- C.** Review Fee Schedule in the Code of Ordinances, Chapter 3, Section 300

**6. OLD BUSINESS**

**7. MAYOR'S REPORT**

**8. COUNCIL REPORTS**

- A.** Council Member Jilek - Ordinances, Website & LMCD
- B.** Council Member Rich - Roads, Signs & Trees
- C.** Council Member Carlson - Finance, Enterprise Funds, Intgov. Relations & MCWD
- D.** Council Member Massie - Public Safety & Deer Management

**9. ACCOUNTS PAYABLE**

**10. TREASURER'S REPORT**

**11. ADJOURNMENT**

- 15 minutes will be allotted for public comments. If the full 15 minutes is not needed, the City Council will continue with the agenda.
- Next meeting: February 13, 2012

WOODLAND  
CITY COUNCIL MINUTES  
MONDAY, DECEMBER 12, 2011  
7:00PM

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Mayor Jim Doak; Council Members Sliv Carlson, Mike Jilek, Chris Rich and John Massie

Staff: City Clerk Shelley Souers.

Guests: Tom Newberry and County Commissioner Jan Callison

**CONSENT AGENDA**

**A) Minutes November 14, 2011; Regular Council Meeting**

*Council Member Carlson moved to approve the consent agenda as presented. Council Member Jilek seconded the motion. Motion carried 5-0.*

**PUBLIC COMMENTS**

None.

**PUBLIC HEARING**

**A. Budget hearing to adopt the 2012 General Fund Budget and Tax Levy**

- Resolution No. 24-2011; Adopting the final 2012 Budget
- Resolution No. 25-2011; Adopting the final Tax Levy collectible in 2012

Mayor Doak opened the public hearing to consider the budget and tax levy for 2012. Mayor Doak reported that the 2012 budget reflects an effort to address increasing operating needs during a period when non-tax revenue sources have been flat to down. The expenditures increased by 5.2%. Several factors that have impacted general fund expenditures include increased contracted service costs, the 2012 election costs, and a street restoration project planned for 2012. The levy will increase 3.1% in 2012.

There being no public comments, Mayor Doak closed the public hearing.

*Council Member Carlson moved and Council Member Rich seconded the motion to adopt Resolution No. 24-2011; approving the 2012 balanced budget. Motion carried 5-0. Council Member Jilek moved and Council Member Massie seconded the motion to adopt Resolution No. 25-2011; approving the 2012 tax levy. Motion carried 5-0.*

**NEW BUSINESS**

**A. County Commissioner Jan Callison – Annual Updates**

Mayor Doak welcomed and introduced Hennepin County Commissioner Jan Callison.

Commissioner Callison distributed several handouts highlighting County activities and summarizing changes in Hennepin County's population and income for cities under 20,000. Commissioner Callison reported on several highlights including property market values which have dropped to the 2005 levels. The County Service Center in Eden Prairie will close in 2012 as a cost cutting measure. Callison reported that in early 2012, County engineers expect to seek approval from the Cities of Minnetonka and Woodland for the County Road 101 improvements south of Grays Bay Bridge to Minnetonka Boulevard, which would include a round-a-bout at the Breezy Point Road and the 101 intersection.

Commissioner Callison reported that the County Commission is set to approve a tax levy reduction, over 2011, by one million dollars for 2012. The budget lowers the tax levy to \$668 million; however, the operating budget is set to increase by \$40 million, in part due to the County's creation of an innovative Medicaid project.

Mayor Doak recognized Commissioner Callison's work with Hennepin County Medical Center's independent board that resulted in costs savings to the tax payers under the hospital's new governance.

Council thanked Commissioner Callison for her attendance and information.

**B. Resolution No. 26-2011; Providing for a Change in Municipal Water and Sewer Charges for 2012**

Council Member Carlson reported that several unfunded repairs were made to the water system, causing the expenses to exceed the revenues by over \$7,000. Council considered the 2012 water and sewer budget and agreed it was logical to spread the water fund's excess expenses over three budget cycles to reduce the increase in maintenance charges to residents. Council Member Carlson noted that the rate analysis had projected an increase in the maintenance charges, however, due to the excess maintenance costs, a greater rate increase will be necessary to cover anticipated maintenance costs and a portion of the 2011 overage expenses.

*Council Member Jilek moved and Council Member Carlson seconded the motion to adopt Resolution No. 26-2011; establishing water and sewer maintenance and user fees for 2012. Motion carried 5-0.*

**C. Discussion of Funding Alternatives for Septic System Inspections and Enterprise Administrative Expenses**

Council Member Carlson reported that she spoke with the Groveland Homeowners' Association at their annual meeting in November regarding the anticipated increase in water and sewer maintenance and user fees for 2012.

Council Member Carlson stated that a question arose with regard to the equity of the annual septic system review costs that are paid from the general fund versus individual septic system owners.

Mayor Doak stated that general fund expenses should be undertaken for the best interest of the City as a whole. He believed that years ago when the Council established the monitoring of septic systems through inspections, it envisioned substantial benefit to the City as a whole by preserving the environment and protecting public health. Mayor Doak noted that all repairs and maintenance of private systems remains the responsibility of the individual homeowners and are not subsidized by the City. As an additional example, the General Fund account is used to pay for recycling collection; fees are not collected as in some cities. The Council no doubt saw recycling as being in the general best interest of the City. On a broader level all taxpayers pay for public education, whether or not they have children in the schools. In each case, there is a determination that the expenditures are in the general best interest of the community.

Mayor Doak also noted that it is important to look at how the City apportions the costs of the water and sewer system. The City is ultimately responsible for the debt associated with the construction of the system and it is in the best interest of the City in general to ensure that fees are adequate and collected on a timely basis, and that the overall enterprises are in good financial shape. The City paid for the recent rate study and pays for all staff time attributed to managing the water and sewer system, including quarterly billing. The General Fund also pays the annual audit costs of the water and sewer system. These expenses could be charged to the water and sewer system accounts, but the Council found these functions in the general best interest of the City and has absorbed the costs in the General Account.

Council Member Rich agreed that the current arrangement with the General Fund covering the water and sewer audit is appropriate.

Council Member Carlson stated that she is comfortable with the appropriation of funds. The cost of the rate study was taken from the General Fund. The audit costs, which include the water and sewer funds, are also paid for from the General Fund.

Council Member Jilek noted that the Council had previously discussed sharing the cost of fire hydrant maintenance as a possible way to mitigate the rate increases that were undertaken to place the Enterprise Funds on a sound financial footing. Since the fire hydrants serve a public safety purpose in the eastern portion of the City the maintenance costs might be shared by the whole City. The Council has not adopted this approach in determining water rates.

Council Member Jilek stated that he will draft a memo summarizing the history of the Council's discussions regarding funding decisions for the Enterprise Funds. Council Member Jilek agreed that it is in the general interest of all residents to make sure that private septic systems are not polluting the lake or the water supply.

## **OLD BUSINESS**

### **A. Vehicle Load Limits and Fees; Ordinance No. 05-04 and Ordinance No. 03-16**

Council reviewed the proposed ordinance language clarifying permitted load limits and permit fees to exceed the posted limits.

*Council Member Carlson moved and Council Member Jilek seconded the motion to approve Ordinance No. 05-04; clarifying the road load limits.*

*Council Member Carlson moved and Council Member Massie seconded the motion to amend the main motion to also include the approval of Ordinance No. 03-16; amending the load limit permit fees delineated in Chapter 3 of the City Code. Motion carried 5-0.*

#### **B. Traffic Speeds Along Breezy Point Road and Digital Feedback Sign**

Council reviewed several options for street signs along Breezy Point Road.

Council Member Rich stated that digital feedback signs are cost prohibitive and adequate funds are not available for this style of sign. Council Member Rich reported that he spoke with the Groveland School Transportation Department regarding the possibility of altering the route to eliminate the need for children to cross the street to board the bus. The bus company will review the route and report back to Council Member Rich.

Council recommend putting more information in the newsletter regarding posted speed limits throughout the City and to install several larger speed limit signs and a new sign denoting the school bus stop near the East Road and Breezy Point Road bus stop location.

Council Member Rich will review locations along Breezy Point Road for new larger speed limit signs and a "school bus stop ahead" sign.

#### **MAYORS REPORT**

Mayor Doak reported that the League of Minnesota Cities recently printed an article regarding the need for Cities to carry liability insurance for all volunteers working in the City. Woodland added liability coverage for volunteers in 2011 and will continue with this coverage going forward.

#### **COUNCIL REPORTS**

##### **Ordinance, LMCD and Website**

Council Member Jilek reported that Herb Suerth will complete his term with the Lake Minnetonka Conservation District at the end of the year. Council Member Jilek reported that two residents may share the role and fill the commitment to serve on the LMCD.

Lake Minnetonka Communications Commission (LMCC) has been working on the franchise agreement with Mediacom. The LMCC is also conducting a technical review of Mediacom's systems. Century Link will begin selectively providing IP TV service in 2012 which may offer another option to area cable subscribers.

##### **Roads, Signs and Trees**

Council Member Rich reported that Cornerstone applied salt and sand in late November due to icy conditions.

##### **Finance, Enterprise Funds, Intergovernmental & MCWD**

Council Member Carlson reported that she attended two League of Minnesota Cities meetings and a Metro Cities School Board Association meeting. Council Member Carlson also

reported that she follows the work of the Metro Cities, which is the voice for metropolitan cities at the Legislature and Metropolitan Council and continues to monitor the Metropolitan Council plans and decisions.

**Public Safety**

Council Member Massie reported that no more deer were removed since last month. Council Member Massie suggested that a notice be included in the newsletter to remind residents not to feed coyotes and monitor small pets when they are outside.

**ACCOUNTS PAYABLE**

*Council Member Jilek moved approval of the Accounts Payable as submitted. Council Member Massie seconded the motion. Motion carried 5-0.*

**TREASURER'S REPORT**

*Council Member Rich moved approval of the Treasurer's Report as submitted. Council Member Carlson seconded the motion. Motion carried 5-0.*

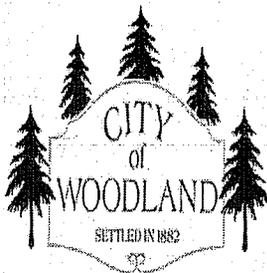
**ADJOURNMENT**

Council adjourned by consent at 9:07PM

ATTEST:

\_\_\_\_\_  
Shelley J. Souers, City Clerk

\_\_\_\_\_  
James S. Doak, Mayor

**WOODLAND CITY COUNCIL**

MEETING DATE: January 9, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Board of Appeals & Equalization

**Set Date for 2012 Local Board of Appeals and Equalization**

The City received a request from Hennepin County Assessor, to select a date and time for the 2012 Local Board of Appeals and Equalization Meeting. The County Assessor has suggested, Monday, April 9, 2012, at 7:00 PM.

The State Statute requires that the Local Board of Appeals and Equalization cannot be held unless at least one voting member present at the meeting has attended an appeals and equalization training course within the last four years. Woodland meets this requirement. Three Council Members have attended the training.

**Action**

Move to approve the Consent Agenda, thereby approving, Wednesday, April 9, 2012 at 7:00PM, as the date and time for the 2012 Local Board of Appeals and Equalization meeting.

## LOCAL BOARD OF APPEAL AND EQUALIZATION SUMMARY OF DUTIES AND RESPONSIBILITIES

Most of the responsibilities listed under the Local Board of Appeal and Equalization are statutory, primarily found in Minnesota Statutes 274.01.

- The first responsibility is attendance. The Local Board of Appeal and Equalization is an official public meeting similar to a City Council meeting and can not convene without a quorum. In addition to the local assessor, the county assessor, or one of his/her assistants is required to attend.
- At least one member must be present at each meeting of the Local Board of Appeals and Equalization (beginning in 2006) that has attended an appeals and equalization course as developed and approved by the Commissioner of Revenue.
- The valuation notices shall be in writing and be sent by ordinary mail at least ten calendar days before the meeting of the board. The valuation notice will include the dates, places and times set for the meetings of the Local Board of Appeal and Equalization as well as the Hennepin County Board of Appeal and Equalization.
- The meetings must be held between **April 1 and May 31** each year. The County Assessor shall fix a day and time when the Local Board of Appeal and Equalization shall meet. The board must complete its work and adjourn within 20 days from the time of convening stated in the notice of the clerk, i.e. calendar days – original night is day one.
- The clerk shall give published and posted notice of the meeting at least ten days before the date of the meeting.
- Local Boards of Appeal and Equalization must see that all taxable property is properly assessed, valued and classified for all current assessments. The board may consider both real and personal property.
- If any property has been omitted, the board must correct the assessment by adding it to the list of assessments along with its market value.
- The board may not increase or decrease by percentage all assessments in a district of a given class of property. Changes in the aggregate to assessments are by class and are made by the county board of equalization.
- Although the Local Board of Appeal and Equalization has the authority to increase or decrease individual assessments, the total of such adjustment must not reduce the aggregate assessment by more than one percent. If the total reductions would lower the aggregate assessments by more than one percent, none of the adjustments may be made. The assessor shall correct any clerical errors or double assessments discovered by the board without regard to the one percent limitation.

- The local board does not have the authority to reopen former assessments on which taxes are due and payable. The board only considers assessments in the current year.
- The board may find instances of undervalued properties. The board must notify the owner of the property that the value is going to be raised. The property owner may then appear before the board if they so wish.
- It is the primary duty of each local board to examine the assessment record to see that all taxable property in the assessment district has been properly placed upon the list and valued by the assessor. The local boards do not have the authority to address exemption issues. Only the county assessor has the authority to exempt property.
- A taxpayer may appear in person, by council, or written communication to present his or her objection to the board. The focus of the appeal must center on the factors influencing the estimated market value or classification placed on the property.
- All changes will be entered into the assessment books by the county assessor's office.
- Before adjourning, the local board should prepare an official list of the changes. The law requires that the changes be listed on a separate form. All assessments that have been increased or decreased should be shown as prescribed on the form along with their market values. The record must be signed and dated by the members of the Local Board of Appeal and Equalization.
- The Hennepin County Board of Appeal and Equalization begins meeting on:

June 14, 2010

- All appointments must be scheduled no later than Wednesday, May 26, 2010 by calling the Hennepin County Taxpayer Services Office at:

(612) 348-7050

30

**Resolution 01-2012**  
**City of Woodland Dates for 2012**

Be it resolved that the City Council of the City of Woodland, Minnesota approves the following dates for City Council meetings, and variance / conditional use permit / subdivision applications:

<b>APPLICATION DATE</b>	<b>PUBLISH DATE</b>	<b>COUNCIL MEETING</b>
2nd Thursdays	Sun Sailor Publications Thursdays	Public Hearing 7 PM, 2nd Mondays
December 8, 2011	December 29, 2011	January 9, 2012
January 12, 2012	January 26, 2012	February 13, 2012
February 9, 2012	March 1, 2012	March 12, 2012
March 8, 2012	March 29, 2012	April 9, 2012
April 12, 2012	May 3, 2012	May 14, 2012
May 10, 2012	May 31, 2012	June 11, 2012
June 14, 2012	June 28, 2012	July 9, 2012
July 12, 2012	August 2, 2012	August 13, 2012
August 9, 2012	August 30, 2012	September 10, 2012
September 13, 2012	September 27, 2012	October 8, 2012
October 11, 2012	November 1, 2012	November 13, 2012 (Tuesday)
November 8, 2012	November 29, 2012	December 10, 2012
December 13, 2012	December 27, 2012	January 14, 2013

*City Council meetings are held in the Deephaven Council Chambers, 20225 Cottagewood Road, Deephaven, MN 55331.  
 Meetings may be changed due to lack of quorums.*

	<b>Date</b>	<b>Time</b>	<b>Notes</b>
Local Board of Appeal & Equalization Meeting	April 9, 2012	7:00 PM	Property Value Review
Budget Discussions (2013)	July 9, 2012	7:00 PM	Preliminary Budget review
Budget Discussions (2013)	August 13, 2012	7:00 PM	Preliminary Budget review
Primary Election	August 14, 2012	7AM-8PM	Federal & State
Adopt Preliminary Budget	September 10, 2012	7:00 PM	Adopt Preliminary Budget & Levy
General Election	November 6, 2012	7AM-8PM	Federal, State & Municipal Election
General Election Canvassing Meeting	November 7, 2012	TBD	3 Council Members
Adopt Final Budget (Public Comment Opportunity)	December 10, 2012	7:00 PM	December council meeting

The City Hall will be closed on the following holidays.

<b>Holiday Schedule</b>	<b>Date</b>
New Years Day	Monday, January 1
Martin Luther King, Jr.	Monday, January 16
Presidents Day	Monday, February 20
Good Friday	Friday, April 6
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veterans Day	Monday, November 12
Thanksgiving	Thursday & Friday, November 22 & 23
Christmas	Tuesday, December 25

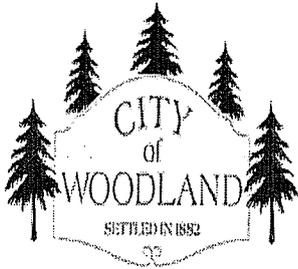
Be it resolved that the City Council of the City of Woodland, Minnesota approves the meeting dates.

ADOPTED by the City Council of the City of Woodland, Minnesota, this 9th day of January 2012.

CITY OF WOODLAND

By: \_\_\_\_\_  
James S. Doak, Mayor

ATTEST: \_\_\_\_\_  
Shelley J. Souers, City Clerk



**WOODLAND CITY COUNCIL**

MEETING DATE: January 9, 2012  
 FROM: Shelley Souers, City Clerk  
 SUBJECT: Annual Appointments Resolution No. 02-2012; designating assignments and appointments.

**OVERVIEW/BACKGROUND**

Each Year the City Council adopts a resolution designating a set of appointments for the new year.

All services in Woodland are contracted through neighboring cities or through private contractors.

The City Council also participates in designated roles with outside organizations and oversees various responsibilities within the City.

- **LMCD Board Member Appointment:**

The City is eligible to appoint a resident to serve as the LMCD Board Member and representative to Woodland. The term year runs from February 1 through January 31. A Board Member term is three years. There is no term limit for Board Members.

Herb Suerth has completed his recent term and a long standing commitment as the LMCD representative for Woodland. Council will need to appoint a representative to fill the open term. The available term is effective February 1, 2012 though January 31, 2015.

Cities have the ability to recall their member anytime and appoint another for the remainder of the three year term as necessary.

**COUNCIL ACTION:**

Motion to adopt Resolution No. 02-2012; designating assignments and appointments for 2012.

**CITY OF WOODLAND  
RESOLUTION NO. 02-2012**

**A RESOLUTION DESIGNATING ASSIGNMENTS AND APPOINTMENTS FOR 2012**

**BE IT RESOLVED**, by the City Council of the City of Woodland that the following appointments and designations are approved for 2012:

Mayor: James S. Doak  
The annual salary shall be \$80.00.

Council Members: Michael Jilek, Sliv Carlson, Chris Rich and John Massie  
The annual salary for each Councilmember shall be \$40.00.

James Doak Deephaven & Wayzata Contracts  
Weed Inspector

Chris Rich Roads & Signs  
Public Works operations (road repairs/mowing)  
Trees

Sliv Carlson Finance & Audit  
Intergovernmental Relations

Mike Jilek Ordinances  
Septic System Rules & Issues  
Website  
LMCC Liaison

John Massie Public Safety - Police & Fire  
Deer Management

Mike Jilek Mayor Pro Tem (serves in the absence of the elected Mayor)

**RESOLVED:** That the salaries of the coming year of 2012 are established for Council Members, such salaries to be payable in one sum at the time of the regular meeting of the City Council in December 2012.

Clerk/Treasurer: The City of Deephaven will provide clerical & treasurer services; the annual service charge, per the contract, will be paid to the City of Deephaven in monthly installments.

Police: The City of Deephaven will provide Police services; the annual service charge, per the contract, will be paid to the City of Deephaven in monthly installments.

Fire: The City of Wayzata Fire Department is designated as Woodlands' fire service agency; and will be paid an annual charge based upon the percentage of calls in Woodland for the preceding three-year period, calculated against the Wayzata Fire Department's operating budget for the contract year.

City Assessor: Dan Distel

City Attorney: Campbell Knutson – Joel Jamnik & Andrea McDowell Poehler Lead Attorneys

Prosecuting Attorney: Tallen & Baertschi – Steve Tallen Lead Prosecutor

City Auditor: Abdo, Eick and Meyers – Andy Berg Lead Auditor

City Engineer: Bolton & Menk, Inc. – Dave Martini

Chief of Police: Cory Johnson  
 Fire Chief: Kevin Klapprich  
 Zoning Administrator: City of Deephaven – Gus Karpas Zoning Administrator  
 Building Inspection: Minnetonka Building Department (Building Official Bob Manor)  
 LMCD Liaison: Fred Meyer and an alternate representative will be appointed as needed in Fred Meyer's absence.  
 Insurance Agency: League of MN Cities Insurance Trust – Agent Representative Northern Capital Insurance (Carl Bennetsen)  
 Official Newspaper: Minnesota Sun Publications  
 Septic Inspector: Kurt Larsen – Annual Review (existing systems)  
 System Inspector: Metro West Inspections – New System Inspections  
 Health Officer: Dr. Bruce Shilling & Hennepin County  
 Assistant Weed Inspector: Zoning Administrator Gus Karpas

**RESOLVED, FURTHER:** That the City Officers shall be paid mileage at the rate determined by the IRS standards for each mile necessarily traveled in carrying out the duties of the officers; and

**RESOLVED, FURTHER:** That State Statutes require the City to designate general depositories for City monies, therefore the following Depositories/Investment Vendors, be designated as official depositories for the City of Woodland for the funds of the City and that the Treasurer be, and hereby is authorized to continue an account or accounts in the name of the City in said depositories on the terms usually required of its customers, and to deposit in such account or accounts any money; and that two required signatures be mandatory on bank checks withdrawing money from the bank, and that these signatures may be any one of the elected officials and/or the City Clerk.

Beacon Bank (Municipal water bond)  
 TCF Banks (Official Depository)

**Adopted by the City Council of the City of Woodland this 9 day of January 2012.**

\_\_\_\_\_  
James S. Doak, Mayor

ATTEST:

\_\_\_\_\_  
Shelley Souers, City Clerk

**CITY OF WOODLAND  
RESOLUTION NO. 03-2012**

**A RESOLUTION ESTABLISHING A SCHEDULE OF ADMINISTRATIVE FEES**

WHEREAS, Section 305.03 of the Woodland City Code requires Woodland to establish a schedule of fees for miscellaneous item and administrative services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland, Minnesota that the following schedule of administrative fees will be in effect for 2012

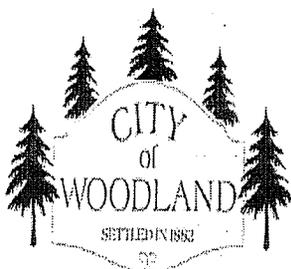
a. Copies	\$0.25 per page
b. Copies (11" x 17")	\$0.50 per page
c. Maps – from Engineer	Cost +10%
d. Computer labels	\$1.50 per page
e. Full City Code book	\$60.00
f. Police reports	\$0.25 per page
g. Return check	\$25.00
h DVD /VHS Tape	\$25.00
i. Audio tape	\$15.00 per cassette
j. Photos	\$2.00 per photo / \$15.00 minimum
k. Police Officer	\$75.00 / hour
l. Impound Fee	\$ 5.00 / day
m. Mileage reimbursement	IRS Business rate per mile

Adopted by the City Council of the City of Woodland this 9<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
James S. Doak, Mayor

ATTEST:

\_\_\_\_\_  
Shelley J. Souers, City Clerk

**WOODLAND CITY COUNCIL**

MEETING DATE: January 9, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Review of City Ordinance; Section 302;  
Fee Schedule

**OVERVIEW/BACKGROUND**

Each Year the City Council reviews the fee schedule, as delineated in Chapter 3 of the City Code Book, to ensure the fees are appropriate to cover all costs associated with the fees.

In December the Council approved an increase in fees related to vehicle load limits and has incorporated these charges into the fee schedule. The Council also approved an increase in the fees charged to the households connected to the water and sewer system. The user fees and the maintenance fees were increased beginning in 2012 to provide adequate funds to cover routine annual maintenance and loan repayment. These fees were amended through a resolution and have been noted in the fee schedule.

Several cities around Lake Minnetonka have increased their zoning application fees. Woodland increased the zoning application fees 2 years ago. (i.e. variance application went from \$250 to \$400). Staff believes that the current zoning fees are appropriate at this time.

**COUNCIL ACTION**

Review the fee schedule and direct staff to make changes or approve the fee schedule as presented.

## SECTION 305 FEES

305.01 License Fees. The fee for any license, permit or application required under this Code will be the amount stated in Section 305.02, which amount will be paid by the applicant at the time the application is submitted to the Clerk. All fees paid are non-refundable if the license has been correctly issued.

305.02 Establishment of Fee Amounts. The dollar amounts of fees required by this Code are as stated in the following table.

Animal Licenses & Fees				
Fee No.	Code No.	Purpose of Fee	Item	Amount
1	405.03	Dog license – Multiple Dog	Annual license	\$ 25.00
2	405.03	Release of impounded dog	0 impounds last 12 months	\$ 40.00
			1 impound last 12 months	\$ 65.00
			2 or more impounds last 12 months	\$ 90.00
3	405.03	Impounded animals	Monthly retainer fee	\$100.00
			Euthanasia & disposal	\$ 75.00
			Cremation only	\$ 60.00
			Daily fee for boarding of cats	\$ 23.00
			Daily fee for boarding of dogs	\$ 25.00
			Minimum daily fee per animal	\$ 25.00
4	406.02 Subd. 5	Dangerous Dog Annual Fee	Certification of Registration of Dangerous Dog Annual fee	\$500.00

Building Permit Fees			
Fee No.	Code No.	Item	Amount
5	700.03	Minimum Building Permit Fee	\$23.50
		All Building Permit Fees based on 1997 UBC/SBC Standards	Fee per Building Valuation Standards per Current I.C.B.O. Data
		Plan Review Fee	65% of Building Permit Fee
	705.05	Individual Sewage Treatment Permit (New or Repair)	Fee per Building Valuation Standards per Current I.C.B.O. Data

Contractor's Licenses				
Fee No.	Code No.	Purpose of Fee	Item	Amount
6	315.01	Annual Tree Trimming / Removal		\$ 50.00
7	314.02	Gas Fitter's License	Class A	0
8	314.02	Heating/ventilation installer	Class B	0
9	313.01	Plumbers License (registration)		0

Electrical Permit Fees				
Fee No.	Code No.	Item	Amount	
10	312.03	Minimum Residential Fee		\$40.00
		Swimming pool flat rate		\$45.00

False Alarm Fees & Fire Call Charges				
Fee No.	Code No.	Purpose of Fee	Item	Amount
11	445.02	3-6 false alarms	Within one calendar year	\$50.00
		7-10 false alarms	Within one calendar year	\$100.00
		In excess of 10 false alarms	Within one calendar year	\$150.00
12	430.02	Fire Call Charge Minimum (false alarm or actual fire)	First Summons within one calendar year	\$250.00
13	430.02	Fire Call Charge	Second and subsequent summons within one calendar year	\$500.00
14	430.02	Delinquent Fire Call Charge	Per each unpaid Fire Call Charge within one calendar year	\$100.00

Heating and Gas Fitting Permit Fees				
15	415.08	Heating, Ventilating, Air-conditioning and Refrigeration		
		(1) Central System	2% of estimated cost with a minimum of	\$ 40.00
		(2) Additions, Alterations & Repairs	2% of estimated cost with a minimum of	\$ 40.00
		(3) Addition of A/C to heating system	2% of estimated cost with a minimum of	\$ 40.00
		(4) Furnace or boiler replacement	1.25% of estimated cost with a minimum of	\$ 40.00
		(5) Gas Piping	First (3) units	\$ 7.50
			Each additional unit	\$ 4.00

Parking Permits				
Fee No.	Code No.	Purpose of Fee	Item	Amount
16	500.05	Temporary on-street parking permits (designated zones)	Per Day All purpose Contractors or residents	\$ 5.00
17		Temporary on-street parking permits (designated zones)	Monthly (30 day period) Contractors or residents	\$ 25.00
18	500.03	Load Limit Permit	Permit to exceed the road load limit of 9 ton per axel by 2 ton per axel - May 2 to February 28	\$50.00
19	500.04	Seasonal Load Limit Permit	Permit to exceed the posted seasonal road load limit of 4 ton per axel by 2 ton per axel – March 1 to May 1	\$500.00

Planning and Zoning Fees				
Fee No.	Code No.	Purpose of Fee	Item	Amount
20	800.05	Subdivision	Filing fee plus direct costs	\$150.00
21	900.06	Alteration of Nonconforming Use	Filing fee	\$250.00
22	900.14	Variance	Filing fee	\$400.00
23	900.15	Special Use Permit	Filing fee	\$400.00
24	900.16	Application for Wetland Alteration	Filing fee	\$ 50.00
25	900.17	Land Alteration Permit	Filing fee	\$200.00
26	900.19	Permit for Vegetation Clearing	Filing fee	\$ 25.00
27	900.06 900.14 900.15	Renewal of zoning permits	Filing fee	\$ 50.00

Plumbing Fees				
Fee No.	Code No.	Purpose of Fee	Item	Amount
28	313.04	Residential plumbing fee	Minimum fee	\$40.00
		Residential plumbing fee	Fee per fixture	\$8.50
		Water softener	Minimum fee	\$15.50
		Water heater	Minimum fee	\$15.50

Police Service Fees & Other Fees				
Fee No.	Code No.	Purpose of Fee	Item	Amount
29	215.03	Release of impounded property	Fee includes cost + \$2.00 per day	\$50.00
30	320.01	Peddler, canvassers and transient merchant	Per peddler for 14 day period	\$50.00

Utility Fees and Permits				
Fee No.	Code No.	Purpose of Fee	Item	Amount
31	1205.03	Sewer Use Rates	130% of current Minnetonka Rate Per quarter, 15,000 gallon minimum	
32	1205.04	Sewer Use – Past Due	Delinquent sewer bill charge / per quarter	\$ 5.00
33	1205.01	Sewer Connection Permit Fee	Stub in	\$50.00
34	1205.01	Sewer Disconnect Permit Fee (CAP)	Physical disconnect from main service line	\$50.00
35	1200.02	New Sewer Connection Charge	Fees based on Minnetonka Trunk and Lateral Charge (Agreement)	
36	1205.02	Sewer Availability Charge	Met Council - charge calculated annually	
37	1210.01	User Fee Charge	1997 water and sewer project fee / per quarter; adjusted annually by Resolution	Resolution
38	1210.02	Maintenance Charge	Water and sewer system maintenance fee per quarter; adjusted annually by Resolution	Resolution
39	1200.06	Water System Use Rates	130% of current Minnetonka Rate Per quarter, (15,000 gallon minimum)	
40	1200.06	Water Use – Past Due	Delinquent water bill charge / per quarter (3 calendar days past due)	\$5.00
41	1200.05	Water Service Charge	Turning water on or off water service per request of property owner	\$15.00
42	1200.06 (Subd. 8)	Annual safe water surcharge per State Statute	Calculated by MN Department of Health annually; adjusted annually by Resolution	
43	1200.08	Water Meter Charge	City's cost of meter plus 15%	
44	1200.10	Water Connection Permit Fee	Stub in	\$50.00
45	1200.05 (Subd. 2)	Water Disconnect Permit Fee	Physical disconnect from main service line (excavation permit)	\$50.00

			5/8" meter deposit	\$90.00
			Larger than 1" service	\$50.00
			Fire sprinkler with service connect	\$50.00
			Surcharge	\$0.50
46	1200.04	New Water Connection Charge	Fee based on Minnetonka Trunk and Lateral Charge (Agreement)	

305.03 Fees Established by Resolution. Fees other than those set forth in Section 305.02 will be payable to the City in amounts established by resolution of the Council for miscellaneous items and administrative services, including without limitation, special assessment searches, accident reports, copying, ordinances, maps, minutes of Council and various commission meetings, printed forms, and certified copies.