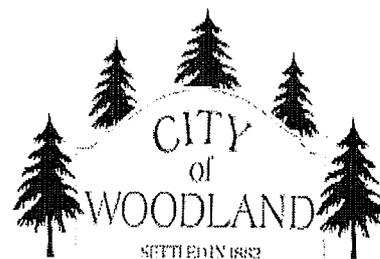


CITY OF WOODLAND
MONDAY, APRIL 9, 2012
7:00 P.M.



BOARD OF APPEALS & EQUALIZATIONS

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. BOARD OF APPEALS & EQUALIZATION**
 - A. Assessor Recommendation and Board Action – Dan Distel**
- 4. ADJOURNMENT**

REGULAR COUNCIL MEETING

Immediately following the Board of Appeals Meeting

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 March 12, 2012; Regular Council Meeting**
- B. Approve 2012 Hydrant Flushing**
- C. Hennepin County Recycling Grant Agreement; Resolution No. 08-2012**

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. Senator Terri Bonoff**
- B. Audit Bid; Abdo, Eick & Meyers, 3-year Audit Service Agreement**

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**

**WOODLAND
CITY COUNCIL MINUTES
Monday, March 12, 2012
7:00PM**

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Doak called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Mayor Jim Doak; Council Members, Mike Jilek, and Chris Rich

Absent: Council Members John Massie and Sliv Carlson

Staff: City Clerk Shelley Souers.

Guests: Mr. Andy Berg, Mr. Ken Adolf, Mr. Tom Newberry, Mr. Steve Schroll,
Mr. & Mrs. Jim and Laurie Brown, Dr. Peter Vogt

CONSENT AGENDA

- A. Minutes February 13, 2012; Regular Council Meeting**
- B. Resolution No. 04-2012; A Resolution Reestablishing the Precinct and Polling Place**
- C. Approve Street Sweeping Agreement for 2012**
- D. Approve Resolution No. 05-2012; Summary of Ordinance No. 03-17 for publication.**

Council Member Rich moved to approve the consent agenda as submitted. Council Member Jilek seconded the motion. Motion carried 3-0.

PUBLIC COMMENTS

No public comments.

PUBLIC HEARING

A. Public Hearing to receive comments on the Surface Water Pollution Prevention Program (SWPPP)

Mayor Doak opened the annual hearing on the Surface Water Pollution Prevention Program to hear public comments on Woodland's practices regarding stormwater management and suggestions for improvements to collection and disposal. Mayor Doak noted that Woodland's Comprehensive Plan includes a detailed plan regulating stormwater. Stormwater management is supervised by the Minnehaha Creek Watershed District. The annual public hearing allows residents to suggest improvements in the plan.

There being no public comments the hearing was closed. Council took no action.

NEW BUSINESS

A. Andy Berg; Abdo, Eick & Meyers - 2011 Annual Financial Report

Mr. Andy Berg presented a summary of the financial statements for the year ended 2011. The League of Minnesota Cities compliance and internal control standards are used in completion of the audit. Mr. Berg reported the year-end unreserved cash balance was 75% of the 2012 budget expenditures. The General Fund cash balance does not include the reserve cash from the Street Improvement Fund.

Mayor Doak noted that the audit report recommends that cities maintain a cash reserve of 50% of the budgeted expenditures. This seems low in view of Woodland's \$330,000 budget. Even unanticipated ordinary expenses can have a significantly impact Woodland's cash flow. Mayor Doak recommended that it is appropriate to maintain a cash reserve greater than 50%. Mayor Doak requested that next year's audit report reflect language regarding a cash reserve balance that is appropriate for Woodland's small size and revenue resources.

Mr. Berg reported that the activity in both the Water Fund and Sewer Fund has shown a consistent pattern of operating losses over the past years. Council will continue to monitor these fund expenditures and cash balances.

Council accepted the 2011 Financial Report and thanked Mr. Berg for his work and report on the fiscal condition of the City.

B. Stone Arch Road Restoration project

Ken Adolf, Engineer with Bolton Menk, presented a summary of restoration options for Stone Arch Road. Mr. Adolf stated that a preliminary analysis was completed last fall, which included a topographical survey and soil borings, to evaluate the significant issues and drainage of the road and adjacent property. The road width is 11 to 12 feet with no shoulder and the elevation runs between 929.5 and 931.5. The ordinary high water elevation of Lake Minnetonka is at 929.4 and the 100 year flood elevation is 931.5. Therefore the majority of the road is at the flood elevation, this limiting the drainage options.

Mr. Adolf outlined two preliminary options; **1)** raise the road bed about .5 feet to an elevation of 932.0, install a shallow drainage swale along a portion of the north side of the road. Divert water runoff via the culvert under the driveway of 2750 to the pond at 2800 Stone Arch Road. The existing culvert would need to be lowered to create a positive drainage. The estimated project costs would be \$88,111. An optional improvement to provide a more positive solution to the poor surface drainage and high ground water would require construction of a drain-tile and a pump station. The pump station would have the capacity of 300 gallons per minute and would discharge into the pond. The pump would require maintenance and removal each winter. The total estimate project costs for the pump station and drain tile would be \$49,055.

2) mill the existing asphalt, grade and compact the reclaimed bituminous, raise the manhole castings, add aggregate crushed rock along the shoulders and resurface the road with new bituminous. Mr. Adolf reported that the drainage issues would

not be alleviated. The street surface would be improved. The total estimate project costs for the new overlay is \$39,421.

Mr. Adolf stated that the larger proposal (1) is about the best solution that could be achieved toward drainage improvement considering the elevation of the road and lake.

Mayor Doak noted that the drain-tile and landscape completed by the Schrolls on their property (2700 Stone Arch Road) had significantly improved the drainage along the road.

Mayor Doak noted that the Council must balance the needs of the residents, access to all property, the overall use of the street and budget limitations. Stone Arch Road is not a through street and does not support a high volume of traffic.

Dr. Peter Vogt, 2800 Stone Arch Road, noted that the manhole covers are 3-4 inches below the road surface. Dr. Vogt also noted that the water runoff from McKenzie Road already drains into his pond and causes it to fill quickly. An additional change of stormwater from elsewhere on Stone Arch Road could present significant flooding problems for his property.

Mayor Doak stated that the manholes remain constant, and the road bed moves as the water table moves, causing the road to rise above the manhole covers when the ground is saturated.

Mr. Steve Schroll, 2700 Stone Arch Road, noted that there is no elegant solution to move the water. All residents must share the burden of the water drainage and agreed that road improvements should be subject to the best practical cost.

Mr. Adolf stated that the life span of a typical road is 20 years with routine maintenance and seal coating. Frost heaves will cause the road to rise and saturated subsoils shorten the life of the street. Stone Arch Road will require ongoing maintenance.

Council Member Jilek noted that the road also experienced a great deal of truck traffic during recent construction projects that are now completed.

Mayor Doak noted that the City postponed improvements to Stone Arch Road until the construction projects were completed.

Staff will check with Minnetonka and Deephaven regarding their planned road improvement projects to learn if there are any options to consolidate bidding or reduce mobilization costs.

Mayor Doak reported that the City made a significant investment to restoring the arch. In the coming months John Dhamer Jr. will be planting a perennial garden below the arch as a community project to earn his Eagle Scout Badge. Mayor Doak encouraged the residents to help support his project.

Dr. Vogt stated that he would extend his underground sprinkler system over to the area below the arch to provide water for the plantings.

Council agreed that given the multiple problems associated with storm water disposal and high cost, option (1) was not practical. The City Engineer was directed to prepare final plans and seek bids for the improvements to Stone Arch Road as delineated in basic restoration option (2).

C. Resolution No. 06-2012; Approve Monetary Limits on Tort Liability Insurance

Council Member Jilek moved to approve Resolution No. 06-2012; approving the monetary limits on tort liability. Council Member Rich seconded the motion. Motion carried 3-0.

OLD BUSINESS

None.

MAYOR'S REPORT

Mayor Doak reported that the Lake Minnetonka Conservation District (LMCD) is considering a low water declaration and is preparing for numerous temporary dock extension requests this year, given the current lake level.

The LMCD will be discussing the viability of using weevils as a means of managing Eurasian Watermilfoil (EWM) on Lake Minnetonka.

The Sheriffs Department has asked the LMCD to donate towards a remote observation vehicle. The observation vehicle is a submersible that could be used to pull persons and objects from the lake, removing risk to divers. The request is under consideration.

Tom Newberry, 2750 Stone Arch Road, asked if a large geographical area could share a device.

Mayor Doak noted that practical consideration such as sharing costly equipment figured prominently in the LMCD discussions.

Mayor Doak reported that a mandatory training program was enacted by the MN DNR's to prevent the spread of aquatic invasive species (AIS). The program applies to all hired providers that install or remove water-related equipment (boats, docks, boat lifts, or other structures) from Minnesota bodies of water. The LMCD and the MCWD endorse the new law, which will assist in containing existing AIS, such as zebra mussels and reduce the probability of the introduction of new AIS in Lake Minnetonka and other water bodies within the watershed.

The Save the Lake Organization is encouraging boaters to fuel their watercraft on the lake and support the local vendors. The program offers fuel price discounts in return for a contribution to Save the Lake

Mayor Doak reported that the Minnesota Pollution Control Agency (MPCA) is charged with enforcing the federal Clean Water Act (CWA) which requires states to identify water bodies that do not meet water quality standards and develop implementation plans to improve water quality. The MPCA has begun work on a new total maximum daily load (TMDL) study to address lakes and bays in the western portion of the watershed district that are identified as being impaired with nutrients. Woodland is not involved however; cities bordering the impaired waters must create a plan to deal with the pollutants entering the lake. The MCWD will serve as a partner and assist the municipalities with technical support and assist with plans and implementation to improve stormwater runoff. The MCWD will serve as the liaison between the MPCA and local communities.

The Police Department reported a leaking fire hydrant along West Road. Staff is working with the Engineer to make repairs as needed.

Sewer jet cleaning was completed and no incidents were reported.

COUNCIL REPORTS

Ordinances, Website & LMCD

Council Member Jilek reported that the LMCC has begun franchise renewal with Mediacom. There are no viable options for alternative providers around Lake Minnetonka at this time. The renewal agreement will be for 15 years.

Roads, Signs & Trees

Council Member Rich reported that Aarons Tree Service removed several damaged branches from the recent storm and will be cleaning up overgrown trees along the road right-of-ways.

Finance, Enterprise Funds, Intgov. Relations & MCWD

No report.

Public Safety & Deer Management

No report.

ACCOUNTS PAYABLE

Council Member Jilek moved approval of the Accounts Payable as submitted. Council Member Council Member Rich seconded the motion. Motion carried 3-0.

TREASURER'S REPORT

Council Member Rich moved approval of the Treasurer's Report as submitted. Council Member Jilek seconded the motion. Motion carried 3-0.

ADJOURNMENT

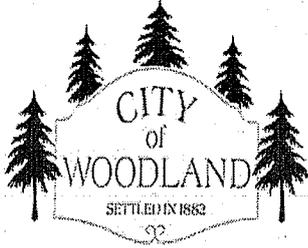
Council adjourned by consent at 8:38PM

ATTEST:

Shelley J. Souers, City Clerk

James S. Doak, Mayor

WOODLAND CITY COUNCIL



MEETING DATE: April 9, 2012
FROM: Shelley Souers, City Clerk
SUBJECT: Annual Hydrant Flushing

OVERVIEW

Per our agreement with the City of Minnetonka for maintenance on the sewer and water system, Woodland must flush the fire hydrants each year to coincide with Minnetonka's flushing schedule.

Quote

Infratech Technologies

Hourly rate of \$210 per hour (Same rate as 2011)

Estimated time 4-5 hours

* hydrant repairs will require additional hours and parts etc..

History of Charges for flushing hydrants with Infratech

2011 - \$1,915 (\$201/hour) – flushing and repair

2010 - \$2480 (\$205/hour) – also vacuumed out & exercised water gate valves

2009 - \$1,615 (\$205/hour) + \$1635 - 2 hydrants repairs

2008 - \$1,072 (\$195/hour)

2007 - \$740 (\$185/hour)

2006 - \$525 (\$175/hour)

BUDGET IMPACT

The 2012 budget includes \$2,000 for hydrant flushing and repairs

COUNCIL ACTION: Motion to approve the quote from Infratech for water hydrant flushing in Woodland to coincide with the hydrant flushing schedule in Minnetonka.

Infratech

Infrastructure Technologies
21040 Commerce Blvd.
Rogers, MN 55374-9341
Phone 763 428 6488 / Fax 763 428 6489
Web Site www.infratechcatalog.com

March 29, 2012

Shelly Sours
City of Woodland

RE: Quote
Project: Hydrant Flushing
Bid Date: 3-29-12

Infratech is pleased to present this proposal for **Hydrant Flushing** as required for this project.

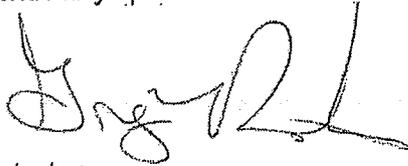
Woodland – 15 hydrants
Flushing Hydrants @ \$210.00 Per Hour Estimate 4-5 Hours

Deephaven - 18 Hydrants
Flushing Hydrants @ \$210.00 Per Hour Estimate 5-6 Hours

The above price includes all tools, labor and per diem to perform hydrant flushing for this project.

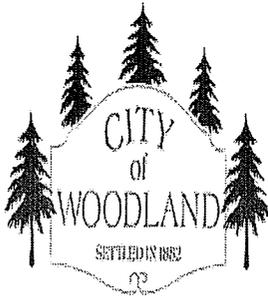
Please phone with any questions or concerns. Thank you for considering Infratech.

Greg Ranta
Project Administrator
Infratech



Woodland – Deephaven 3-29-12

WOODLAND CITY COUNCIL



MEETING DATE: April 9, 2012

FROM: Shelley Souers, City Clerk

SUBJECT: Authorizing Woodland to enter into the 2012 -2015 residential recycling grant agreement with Hennepin County

OVERVIEW

Since 1994, Hennepin County has provided grant funding to each municipality for the purpose of increasing recycling participation. The amount of the grant to the City of Woodland varies each year but has typically been around \$1,500 the last several years. This City uses these grant funds to offset the costs of the recycling collection charged monthly per the contract between Woodland and Waste Management. Recycling collection costs the City approximately \$10,000 each year.

Hennepin County has approved a new Recycling Funding Policy for the period of January 1, 2012 – December 31, 2015, and requires all cities to conduct recycling programs consistent with the policy in order to receive grant funding.

As part of the grant application process, and in order to receive funding, Hennepin County requires each municipality to adopt a resolution authorizing entering into the recycling grant agreement with Hennepin County.

BUDGET IMPACT

The City pays for recycling collection monthly to the private hauler Waste Management. The recycling collection costs for 2012 will be approximately \$9,960. The Hennepin County Grant for 2012 will be approximately \$1,600.

RECOMMENDED COUNCIL ACTION:

Motion to approve Resolution No. 08-2012; Approving a residential recycling grant agreement with Hennepin County

**CITY OF WOODLAND
RESOLUTION NO. 08-2012**

**A RESOLUTION AUTHORIZING ENTERING INTO THE
2012 - 2015 RESIDENTIAL RECYLCING GRANT AGREEMENT
WITH HENNEPIN COUNTY**

WHEREAS, the County Board, by Resolution adopted and approved the Hennepin County Recycling Funding Policy for the period of January 1, 2012 – December 31, 2015, and authorized grant funding for municipal recycling programs consistent with said policy; and,

WHEREAS, the City of Woodland operates a municipal curbside residential recycling program and other waste reduction and recycling activities; and,

WHEREAS, the Recycling Program is consistent with Minnesota Statutes, Chapter 115A; the Office of Environmental Assistance Solid Waste Management Policy Plan; Hennepin County's Solid Waste Management Master Plan; and Hennepin County's Residential Recycling Funding Policy (2012-2015) .

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes entering into the 2012 - 2015 Hennepin County Residential Recycling Grant Agreement and that the Woodland City Council hereby authorizes the City Clerk to sign the Agreement on behalf of the City of Woodland.

Adopted by the City Council of the City of Woodland this 9th day of April, 2012.

James Doak, Mayor

ATTEST

Shelley Souers, City Clerk



State Senator **Terri Bonoff**

*Capitol Update #8
March 16, 2012*

Committee Deadlines

Each year, the Minnesota Legislature establishes deadlines for committee action on bills that have been introduced. The work of the Minnesota Legislature has kicked into high gear this week as the first of these deadlines is today, Friday, March 16th. In order for a policy bill to have a chance of passage, it must be heard in either the House or Senate by this date. The second deadline is next Friday. By that time, all policy bills must have been passed by all relevant policy committees in both bodies. Committees will continue to meet late into the evening next week in order to ensure that legislation has been vetted by policy committees before heading on to relevant budget divisions. It is always clear during these demanding times at the Capitol how truly dedicated members on both sides of the aisle are to public service and to helping move our state forward in a difficult period. I have had two bills heard this week and am looking for hearings next week on three additional bills.

Committee Briefs

This section will give a summary of the work I have been doing with my colleagues in a couple of the committees of which I am a member:

Education

This week, I was fortunate enough to present a bill that addressed an issue facing our community's outstanding language immersion teachers. With the passage of a bill last year that required teacher candidates to pass the basic skills exam, immersion teachers have not had an adequate amount of time to adjust. As a result, the immersion program at Minnetonka School District (one of the largest in the nation, with over 2,000 students) – among others – is being threatened. Immersion teachers who are here on Visas are not prepared to pass our tests in English without additional preparation time. The law that we passed was not intended to cause our outstanding immersion teachers harm. Thankfully Senator Olson, Chair of Education, shared our concern and helped draft and pass a bill that exempted this narrow group of teachers for two years. I am happy to be in a position to help the students, teachers, and parents that value this program. I will do all I can to see that this bill is embraced by my colleagues and passed.

In addition to the bills that I have brought forward – the language immersion bill and the Parent-Child Home Program bill I discussed in my previous Update – I have heard several bills presented by my colleagues and am excited to report that there is some great work being done in this committee.

CAPITOL UPDATE

State Senator Terri Bonoff - District 43

Commerce

To give you a sense of the heightened environment brought about by committee deadlines, we heard 12 bills in a single night that pertained to liquor. This morning, we voted on the omnibus liquor bill. The primary source law for distilled spirits probably was the most controversial. This bill adds distilled spirits into a requirement that distilled spirits, wine, or malt beverages must be purchased by the brand wholesalers. Those in favor say that it will protect the safety of consumers by ensuring the traceability of alcohol. Those opposed are concerned that this bill will tip opportunities towards large wholesalers by shutting out the independent distributors who buy from wholesalers outside of this channel. There are strong arguments on both sides. There was an amendment offered in committee to remove the primary source requirement. I voted for this as did most committee members. Therefore, this new requirement did not pass. Another interesting bill came before us to allow 18-21 year olds to drink if they are with their parents. Currently many other states, including Wisconsin, have this option. I would love to hear from you. I don't expect it to pass, but tell me what you think.



Discussion took place on liquor-related bills in the Commerce Committee on Tuesday.

494 Meeting

I met yesterday with MnDOT, Minnetonka, and Plymouth engineers working to find a solution for the 494 congestion. The stretch of highway 494 from 394 through Plymouth and beyond was never widened as part of the 2006 widening project. I have been working on this issue since I got here, and this meeting was a step in the right direction. The local and state elected officials are united in our level of frustration and we will continue to advocate strongly.

CAPITOL UPDATE

State Senator Terri Bonoff - District 43

Ethics

Unfortunately, the reputation of the Minnesota Senate is being diminished by ethical issues that are plaguing the majority party. Fired Minnesota GOP Senate staffer, Michael Brodkorb, is threatening to seek sworn statements from legislators and staffers who he alleges have had affairs to prove he was treated differently for having an affair with former Senate Majority Leader Amy Koch. MPR posted a [primer](#) on the Michael Brodkorb case. Here is [a link to Mr. Brodkorb's notice of claim](#).

I am saddened by this issue and the cloud it has brought to our institution. I am doing what I can to prevent this from being a distraction to the important issues we must address in the coming weeks.

Stadium

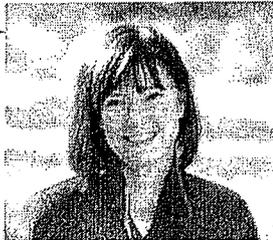
There continues to be problems surrounding the proposal for a new Vikings Stadium. There is concern around the proposed funding mechanism, the e-tabs, as being insufficient. There remains a lack of consensus as to where leadership stands, and frankly I am not certain there is the time and political will to bring this to resolution. It is my continued belief that, because it's an election year, many are fearful of doing the needed tough and challenging work to hammer out a fair and equitable deal for all. I pledge to keep working to do this and will keep you informed. It goes without saying that my work on this issue does not mean that it is a priority over the health and well being of all Minnesotans.

Next week my priorities include moving some key reform bills forward, the Sunset Commission bill, a review of Student Transportation, and a Consumer Fraud Protection bill.

Enjoy the unusually beautiful weather!

Stay tuned to my [Facebook](#) and [Twitter](#) for updates throughout the week. I also sincerely appreciate hearing from you via email. Please do not hesitate to contact my office by emailing sen.terri.bonoff@senate.mn.

Warm Regards,



State Senator

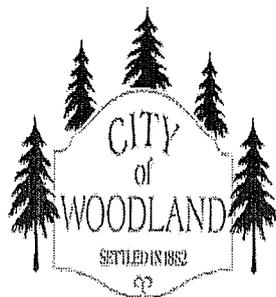
Terri Bonoff

133 State Office Building, St. Paul MN 55155
651-296-4314 sen.terri.bonoff@senate.mn



For a full and updated list of the status of all Senate bills go to:

www.senate.mn



WOODLAND CITY COUNCIL

MEETING DATE: April 9, 2012
FROM: Shelley Souers, City Clerk
SUBJECT: Resolution No. 07-2012; Approve Audit Service Agreement for 3 years (2012, 2013 & 2014) with Abdo, Eick & Meyers, LLP

OVERVIEW

The City must be audited annually by a qualified CPA firm as required by State law. The City Council has the authority to choose which firm provides that service.

The City solicited requests for proposals for audit services in 2006 and selected Abdo, Eick & Meyers, LLP for a three year contract period. The original period was complete in 2008. The Council received and accepted an engagement letter to extend the audit service for the years of 2009, 2010, and 2011. The 2011 audit has been completed and Abdo, Eick & Meyers, LLP have again presented an engagement letter to extend the services for the certified audit of accounts to Woodland for three years.

The agreement would extend the audit service for 2012, 2013 and 2014. The proposed cost for audit service beginning in 2012 of \$11,000 is an increase of 2.6% from the \$10,723 paid in 2011. The proposal offers the same audit rate of \$11,000 for the following three years.

Proposed Agreement Costs for 2012, 2013 & 2014:

2012	\$11,000
2013	\$11,000
2014	\$11,000

Past year's audit fees

2011	\$10,723
2010	\$10,410
2009	\$10,107
2008	\$ 9,813
2007	\$ 9,527
2006	\$ 8,537
2005	\$ 7,000
2004	\$ 6,900

BUDGET IMPACT

The cost of audit service was considered in preparing the 2012 budget.

The City Council may choose to:

- Accept the contract for services with Abdo, Eick & Meyers, LLC as presented; or
- Reject the proposed agreement and seek proposals from other CPA firms

RECOMMENDED COUNCIL ACTION:

Motion to approve Resolution No. 07-2012; Approving a three year agreement with Abdo, Eick & Meyers, LLP for annual auditing services.

CITY OF WOODLAND

RESOLUTION NO. 07-2012

**A RESOLUTION AUTHORIZING ENTERING INTO A
THREE-YEAR AGREEMENT FOR AUDIT SERVICES 2012, 2013 AND 2014**

WHEREAS, the City of Woodland is required by the State of Minnesota to conduct an annual audit of their financial statements for revenues and expenditures for general obligations; and,

WHEREAS, the City of Woodland desires to extend their agreement for auditing services with the independent auditing firm of Abdo, Eick and Meyers, LLP, Certified Public Accountants and Consultants; and,

WHEREAS, the City of Woodland's financial statements will be prepared under the regulatory basis of accounting and budget laws of the State of Minnesota by the firm of Abdo, Eick and Meyers, LLP; (Exhibit A).

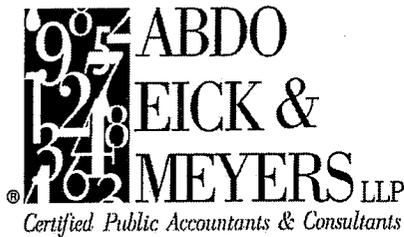
NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes entering into the Agreement for auditing services with Abdo, Eick and Meyers, LLP for the years ended December 31, 2012, 2013, and 2014, and that the Woodland City Council hereby authorizes the City Clerk to sign the agreement on behalf of the City of Woodland.

Adopted by the City Council of the City of Woodland this 9th of April, 2012.

James S. Doak, Mayor

ATTEST:

Shelley Souers, City Clerk



March 6, 2012

5201 Eden Avenue
Suite 250
Edina, MN 55436

Honorable Mayor and Council
City of Woodland
20225 Cottagewood Rd
Deephaven, Minnesota 55331

The following sets forth the engagement of our services for the certified audit of the accounts of the City of Woodland, Minnesota (the City).

We will audit the financial statements of the City of Woodland for the years ending December 31, 2012 and 2014 in accordance with auditing standards generally accepted in the United States of America. Our audit will include tests of the accounting records and other procedures we consider necessary to enable us to express an opinion that the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are immaterial to the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods of which we are not engaged as auditors.

We will perform the auditing services discussed above for the calendar years 2012, 2013 and 2014. If at any time during this period the Council is dissatisfied with our services for any reason whatsoever, our services may be terminated by so informing us. Our Firm, however, shall be obligated at your continuing discretion to perform the audit services for the three-year period at the following fees:

Service	2012	2013	2014
Audit	\$ 11,000	\$ 11,000	\$ 11,000

Our fee includes the City audit, the Management Advisory Letter, and general consulting related to the audit. If the City receives over \$500,000 in Federal expenditures in any one year, a Federal Single Audit will be required, which would be additional fees. Also, if there is any significant new accounting or auditing standards, there may also be additional fees.



It is our belief that the proposed three-year audit engagement is in the best interest of the City. Our Firm can provide the City with a fixed three-year fee schedule to facilitate the budgeting process. Further, our ability to provide meaningful assistance through our Management Advisory Letter will improve with each year of continued audit involvement.

It is the policy of our Firm to issue a Management Advisory Letter. As independent auditors, we are in a position to acquire a detailed knowledge of client financial and administrative procedures; the Management Advisory Letter serves to summarize our recommendations toward improving the accounting and administrative controls, strengthening financial structure and developing a more efficient business operation.

Abdo, Eick & Meyers, LLP recognizes that its most important product is prompt and effective service of the highest quality. We will serve the City to its complete satisfaction and will apply the highest level of skills available in our firm to that end.

Sincerely,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Andrew K. Berg, CPA
Governmental Services Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Woodland.

Signature: _____
Mayor

Date: _____

Signature _____
City Administrator

Date: _____

**1ST QTR
BLDG PERMITS
2012**

CITY OF DEEPHAVEN
QUARTERLY PERMITS & FEES
MARCH 31, 2012
Acct: 9-101-42400-310

	City of Woodland	
	Permit costs	# of permits
Building	\$ 234.76	1
Mechanical	\$ 40.00	1
Plumbing	\$ 40.00	1
Electrical	\$ 80.00	2
Total	\$ 394.76	5

1st Qtr Permits	\$ 394.76
2nd Qtr Permits	\$ -
3rd Qtr Permits	\$ -
4th Qtr Permits	\$ -
Total Permits - YTD	\$ 394.76
Less	\$ (10,000.00)
Balance after 1st \$10,000.00	\$ (9,605.24)

Due Deephaven Qtrly

1st Qtr Due	\$ 394.76
2nd Qtr Due	\$ -
3rd Qtr Due	\$ -
4th Qtr Due	\$ -
Ytd Total	\$ 394.76

Due Woodland Qtly

1st Qtr Due	\$ -
2nd Qtr Due	\$ -
3rd Qtr Due	\$ -
4th Qtr Due	\$ -
Ytd Total	\$ -