

# AGENDA

## Woodland City Council Meeting

Monday, May 13, 2013  
7:00 P.M.



### 1. CALL TO ORDER

### 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 April 8, 2013; Board of Appeals Hearing

**B.** Minutes April 8, 2013; Regular Council Meeting

**C.** Resolution No. 13-2013; Extension of the Special Use Permit for 2750 Gale Road,  
(Curtis Marks)

### 4. PUBLIC COMMENTS – Matters from the Floor

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. PUBLIC HEARINGS

**A.** Variance; 2925 Gale Road, JMS Custom Homes request variances of the minimum lot area, impervious cover and structure coverage, in conjunction with a subdivision of a section of 2925 Gale Road

**B.** Subdivision by waiving platting; 2900 Gale Road and 2925 Gale Road; Brad Hoyt & JMS Custom Homes

**C.** Ordinance No. 09-24; amending section 900 of the City Code defining a process for monitoring road conditions during construction projects and creating a road damage escrow. *First reading*

### 6. NEW BUSINESS

**A.** Request to consider Chickens in the City, Doug Gustner & Kathy Dittmer, 2845 Stone Arch Road

**B.** County Road 101 sidewalk discussion

**C.** Ordinance No. 03-19; amending section 305 fee schedule to establish fees. *First reading*

**D.** Road conditions and summer repairs

**E.** Tree Removal Policy

**F.** LMCD 2014 Budget – Review of Options 1 & 2

### 7. OLD BUSINESS

**A.** Replacement of Drainage Culvert Maplewood Circle East

### 8. MAYOR'S REPORT

**9. COUNCIL REPORTS**

- A. Newberry: Ordinances & Septic Ordinance & Inspections
- B. Rich: Roads, Signs, Trees & Website
- C. Carlson: Finance, Enterprise Funds, Intgov. Relations & MCWD
- D. Massie: Public Safety & Deer Management

**10. ACCOUNTS PAYABLE**

**11. TREASURER'S REPORT**

**12. 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: June 10, 2013

**CITY OF WOODLAND**  
Board of Appeals and Equalization  
Monday, April 8, 2013  
7:00PM

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chairman Doak called the Board of Appeals and Equalization meeting to order at 7:00 P.M. noting that three of the five Board Members have received Board of Appeals training.

**ROLL CALL**

Present: Chairman James Doak; Board Members Sliv Carlson, Chris Rich and Tom Newberry

Absent: Board Member John Massie

Staff: City Assessor Dan Distel, County Appraiser LuAnn Hagen and City Clerk Shelley Souers

**BOARD OF APPEALS & EQUALIZATION**

Chairman Doak outlined the Board of Appeals process noting that it is a forum for property owners to appeal their property valuations. Duties of the Board are to ensure that all properties have been appraised, that they are appropriately classified, and that they are correctly valued. Chairman Doak introduced the City Assessor Dan Distel.

City Assessor Dan Distel summarized Woodland's housing market noting that there were 16 sales in Woodland. The overall decrease in market values for off-lake property was 3.3% and 4.0% for lakeshore property. Market values continue to show a modest decline around Lake Minnetonka; however, taxes continue to increase due to increased, county, school and municipal budgets.

Chair Doak noted the board examines every property valuation to make certain the changes are reasonable and that there is equalization between similar properties. Included in the packet of material was a chart that compares value changes in Woodland with those of comparable communities around Lake Minnetonka. Several communities experienced double-digit growth mid-decade and currently are experiencing double-digit decline in recent years. Woodland's property values have been much less volatile.

County Appraiser LuAnn Hagen reported that the commercial market is stable and the residential housing market is becoming stronger metro wide.

There being no written comments and no one present to appeal their assessed valuation, Chair Doak closed the Board of Appeals Hearing.

Woodland Board of Appeals & Equalization  
April 8, 2013

**ADJOURNMENT**

Board Member Rich moved to adjourned and Board of Appeals and Equalization.  
Member Carlson seconded the motion. Motion carried 4-0. The meeting adjourned at  
7:14PM

**ATTEST:**

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Shelley J. Souers, City Clerk

\_\_\_\_\_  
James S. Doak, Chair of the Board of  
Appeals and Equalization

**WOODLAND**  
**CITY COUNCIL MINUTES**  
Monday, April 8, 2013

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Doak called the meeting to order at 7:20 P.M.

**ROLL CALL**

Present: Mayor Jim Doak; Council Members Chris Rich, Tom Newberry and Sliv Carlson

Absent: Council Member John Massie

Staff: Zoning Administrator Gus Karpas, City Attorney Andrea McDowell Poehler and Shelley Souers City Clerk

Guests: Russ Crawford, Brad Hoyt, Greg and Karen Felton, Fred Meyer, Alex Gehrig, and John Benson

**CONSENT AGENDA**

**A. Minutes March 11, 2013; Regular Council Meeting**

**B. Resolution No. 11-2013; Appointment of Fred Meyer.**

Council Member Carlson moved to approve the consent agenda. Council Member Rich seconded the motion. Motion carried 4-0.

**PUBLIC COMMENTS**

No comments.

**PUBLIC HEARINGS**

**A. Subdivision Request, 2900 and 2925 Gale Road; Brad Hoyt and JMS Custom Homes**  
Zoning Administrator Karpas presented a summary of the subdivision request from Brad Hoyt and JMS Custom Homes for subdivision of a contiguous small lot and to combine the divided portions with their individual adjoining properties. The proposed division would subdivide PID 18-117-22-22-0007. The subject property contains a private driveway easement in favor of 2940 Gale Road and is also split by Gale Road. The proposal would subdivide the 7,318 square feet located north of Gale Road and attach it to 2900 Gale Road and the remaining portion would be attached to 2925 Gale Road.

Zoning Administrator Karpas stated that, given recent information from the City Attorney, if the parcels forming 2925 Gale Road have been in common ownership prior to 1988, and either being less than one acre of dry land, the parcels would be considered one lot for purposes of zoning. Subdividing the subject lot would require a variance for 2925 Gale Road as it would not meet the current minimum lot size subsequent to the subdivision.  
The City will have 120 days to consider this request.

City Attorney Andrea McDowell Poehler recommended that the Council open the hearing and accept public comment and continue the hearing to the May Council meeting.

Mayor Doak opened the public hearing. Mayor Doak stated that, given the opinion from the City Attorney, the Council will not be able to act on the request as submitted and can consider this request pending additional information at the May Council meeting.

Council Member Newberry asked the applicants what the practical purpose of the subdivision proposal was.

Mr. Hoyt, 2900 Gale Road, stated that he wished to acquire additional area for parking and this subdivided area will provide that because it is contiguous to his property.

Mayor Doak noted that staff has also provided a copy of the comments from Jane and Walter Barry, 2960 Gale Road, regarding the use of the private road and historical use of the property.

Mayor Doak continued the hearing to the May 13 Council meeting, with the expectation that the Council will be presented with required additional information to make a decision on the request.

**B. Variance request, 2665 Woolsey Lane; Greg and Karen Felton**

Mayor Doak stated that he will chair the public hearing, but will refrain from comment on the variance request and abstain from any vote, given his connection with the Felton-Welsh Subdivision.

Zoning Administrator Karpas reported that Greg and Karen Felton are requesting a variance to construct a driveway to access the homesite on the newly subdivided lot, 2665 Woolsey Lane, that will require the alteration of the grade greater than three feet of the elevation as it existed on June 14, 2010. The proposed driveway will decrease the grade by five feet. The proposed driveway location will save significant trees. The lowering of the driveway will also lessen the impact of headlights on adjacent properties along breezy Heights Road.

Zoning Administrator Karpas stated that he had recommend approval of the request and it is consistent with the ordinance and character of the neighborhood.

Mayor Doak opened the public hearing for comments.

Zoning Administrator Karpas stated that he received an email from Fred and Christine Meyer, 2755 Breezy Heights Road, stating they have no objection to the proposal.

Zoning Administrator Karpas noted that the Meyers property would be the most impacted. The proposed tree and landscape plan will screen the Meyers property from headlights.

Mr. Felton noted that a resulting berm and additional trees will screen the adjacent properties. The greatest amount of plantings will be towards the shared driveway. The berm should cause water runoff to go down the hill and into a rain garden.

Mr. Fred Meyer stated that Mr. and Mrs. Felton have done a great deal to ease neighbors concerns with the driveway placement.

Council Member Newberry asked if there is existing riprap along the shoreline.

Mr. Felton stated that there is existing riprap along the shoreline.

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

Council Member Rich moved to approve the request for variance as presented, subject to the findings of fact delineated in the staff report. Council Member Carlson seconded the motion. Motion carried 3-1 in favor with Mayor Doak abstaining from the vote.

**C. Ordinance No. 09-23; Amending Section 900 of the City Code**

Mayor Doak deferred discussion on item C to accommodate the guest speakers, currently in attendance.

**NEW BUSINESS**

**A. Freshwater Discussion; Alex Gehrig**

Alex Gehrig, a community organizer with the Freshwater Society, presented an overview of the Society's purpose, noting that the Freshwater Society promotes the conservation, protection, and restoration of all freshwater resources. Mr. Gehrig stated that he works directly with the MCWD to help facilitate watershed initiatives and serves as an advocate, partnering the Freshwater Society and citizens on water resource issues.

Mr. Gehrig reported that he is currently working with the Shavers Lake Association on issues with lake sediment and cattails. Mr. Gehrig also stated that he is following the planned improvements for County Road 101 and their impact on water runoff to Shavers Lake.

Council thanked Mr. Gehrig for his time and information.

**B. Representative John Benson, District 44B**

Mayor Doak introduced Representative John Benson.

Representative Benson thanked the Council for the invitation and stated that with the 2012 redistricting the entire City of Woodland became part of District 44B. Representative Benson stated that he has resided in Minnetonka since 1970 and previously taught at Edina High School. Representative Benson stated that he is in his fourth term in the Minnesota House and he currently serves on the rules committee, tax committee, education policy committee, healthcare committee, and the natural resource and agricultural committee.

Representative Benson summarized some recent Bills and legislative changes and noted that he recently authored the Bill to allow mechanical control of hybrid and narrow-leaved cattail without an aquatic plant management permit. This Bill, if it passes, will aid in the effort to improve water quality and the features of Shavers Lake. The challenge has been to get the Bill moving and there is some concern, that if it passes, the DNR will increase permit fee significantly for removal of cattails.

Representative Benson reported that water resources and aquifers are diminishing and water supplies in parts of Minnesota are being drawn down at an unsustainable rate.

Representative Benson also acknowledged the issues of expense control and taxation, noting that legislative choices would have a significant impact on Minnesota's economic growth and the decision of upper income individuals to reside in the State.

Council thanked Representative Benson for his time and information.

### **PUBLIC HEARING**

#### **C. Ordinance No. 09-23; Amending Section 900 of the City Code**

Council reviewed Ordinance No. 09-23; amending 900 of the zoning code redefining the purpose, scope and interpretation of the zoning code, removing the phrase special use permit and replacing it with conditional use, clarifying the required findings for variances and defining a process for monitoring road conditions during construction projects.

Mayor Doak recommended removing the language in Section 6 addressing the road damage escrow and to consider the ordinance amendments without the road damage escrow language at this time.

Council Member Newberry moved to remove the language amending 900.24 (section 6) of Ordinance No. 09-23, from consideration at this time. Mayor Doak seconded the motion. Motion carried 4-0.

Mayor Doak opened the hearing on Ordinance No. 09-23, as amended. Mayor Doak stated that the changes in the zoning language make it consistent with the Comprehensive Plan and new State Law language, referencing conditional use permits as opposed to special use permits.

There being no comments, Mayor Doak closed the hearing.

Council Member Rich moved to approve the Ordinance No. 09-23; as amended. Council Member Newberry seconded the motion. Motion carried 4-0.  
Council Member Newberry moved to waive the second reading of Ordinance No. 09-23. Council Member Rich seconded the motion. Motion carried 4-0.

#### Road Damage Escrow

The City Council briefly discussed the process for monitoring the condition of roads at construction sites. City Attorney McDowell Poehler suggested that the escrow fee, specified in the draft language, be removed from section 900.24 and reference be made to the fee section of the City Code. This would facilitate routine adjustment of the fee schedule to reflect current costs of road repair. McDowell Poehler also suggested that the City should make certain that private contractors working in the city right-of-way are properly insured.

Mayor Doak stated that the City will have a formal inspection process to address any damage at a construction site.

City Attorney McDowell Poehler stated that any road repairs be to the standard and condition that existed prior to any noted damage.

Council will continue discussion relating to the road damage escrow at the May Council meeting.

**NEW BUSINESS - CONTINUED**

**C. Ordinance No. 03-19; An Ordinance Amending Section 305 of the Fee Schedule and Establishing Certain Fees (first reading)**

Council tabled item C to the May Council Meeting.

**D. Drainage Culvert Under Maplewood Circle East**

Council Member Rich reported that Schneider Excavating provided a quote to replace the culvert under Maplewood Circle East for \$13,561. Council Member Rich stated that he spoke with Tim Lovett at Cornerstone and has requested that Cornerstone also provide a written quote for replacement. The quotes will be considered at the May Council meeting.

**E. Lake Minnetonka Conservation Commission (LMCC) – Joint Power Agreement Committee (JPA) Representative**

Mike Jilek will serve as Woodland's representative at the JPA Committee meetings at the LMCC.

**OLD BUSINESS**

**A. Review of Planned Zoning Ordinances**

Council Member Newberry reported that in the coming months the Council will review Woodland's ordinances regarding Public Health, Safety and Nuisances.

**MAYORS REPORT**

Mayor Doak reported that the LMCD is drafting a lake wide ordinance regarding bow-fishing.

County Engineers are considering some water control aspects for the County Road 101 improvements. The City Engineer is following the County's plans and will keep the City informed.

**COUNCIL REPORTS**

**A. Ordinances, Septic Ordinance & Inspections**

No report.

**B. Roads, Signs, Trees, & Website**

Council Member Rich reported that he has reviewed the web host GovOffice and believes its proposed charges are reasonable for hosting and data transfer. Council Member Rich stated that he is working on a flow chart for the home page and functionality for the site.

Council Member Rich suggested the Council consider the concept of a "general store" on the website to sell Woodland related items. Council Member Rich has been in contact with a professional photographer that can provide pictures for the web site. Woodland would have an unlimited right to use these photographs for City purposes.

Council Member Rich moved to approve GovOffice as Woodland's website provider. Council Member Carlson seconded the motion. Motion carried 3-0-1. Council Member Newberry abstained from vote for the reason that his employer is associated with GovOffice.

**WOODLAND CITY COUNCIL**

MEETING DATE: May 13, 2013  
FROM: Shelley Souers, City Clerk  
SUBJECT: Resolution No. 13-2013; Extension of  
Special Use Permit - 2750 Gale Road

**OVERVIEW**

In 2007 the Marks family, 2750 Gale Road, sought and received approval for a special use permit to construct a new garage, living addition and deck addition that would exceed the maximum allowable impervious cover limitation.

The property has been in litigation for several years regarding the structural components of the home and has precluded the contractor from acting on the approved Special Use Permit to begin the proposed and approved building construction.

Special Use Permits expire after one year. Due to the on-going litigation the Marks family has been unable to proceed with the building plans. The Marks family has sought and received an extension of the Special Use Permit for the past several years in anticipation of the litigation being resolved.

The Marks family anticipates moving back into the home this spring and once fully moved back into the home will evaluate their initial plans to proceed with the approved plans. The extension of the existing special use permit will allow them additional time once moved back into the home to plan for their additions accordingly.

**COUNCIL ACTION** Motion to approve the May consent agenda, thereby approving Resolution No. 13-2013; permitting a one year extension of the existing 2007 Special Use Permit (Resolution No. 07-2007).

May 7, 2013

Gus Karpas  
City Planner  
City of Woodland  
20225 Cottagewood Road  
Deephaven, MN 55331

Re: 2750 Gale Road, Woodland, MN 55391

Dear Mr. Karpas,

I am requesting another one year extension on the deadline for making an application for a building permit as required by the Special Use Permit that was extended last May.

As you have been aware we are currently working with a very unusual situation with respect to the water intrusion that our house has experienced. We are now in the process of moving back into the 2750 Gale Road House while we are still proceeding with the remediation necessary. We request the extension as we need additional time to finalize the remediation process before we can move forward with the Special Use Permit. Thank you for your consideration.

Sincerely,

Curtis G. Marks

## WOODLAND RESOLUTION NO. 13 - 2013

**IN RE:** The application of Curtis and Stacy Marks for a an extension of the special use approval for real property located at 2750 Gale Road, Woodland, Minnesota (PID No. 12-117-23 44 0002)

**WHEREAS,** Curtis and Stacy Marks have made application for a special use permit for real property located at 2750 Gale Road, Woodland, Minnesota (PID No. 12-117-23 44 0002)

**WHEREAS,** the request was for a special use permit to exceed the maximum permitted impervious surface area; and

**WHEREAS,** notice of public hearing was published and mailed to neighboring property owners and a public hearing held before the City Council to consider the application; and

**WHEREAS,** public comment was taken at the public hearing before the City Council on May 14, 2007; and

**WHEREAS,** the City Council received the staff report, and considered the application and comments of the applicant and the public; and

**WHEREAS,** the City Council acted on the requested special use permit voting to approve, with conditions, the request for a special use permit to construct a garage addition, a new living addition and deck addition which would exceed the

maximum permitted impervious surface area of 25% by 5.7% in the Shoreland District, at 2750 Gale Road; and

**WHEREAS,** the City Council approved a twelve month extensions of the original special use permit approval on May 12, 2008, May 11, 2009, May 10, 2010, May 12, 2011 and May 13, 2013.

**NOW, THEREFORE,** the City Council of the City of Woodland, Minnesota does hereby make the following:

### **FINDINGS OF FACT**

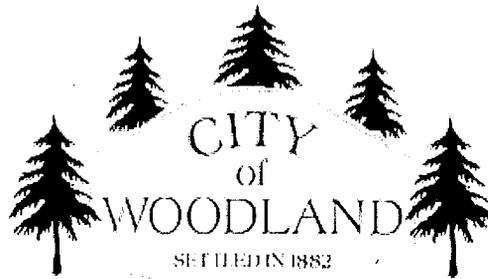
1. The Woodland City Council voted to approve, with conditions, a special use request to exceed the maximum permitted impervious surface on May 14, 2007, ratifying Resolution 07-07 in support of that approval on the same date.
2. Section 900.15(7) of the Zoning Ordinance states that a special use approval expires if commencement of construction has not begun within one year of said special use approval.
3. The applicant seeks to extend the special use approval an additional twelve months due to unforeseen issues with the stucco on the subject structure and ongoing litigation involving those issues.

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of Woodland, Minnesota:

That the request for extension of the special use approval to construct a garage addition, a new living addition and new deck which new structure on a lot which would exceed the maximum permitted impervious surface area of 25% by 5.7% in the Shoreland District, at 2750 Gale Road, be approved and is hereby granted based on the following terms and conditions;

### **TERMS AND CONDITIONS OF GRANT OF EXTENSION:**

1. The extension does not relieve the applicant of the terms and conditions contained in Resolution 07-07, granting the original approval of the special use permit (Attachment A).



**Agenda Date: 05-13-13**

***Agenda Item: Variance Requests 2925 Gale Road***

**Summary:** JMS Custom Homes, LLC is requesting variances for the property located at 2925 Gale Road in conjunction with a subdivision/combination request filed jointly with the adjoining property located at 2900 Gale Road, owned by Brad Hoyt.

2925 Gale Road consists of two PIDs under common ownership which were recognized as constituting one lot for the construction of an existing single family home in 1986. It was necessary to combine the PIDs together to create a building site that complied with the minimum required lot area of one acre.

The recent request for a subdivision/combination of the properties at 2900 and 2925 Gale Road brought to light the need for variances at the 2925 property in order to consider the subdivision/combination request.

The certified survey, conducted by Gronberg and Associates, dated February 8, 2013 and updated on April 26, 2013, was used to determine that there was currently only one existing non-conformity on the 2925 Gale Road property. The requested subdivision/combination would increase the extent of this non-conformity and would create two additional non-conformities.

Based on the survey, the property is currently non-conforming in that it is 4,407 square feet below the minimum permitted lot area, currently required for construction of a new structure. City records, however, indicate that the property was in compliance with the minimum required lot area for construction at the time the building permit was issued for the home in 1986. A shift in the wetland delineation may account for a large portion of the reduction area considered in calculating the minimum permitted lot area. Staff confirmed with the Minnehaha Creek Watershed District that wetland delineations do shift over time and are thus, valid for only five years. In addition to the shift of the wetland boundary, the surveyor indicated that the private road easement that runs along the shared boundary between the two parcels that make up 2925 Gale Road (approximately 1,950 square feet) is not included in the lot area calculation even though by some documentation this easement was thought to have been extinguished a number of years ago. The surveyor said no documentation has been filed with the County to corroborate the extinguishment of the easement; therefore, he had to assume the easement still exists in calculating the lot area and the easement area was excluded per our ordinance.

The subdivision/combination, if granted, would decrease the amount lot area at 2925 Gale Road by an additional 5,366 square feet, resulting in a total that is 9,773 square feet below the required lot area for the construction of a new structure. This also creates a 3.41% non-conformity in the impervious surface percentage and a 1.5% non-conformity in the lot coverage percentage for structures.

	Lot Area	Impervious Surface	Structure Coverage
<b>Minimum Required - Max. Permitted</b>	43560	25%	10%
<b>Existing Lot with Easements and Current Wetland Boundary</b>	39153	24.65%	9.9%
<b>Proposed with Subdivision/ Combination</b>	33787	28.41%	11.5%

Section 900.02(25) states that the term Lot "means a contiguous parcel of land, which may consist of unplatted land and/or one or more platted lots.

**Section 800.01(a)** defines Subdivide as follows; "means to divide a parcel of land into two or more parcels, or to change any property line of a parcel of land."

**Section 800.01(c)** defines Parcel as follows; "means a contiguous tract of land, which may consist of unplatted land or one or more platted lots. For the purpose of the Code, adjoining lots which were in common ownership on January 1, 1988 according to real estate records of Hennepin County, Minnesota, will be deemed a single parcel to the extent necessary to meet or more closely approximate the minimum lot size then required under the City's Zoning Ordinances, except that adjoin lots in a recorded plat or other subdivision approved by the Council which adjoining lots each contains an area of at least one acre exclusive of wetlands and easements for road or driveway purposes will be deemed separate parcels."

2925 Gale Road was under common ownership as of 1986 and, thus, the two platted lots constitute a "lot" for purposes of zoning, including lot area, impervious surface area and lot coverage.

- **Ordinance Section 900.07(f) requires a minimum lot area of one acre for the construction of a new main building. The applicant is proposing to reduce the lot area for 2925 Gale Road to 33,787. The applicant is seeking a variance reduce the minimum lot area by 9,773 square feet below the minimum required lot area.**

Though the property owner is not seeking to remove, expand, or construct a new structure on the subject property at this time, by reducing the lot area as proposed, his options would be limited to those permitted by state statutes unless the Council grants additional variances.

By approving the variance requests, the Council may be establishing the new non-conformity standard for the lot in which future Councils must adhere to under the state statutes.

**Section 900.02(22)** defines Impervious Surface as the following; "means a surface which will not permit the passage of rainwater through it, including such surfaces as roofs, awnings, concrete or bituminous sheets or barriers. In determining the impervious surface area of a house or other structure, the entire area of the roof will be considered impervious surface, together with any additional impervious surface areas. For purposes of this Code, slatted decking will be deemed to be 90% impervious."

**Section 900.10** regulates lot coverage and defines lot area as a measurement that does not include land below the Ordinary High Water Level, wetlands or easements for roadways and driveways.

- **Ordinance Section 900.10(1) permits a maximum lot area coverage of twenty-five percent in impervious surface area. The proposed subdivision/combination would create an impervious surface area of 28.41% for 2925 Gale Road. The applicant is seeking a variance to exceed the maximum permitted impervious surface area by 3.41%.**

The property currently complies with the impervious surface standards with an existing impervious surface percentage of 24.65%. Approximately 45.1% of the proposed lot area contains wetland area or easements for roadways or driveways.

- **Ordinance Section 900.10(1) permits a maximum lot area coverage of ten percent for all structures. The proposed subdivision/combination would create a structure lot coverage area of 11.5% for 2925 Gale Road. The applicant is seeking a variance to exceed the maximum permitted structure coverage area by 1.5%.**

The property currently complies with the structure coverage standards with an existing structure coverage percentage of 9.9%.

Even with the proposed subdivision/combination, the existing principal structure complies with all the required setbacks outlined in Section 900.09(4)(a).

**Section 900.13(1)** permits a maximum structure height of thirty-five feet as measure by Ordinance Section 900.02(19), which requires the measurement be based on the grade of the lot on June 14, 2010. The current request is not proposing any type of structural alteration.

#### **Additional Comments:**

As noted above, the lot calculation includes an easement area of 1,950 square feet that does not contain a roadway or driveway. The easement was thought to have been extinguished but has not been legally recorded. Adding this square footage to the proposed lot area after the subdivision/combination would create a 35,737 square foot lot. This lot is still below the minimum required for the construction of a new structure, but would reduce the requested variances to 1.86% (versus 2.4%) for impervious surface area and .9% (versus 1.5%) for structure coverage area.

Unrecorded easement aside, the shift in the wetland has altered the lot area by approximately 4,400 square feet. Had that shift in wetland not taken place, the lot area would be 88,187 square feet, still below the minimum required for the construction of a new structure, but it would reduce the requested variances to 0.13% for impervious surface area and 0.16 for structure coverage area.

If the Council were to consider both the 4,400 square foot lost to the shift wetland and the , 1,950 square feet included in the easement which should be extinguished, the lot area of the property would be 40,137 square feet. Again, this is under the minimum required for the construction of a new structure but it would remove the need for variances of the required impervious surface area (24.0%) and structure coverage area (9.6%).

In reviewing this request the City Council must consider the criteria outlined in Section 900.14 of the ordinance:

**Practical Difficulty Standard:**

- (a) That the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
- (b) The plight of the homeowner is due to circumstances unique to the property and not created by the landowner;
- (c) The variance, if granted, will not alter the essential character of the locality.
- (d) Economic considerations alone do not constitute practical difficulties.
- (e) For existing developments, not served with municipal sewer and water, a complying sewage treatment system is present for the intended use of the property. The variance, if issued, must require reconstruction of a nonconforming sewage treatment system.

Economic considerations alone shall not constitute practical difficulties.

Findings. The Council may grant variances from the strict application of the provisions of this Chapter and impose conditions and safeguards in the variance so granted, but no variance shall be granted unless the Council makes affirmative findings of fact for all of the following:

- (a) The variance is in harmony with the purposes and intent of the ordinance.
- (b) The variance is consistent with the comprehensive plan.
- (c) The proposal puts the property to use in a reasonable manner.
- (d) There are unique circumstances to the property not created by the landowner.
- (e) The variance, if granted, will not alter the essential character of the locality.

**STAFF RECOMMENDATION:**

Staff recommends **Approval** for variance requests for the property located at 2925 Gale Road.

***FINDINGS BASED ON THE REVIEW AND APPROVAL PROCESS IN SECTION 900.14 OF THE ORDINANCE:***

**(a) The variance is in harmony with the purpose and intent of the ordinance.**

Section 900.01 outlines the purpose and intent of the ordinance as the principal means of attaining the goals and standards set forth in Woodland's Comprehensive Plan, including preservation of open space, scenic views, natural topography and habitat, wetlands, lakes, indigenous vegetation and trees, and rehabilitation of existing housing units on their present location.

**(b) The variance is consistent with the comprehensive plan.**

The request is consistent with the Comprehensive Plan in that it maintains the single family residential nature of the neighborhood.

**(c) The proposal puts the property to use in a reasonable manner.**

The request, as presented, would not alter any of the existing improvements on the property. Rather, it would create non-conformities through the reduction of lot area. The use of the property for a single family home is reasonable and consistent with the neighborhood.

**(d) There are unique circumstances to the property not created by the landowner.**

The plight of the homeowner is created by the nature of the lot in which over forty percent of the lot area is either wetland or easement area for roads and driveways. In one case, the easement does not even contain any type of travel surface and probably should have been extinguished. In the other,, the area of the lot is not static in that meandering of the wetland boundary dictates its

lot area and currently has pushed the lot area well under the minimum required lot area even before the proposed division.

**(e) The variance, if granted, will not alter the essential character of the locality.**

The proposal would not create a noticeable difference in the neighborhood since the proposal is a land transfer. Future requests to alter the structure would require Council approval and further impact on the essential character of the locality can be addressed at that time.

The proposal permits the city the opportunity to control what happens to PID 18-117-22 22 0007. Being a separate lot of record, legally it could be conveyed separately unless the city sought legal action to prevent such a transaction. By approving a variance and a subsequent subdivision/combination, conditions can be applied that can be filed with the title of the property and provide guidance to future councils.

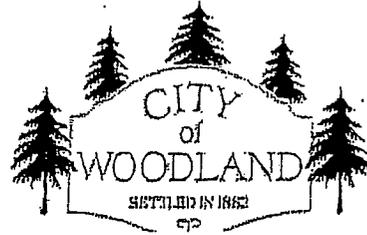
**Council Action:** Action required by June 23, 2013. Possible motions ...

1. I move the Council adopts the recommendation of staff to approve the variance requests of JMS Custom Homes, LLC to subdivide a lot to an area less than an area permitted by city code, to exceed the maximum permitted surface area by 3.41% and to exceed the maximum permitted structure coverage area by 1.5% and directs staff to draft a resolution approving the request for Council's review at their June 10<sup>th</sup> meeting.
2. I move the Council denies the request as presented in that the applicant has not met the standard for practical difficulty and direct staff to draft findings for denial for the Council's review and adoption at their June 10<sup>th</sup> meeting.
3. I move the Council asks the applicant to provide written approval for a further extension for a decision on their request to permit the Council more time to render a decision on the request.

*Note: MN statute 15.99 requires a council decision within 60 days. The council may approve or modify a request based on verbal findings of fact and the applicant may proceed with their project. However, if the council denies the request, the council must state in writing the reasons for denial at the time that it denies the request. The council may extend the 60-day time limit by providing written notice to the applicant including the reason for the extension and its anticipated length (may not exceed 60 additional days unless approved by the applicant in writing).*

# Variance Application

City of Woodland  
 20225 Cottagewood Road  
 Deephaven, MN 55331  
 952-474-4755  
 www.cityofwoodlanmn.org



Applicant is (circle one) Owner Developer Contractor Architect Other \_\_\_\_\_

Property address for which variance is requested 2925 Gale Road

Applicant (individual or company name): JMS Custom Homes LLC

Contact for Business: Jeff Schoenwetter Title: CEO

Address: 525 15<sup>th</sup> Ave S. City: Hopkins State: MN Zip: 55342

Wk Phone: 952-294-2106 Hm Phone: \_\_\_\_\_

Email address: Jeff@jmscompanies.com Fax: \_\_\_\_\_

Present use of property: residential

Property acreage: 1.57 Acres 68,468 Square Feet

Existing Variances: Yes X No \_\_\_\_\_

If yes, please explain under 2 acres

Describe Request: Build New \_\_\_\_\_ Add On \_\_\_\_\_ Remodel \_\_\_\_\_ Replace \_\_\_\_\_

What is the Variance being requested for: Selling off 7,810 SF (.179 acres) to 2900 Gale Road (Hwy 1)

that is across Gale Road and is not contiguous with the property the house sits on.

Variance for:

	Required	Proposed
Side Yard	_____ feet	_____ feet
Front Yard	_____ feet	_____ feet
Rear Yard	_____ feet	_____ feet
Lake setback	_____ feet	_____ feet
Building height	_____ feet	_____ feet
Structure height	_____ Feet	_____ feet
Wetland	_____ feet	_____ feet
<u>X</u> Impervious Cover	<u>25%</u> sq ft	<u>28.4%</u> sq ft
Shoreland	_____ feet	_____ feet
Massing	_____ volume	_____ volume
<u>X</u> Other <u>lot area</u>	<u>43,560</u> feet	<u>33,787</u> feet
If other, please explain <u>land sale structure coverage</u>	<u>10%</u>	<u>11.5%</u>

## MAKING YOUR CASE FOR THE GRANT OF A VARIANCE

**STATE LAW:** Minnesota Statutes 462.357 controls the grant of variances to established zoning codes. Before a variance can be granted the Applicant must establish to the satisfaction of the City that: A) Strict enforcement of the applicable code would cause a practical difficulty because of circumstances unique to the individual property under consideration, and, B) the grant of the requested variance will be in keeping with the spirit and intent of the ordinance.

**Practical Difficulty:** as used in connection with the granting of a variance means: 1) the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls; 2) the plight of the landowner is due to circumstances unique to the property not created by the landowner, and 3) the variance, if granted, will not alter the essential character of the locality.

**NOTICE:** Simple inconvenience of a landowner or occupant, including self-created situations, are not considered a practical difficulty under Minnesota case law.

Economic considerations alone shall not constitute a practical difficulty if reasonable use of the property exists under the ordinance (MN Statutes 462.357)

If you have difficulty in establishing an practical difficulty please consider alternatives to your construction plans that may remove the need for a variance.

The Applicant must respond fully and in detail to each of the following questions and data requests or the Application may be rejected as incomplete.

Establishing that the requested variance will be in keeping with the spirit and intent of the Zoning Code:

The requested variance, if granted, will be in keeping with the spirit and intent of the City Zoning because:

it will keep property / parcels contiguous - not  
across road

Establishing Practical Difficulty:

1. The landowner's (Applicant's) property cannot be put to a reasonable use if used under conditions allowed by the official controls because:

it is under 2 acres

2. The plight of the landowner (Applicant) is due to circumstances unique to the property not created by the landowner property because:

1. it is and will remain under 2 acres

2. Hoyt parcel to be 2 acres and conforming

3. The variance, if granted, will not alter the essential character of the locality because:

it doesn't change anything other than make one

lot conforming

Establishing the variance, if granted, will not adversely impact the rights of others:

Describe the effect of the variance, if granted, on neighboring properties and on the neighborhood in general:

*no change - except one lot containing*

Describe the effect of the variance, if granted, on supply of light and air to adjacent properties.

*no change*

Describe the effect of the variance, if granted, on traffic congestion in the public street.

*no change*

Describe the effect of the variance, if granted, on the danger of fire.

*no change*

Describe the effect of the variance, if granted, on the danger to public safety.

*no change*

Describe the effect of the variance, if granted, on established property values in the surrounding area.

*no change*

Describe the effect of the variance, if granted, on the impairment of the public health, safety or welfare.

*no change*

Applicant(s) have determined that the following approvals may be necessary from other regulatory bodies:

*N/A* LMCD # 952-745-0789

*N/A* Watershed District # 952-471-0590

#### Applicant's Acknowledgement & Signature(s)

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party whom the City should contact about this application. The applicant certifies that the information supplied is true and correct to the best of his/her knowledge.

The undersigned also acknowledges that she/he understands that before this request can be considered and/or approved, all required information and fees, including any deposits, must be paid to the City, and if additional fees are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.

An incomplete application will delay processing and may necessitate a re-scheduling of the review time frame. The application time line commences once an application is considered complete when all required information and fees are submitted to the City. The applicant recognizes that he/she is solely responsible for submitting a complete application being aware that upon failure to do so, the staff has no alternative but to reject it until it is complete or to recommend the request for denial regardless of its potential merit.

A determination of completeness of the application shall be made within 15 business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant within 15 business days of application.

I am the authorized person to make this application and the fee owner has also signed this application.

Applicant's Signature: JMS Custom Homes, LLC Date: 4/24/13

Signature: [Handwritten Signature] Date: \_\_\_\_\_

**Owner's Acknowledgement & Signature(s)**

I am / we are the fee title owner of the above described property, I / we further acknowledge and agree to this application and further authorize reasonable entry onto the property by City Staff, Consultants, agents, and City Council Members for purposes of investigation and verification of this request.

Owner's Signature: [Handwritten Signature] Date: 4-24-13

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note - Both signatures are required, if the owner is different than the applicant, before we can process the application, otherwise it is considered incomplete.



# WOODLAND

## HARDCOVER CALCULATION WORKSHEET

The Woodland City Council adopted an ordinance limiting the percentage of lot area that can be covered with impervious surface. Studies have shown that sediments, oils, and debris carried into the lake from urbanized areas have a detrimental impact on the quality of water in the lake.

Ordinance 900.02, Subd. 20

**Impervious Surface** - Means a surface that will not permit the passage of rainwater through it, including such surfaces as roofs, awnings, concrete or bituminous driveways, walkways, tennis courts, swimming pools and patios and plastic landscape sheets or barriers. In determining impervious surface area of a house or other structure, the entire area of the roof will be considered impervious surface, together with any additional impervious surface areas. For purposes of this Code slatted decking will be deemed to be 90% impervious.

Ordinance 900.10

**Lot Coverage** - Except for lots which contain an area of less than 16,500 square feet and are served by City sanitary sewer and City water, the percentage of lot area covered by all buildings may not exceed 10 percent, and the total percentage of lot area covered by an impervious surface, including the area covered by buildings, may not exceed 25 percent. Except in the Assembly Grounds, the percentage of lot area within the shore impact zone covered by an impervious surface may not exceed 10 percent. For lots which contain an area of less than 16,500 square feet and are served by City sanitary sewer and City water, the percent of lot area covered by an impervious surface, including the area covered by buildings, may not exceed 40 percent, provided that such percentage may be increased to up to 45 percent upon the issuance of a special use permit. Applications for a special use permit to increase the percentage of lot area that may be covered by an impervious surface to up to 45 percent shall be made under Section 900.15.

Property Address 2925 GALE ROAD Date 4-26-13

Existing Hardcover				Proposed Hardcover			
House	Length	Width	Sq. Feet	House	Length	Width	Sq. Feet
House	x		<u>3880</u>	House	x		
<u>CONCRETE ROOF OVERHANGS</u>			<u>475</u>		x		
Garage	x			Garage	x		
Other Buildings	x		<u>18</u>	Other Buildings	x		
<u>CONCRETE</u>			<u>53</u>		x		
<u>CONCRETE</u>	x		<u>14</u>		x		
Driveway	x		<u>3898</u>	Driveway	x		
<u>OUTSIDE OF ESTMT.</u>					x		
Sidewalks			<u>151</u>	Sidewalks	x		
<u>FRONT WALK</u>			<u>350</u>		x		
<u>BACK WALK</u>					x		
Patio	x		<u>201</u>	Patio	x		
Decks			<u>529 + 49 = 578</u>	Decks	x		
			<u>90%</u>		x		
Other landscape	x		<u>16</u>	Other landscape	x		
<u>WALLS</u>			<u>6</u>	<u>EXISTING + CONCRETE WALLS</u>			<u>90%</u>
<u>WOOD WALLS</u>			<u>70</u>	<u>WOOD WALLS BEING SOLD</u>			<u>- 52 S.F.</u>
<b>Total</b>			<u>9652 EXISTING</u>	<b>Total</b>			<u>9600</u>

Total Existing & Proposed Impervious Cover = 9652 Square Feet = 14.24%  
 Total Lot Area = 67,804 Square Feet EXISTING 60,486 S.F. PROPOSED = 15.87%

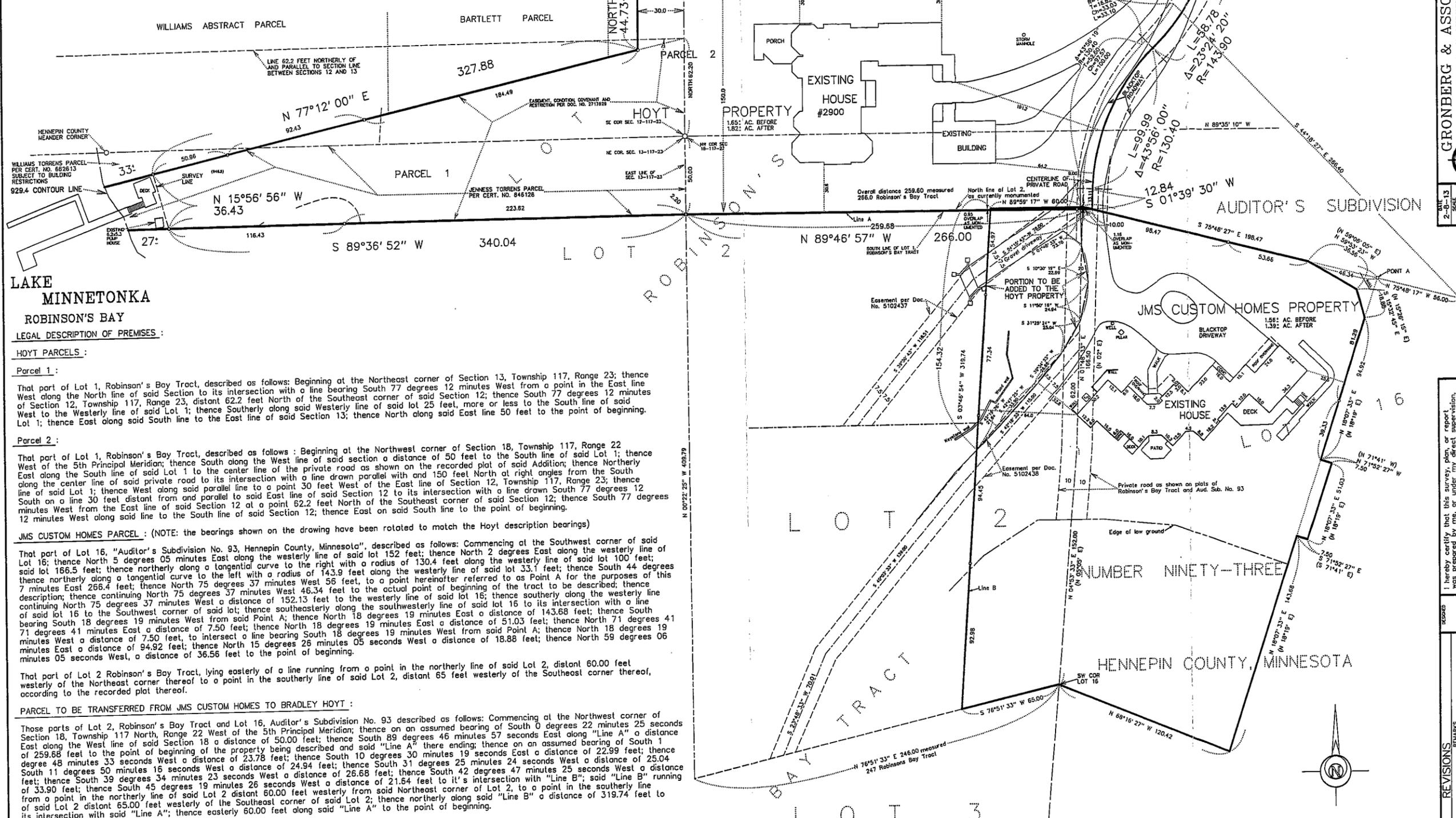
Hardcover 9652 ÷ Lot Area 67,804 x 100 = 14.24%  
 (Existing & Proposed square feet)

Signature Mark Humber Date 4-26-13

EXISTING LOT AREA EXCLUDING ROAD ESTMTS + LOW GROUND = 39,153 S.F. = 24.65%  
 PROPOSED " " " " " " " " = 33,787 S.F. = 28.41%

# CERTIFICATE OF SURVEY FOR BRADLEY A. HOYT & JMS CUSTOM HOMES

IN LOTS 1 & 2, ROBINSON'S BAY TRACT, & LOT 16, AUD. SUB. NO. 93  
HENNEPIN COUNTY, MINNESOTA



**LAKE MINNETONKA**  
**ROBINSON'S BAY**

**LEGAL DESCRIPTION OF PREMISES:**  
**HOYT PARCELS:**

**Parcel 1:**  
That part of Lot 1, Robinson's Bay Tract, described as follows: Beginning at the Northeast corner of Section 13, Township 117, Range 23; thence West along the North line of said Section to its intersection with a line bearing South 77 degrees 12 minutes West from a point in the East line of Section 12, Township 117, Range 23, distant 62.2 feet North of the Southeast corner of said Section 12; thence South 77 degrees 12 minutes West to the West line of said Lot 1; thence Southerly along said West line of said Lot 25 feet, more or less to the South line of said Lot 1; thence East along said South line to the East line of said Section 13; thence North along said East line 50 feet to the point of beginning.

**Parcel 2:**  
That part of Lot 1, Robinson's Bay Tract, described as follows: Beginning at the Northwest corner of Section 18, Township 117, Range 22 thence West of the 5th Principal Meridian; thence South along the West line of said section a distance of 50 feet to the South line of said Lot 1; thence East along the South line of said Lot 1 to the center line of the private road as shown on the recorded plat of said Addition; thence Northerly along the center line of said private road to its intersection with a line drawn parallel with and 150 feet North at right angles from the South line of said Lot 1; thence West along said parallel line to a point 30 feet West of the East line of Section 12, Township 117, Range 23; thence South on a line 30 feet distant from and parallel to said East line of said Section 12 to its intersection with a line drawn South 77 degrees 12 minutes West from the East line of said Section 12 at a point 62.2 feet North of the Southeast corner of said Section 12; thence South 77 degrees 12 minutes West along said line to the South line of said Section 12; thence East on said South line to the point of beginning.

**JMS CUSTOM HOMES PARCEL:** (NOTE: the bearings shown on the drawing have been rotated to match the Hoyt description bearings)  
That part of Lot 16, "Auditor's Subdivision No. 93, Hennepin County, Minnesota", described as follows: Commencing at the Southwest corner of said Lot 16; thence North 5 degrees 05 minutes East along the westerly line of said lot 152 feet; thence North 2 degrees East along the westerly line of said lot 166.5 feet; thence northerly along a tangential curve to the right with a radius of 130.4 feet along the westerly line of said lot 100 feet; thence northerly along a tangential curve to the left with a radius of 143.9 feet along the westerly line of said lot 33.1 feet; thence South 44 degrees 7 minutes East 266.4 feet; thence North 75 degrees 37 minutes West 56 feet, to a point hereinafter referred to as Point A for the purposes of this description; thence continuing North 75 degrees 37 minutes West 152.13 feet to the westerly line of said lot 16; thence southerly along the westerly line continuing North 75 degrees 37 minutes West a distance of 152.13 feet to the westerly line of said lot 16; thence southerly along the westerly line of said lot 16 to the Southwest corner of said lot; thence North 18 degrees 19 minutes East a distance of 143.68 feet; thence South bearing South 18 degrees 19 minutes West from said Point A; thence North 18 degrees 19 minutes East a distance of 51.03 feet; thence North 71 degrees 41 minutes East a distance of 7.50 feet; thence North 18 degrees 19 minutes West from said Point A; thence North 18 degrees 19 minutes West a distance of 7.50 feet, to intersect a line bearing South 18 degrees 19 minutes West from said Point A; thence North 18 degrees 19 minutes East a distance of 94.92 feet; thence North 15 degrees 26 minutes 05 seconds West a distance of 18.88 feet; thence North 59 degrees 06 minutes 05 seconds West, a distance of 36.56 feet to the point of beginning.

That part of Lot 2 Robinson's Bay Tract, lying easterly of a line running from a point in the northerly line of said Lot 2, distant 60.00 feet westerly of the Northeast corner thereof to a point in the southerly line of said Lot 2, distant 65 feet westerly of the Southeast corner thereof, according to the recorded plat thereof.

**PARCEL TO BE TRANSFERRED FROM JMS CUSTOM HOMES TO BRADLEY HOYT:**  
Those parts of Lot 2, Robinson's Bay Tract and Lot 16, Auditor's Subdivision No. 93 described as follows: Commencing at the Northwest corner of Section 18, Township 117 North, Range 22 West of the 5th Principal Meridian; thence on an assumed bearing of South 0 degrees 22 minutes 25 seconds East along the West line of said Section 18 a distance of 50.00 feet; thence South 89 degrees 46 minutes 57 seconds East along "Line A" a distance of 259.66 feet to the point of beginning of the property being described and said "Line A" there ending; thence on an assumed bearing of South 1 degrees 48 minutes 33 seconds West a distance of 23.78 feet; thence South 10 degrees 30 minutes 19 seconds East a distance of 22.99 feet; thence South 11 degrees 50 minutes 16 seconds West a distance of 24.94 feet; thence South 31 degrees 25 minutes 24 seconds West a distance of 25.04 feet; thence South 39 degrees 34 minutes 23 seconds West a distance of 26.68 feet; thence South 42 degrees 47 minutes 25 seconds West a distance of 33.90 feet; thence South 45 degrees 19 minutes 26 seconds West a distance of 21.64 feet to its intersection with "Line B"; said "Line B" running from a point in the northerly line of said Lot 2 distant 60.00 feet westerly from said Northeast corner of Lot 2, to a point in the southerly line of said Lot 2 distant 65.00 feet westerly of the Southeast corner of said Lot 2; thence northerly along said "Line B" a distance of 319.74 feet to its intersection with said "Line A"; thence easterly 60.00 feet along said "Line A" to the point of beginning.

Note: the boundary information for the JMS Custom Homes parcel is shown from our survey, dated 5-11-00, and is based upon monumentation and field data from Egan, Field & Nowak who had made the plat of Robinson's Bay Tract.

o : denotes iron marker  
Bearings shown are based upon an assumed datum.  
(N 02°E) : denotes bearings as shown in JMS description. These have been related to match the bearing basis for the Hoyt description.

This survey intends to show the boundaries of the above described property, the location of three existing buildings, driveways, and roadways, and the proposed location of a proposed dividing line thereon. It does not purport to show any other improvements or encroachments.

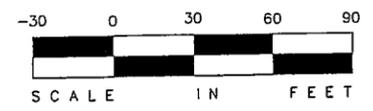
**GRONBERG & ASSOCIATES, INC.**  
CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS  
445 NORTH WILLOW DRIVE LONG LAKE, MN 55356  
952-473-4141

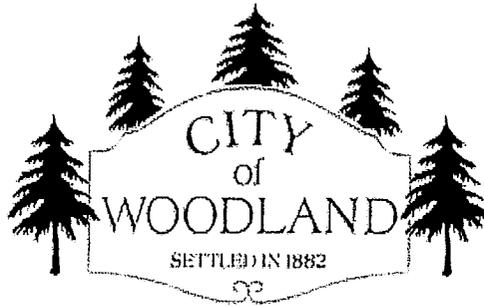
DATE	BY	REVISIONS
2-2-13	MS	AS SHOWN
13-060A	MS	AS SHOWN

I hereby certify that this survey, plan, or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Mark S. Gronberg - Minnesota License Number 12755

DATE	BY	REVISIONS





5B  
COPY

**Agenda Date: 05-13-13**

***Agenda Item: Subdivision/Combination Request by Waiving Platting Requirements for 2900 and 2925 Gale Road***

---

**Summary:** Bradley Hoyt and JMS Custom Homes, LLC have applied for a subdivision/combination of their properties located at 2900 and 2925 Gale Road. Three PIDs are involved in the request; 07-117-22 33 0017, 18-117-22 22 0007 and 18-117-22 22 0018. One PID would be divided and combined into the remaining PIDs. They have asked that the platting requirements be waived per Section 800.07 of the City Code.

**2900 Gale Road** is a lakeshore lot owned by Bradley Hoyt which contains one parcel, PID 07-117-22 33 0017, with a total lot area of 72,002 square feet.

**2925 Gale Road** is owned by JMS Custom Homes, LLC and contains two parcels, PIDs 18-117-22 22 0007 and 18-117-22 22 0018. The combined lot area of both parcels is 67,804 square feet. Of that area, 39,153 square feet are wetlands and easements for roadways and driveways.

The proposed subdivision would subdivide PID 18-117-22 22 0007. Currently this property contains a private driveway easement in favor of 2940 Gale Road and is also split by Gale Road. The proposal would subdivide the 7,318 square feet located north of Gale Road and attach it to 2900 Gale Road, owned by Mr. Hoyt. The remaining property would be attached to 2925 Gale Road, owned by JMS Custom Homes, LLC.

**After the proposed subdivision/combination:**

**2900 Gale Road** will have a total lot area of 79,320 square feet. The newly acquired property will contain the private driveway easement in favor of 2940 Gale Road. The acquisition of the property under a new PID will not change the provisions of the private easement agreement.

**2925 Gale Road** will combine the remaining lot area of PID 18-117-22 22 0007 into PID 18-117-22 22 0018 creating a new PID with a total lot area, including wetlands of 60,486 square feet. Of that area, 26,699 square feet are wetlands and easements for roadways and driveways.

- **Ordinance Section 900.07(f) requires a minimum lot area of one acre for the construction of a new main building. The applicant is proposing to reduce the lot area as measure by the ordinance for 2925 Gale Road from to 39,153 square feet to 33,787 square feet.**

**Section 900.07** states that no main building shall be constructed, erected, established or structurally altered upon a lot containing an area less than two acres. For purposes of this Section, lot area measurements will not include land below the ordinary high water level, wetlands or easements for road or driveway purposes.

**Section 900.08** states that no main building may be constructed, erected or established upon a lot which is less than 100 feet in width. The lot width standards must be met at both the front building line and the ordinary high water level.

- **The proposed division would include no new building sites and there are no proposed structures or structural alterations.**

**Section 900.10(2)** permits a maximum lot area covered by impervious surface area of 25%. Lot area will exclude any area below the OHWL, wetlands or easements for roadways or driveway. This Section also permits a maximum lot coverage for structures.

- **The lot area of 2900 Gale Road is increasing, thus reducing the percentage of impervious surface area. Prior to the proposal the property had an impervious surface area of 21%. Specific impervious surface information regarding the proposed parcel being attached to 2900 Gale Road has not been provided.**
- **The lot area of 2925 Gale Road is decreasing so the overall amount of impervious surface area is increasing on the property. The impervious surface area on the property is increasing from 24.65% to 28.41%**
- **Ordinance Section 900.10(1) permits a maximum lot area coverage of ten percent for all structures. The proposed subdivision/combination would create a structure lot coverage area of 11.5% for 2925 Gale Road.**

**Section 900.02** defines Bluff as a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance of 50 feet or more, measured on the ground, shall not be considered part of the bluff):

- Part or all of the feature is located within 1000 feet of any lake;*
- The slope rises at least 25 feet above the OHWL of the lake;*
- The grade of the slope from the toe of the bluff to a point 25 feet or more above the OHWL averages 30 percent or greater; and*
- The slope drains toward the lake.*

**Section 900.02(2)** Defines Bluff Impact Zone as a bluff and land located within twenty feet from the top of a bluff.

**Section 900.09(5)** state that no structures other than stairways and landings shall be placed within the bluff impact zones.

**Section 900.02(35)** defines Steep Slope as lands, exclusive of bluffs, having average slopes exceeding 12 percent over distances of 50 feet or more, measured on the ground, or lands that are otherwise poorly suited for development without appropriate design and construction techniques because of slope steepness and soil characteristics.

- **The proposed subdivision/combination does not impact a bluff, bluff impact zone or steep slope.**

In reviewing this request the City Council must consider the criteria outlined in Section 800.10 of the Subdivision Ordinance:

- (a) Compliance of the subdivision with Section 800.09 and the zoning provisions of this code.

(Section 800.09)

- (a) Every subdivision must comply with all applicable provisions of State law, including without limitation the provisions of Minn. Rules 6120.3500, as from time to time revised and this code.
- (b) Every subdivision which requires the dedication of a new street or a change in an existing street, must also show the grade of all streets and the mean grade of the front and rear lines of each lot.
- (c) The resulting impact on the use and enjoyment of surrounding properties or other properties in the community;
- (b) The suitability of the subdivision from the standpoint of community planning.
- (c) The adequacy of streets and conformity with existing and planned streets in surrounding areas.
- (d) The suitability of street grades in relation to the grades of lots.
- (e) The estimated cost (including engineering and inspection expenses) of grading, graveling and permanently surfacing streets, installing street signs, and construction of curb and gutter and any storm sewers which may be necessary.
- (f) Compliance with the requirements of Minnesota Statutes, Chapter 505; and
- (g) The suitability and adequacy of the subdivision from the standpoint of flooding, drainage, water supply or sewage treatment facilities.

**Council Action:** Possible motions ...

- 1) I move the Council direct staff to draft a resolution approving the subdivision/combination request for 2900 and 2925 Gale Road as presented to the Council. The proposal complies with the criteria for the approval of a subdivision outlined in Chapter 8 of the City Ordinances.

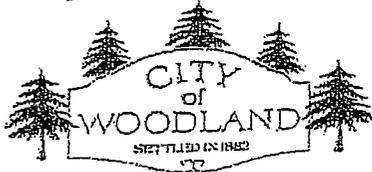
The motion is conditioned:

- The portions of the subdivided parcel must be absorbed by the larger parcels so that only two PIDs remain at the completion of the subdivision/combination process.
  - That portion of the property subdivided north of Gale Road and to be attached to 2900 Gale Road cannot be used for the storage of material of any kind and is limited to the parking of licensed/operable passenger vehicles owned by the property owner or their short term guests.
  - The existing easements shall remain unobstructed.
  - No building permit may be issued for any dimensional alteration of the structure located at 2925 Gale Road without a variance granted by the City Council.
  - The vacant/unused road easement on 2925 Gale Road must be extinguished. This would add 1,950 square feet to the lot area.
  - After the issuance of new PIDs, individual certified surveys must be submitted for both 2900 Gale Road and 2925 Gale Road showing final lot dimensions and legal descriptions.
- 2) I move the Council direct staff to draft a resolution denying subdivision/combination request for 2900 and 2925 Gale Road as presented to the Council. The proposal would place the property located at 2925 Gale Road in non-compliance with the

minimum required lot area for the construction of a new structure, the maximum permitted impervious surface area and the maximum permitted structure coverage percentage. The creation of these non-conformities could be grounds for future variances since it could be argued the Council action approving the subdivision/combination created a practical difficulty or that the new non-conformities are protected by the state statutes as they relate to the redevelopment of non-conforming structures.

- 3) I move the Council asks the applicant to provide written approval for a further extension for a decision on their request to permit the Council more time to render a decision on the request.

# City of Woodland



20225 Cottagewood Road  
Deephaven, MN 55331  
952-474-4755 fax: 952-474-1274  
www.cityofwoodlandmn.org

# Subdivision Application

Date Received:	_____
Staff:	_____
Council Meeting:	_____
Filing Fee Paid:	_____
Receipt #	_____

Property address 2900 GALE ROAD

Property Identification Number (PIN) 07-117-22-33-0017

Date Property Acquired 12/06 (Check one) Abstract  or Torrens   
BOTH

Applicant is (circle one) Owner Developer Contractor Architect Other \_\_\_\_\_

Applicant (individual or company name): BRADLEY A. HOYT

Contact for Business: Brad Hoyt Title: Owner

Address: 2900 Gale Rd City: Woodland State: MN Zip: 55391

Phone (work): 612-619-8179 Phone (home): 952-473-0550

Email address: b.hoyt@mchsi.com Fax: 952-473-2700

Existing Variances: Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

**EXISTING LAND USE:**

Current Number of Tax Parcels: 1 (Do) (Do Not) also own other adjacent parcel land

Current Lot Size:

72,002 ± Square feet Dry Land

0 Square feet Wet Land

72,002 ± TOTAL Square feet, all parcels

**PROPOSAL FOR:**

Division for Tax Purposes

Lot Line Rearrangement Only (no new building sites) *wave platting and div. de by legal description*

Subdivision for New Building Sites

*THE SAME AS BEFORE*

2 Total Number of Building Sites Created by Subdivision

# City of Woodland

# Subdivision Application



20225 Cottagewood Road  
 Deephaven, MN 55331  
 952-474-4755 fax: 952-474-1274  
 www.cityofwoodlandmn.org

Date Received:	_____
Staff:	_____
Council Meeting:	_____
Filing Fee Paid:	_____
Receipt #	_____

Property address 2925 FALE ROAD

Property Identification Number (PIN) 18-117-22-22-0018 + 18-117-22-22-0007

Date Property Acquired 12/10/12 (Check one) Abstract  or Torrens \_\_\_\_\_

Applicant is (circle one) Owner Developer Contractor Architect Other \_\_\_\_\_

Applicant (individual or company name): JMS CUSTOM HOMES, LLC

Contact for Business: \_\_\_\_\_ Title: \_\_\_\_\_

Address: 525 15th Ave South City: HOPKINS State: MN Zip: 55343

Phone (work): 952-949-3630 Phone (home): \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Existing Variances: Yes  No \_\_\_\_\_

If yes, please explain under 2 acres

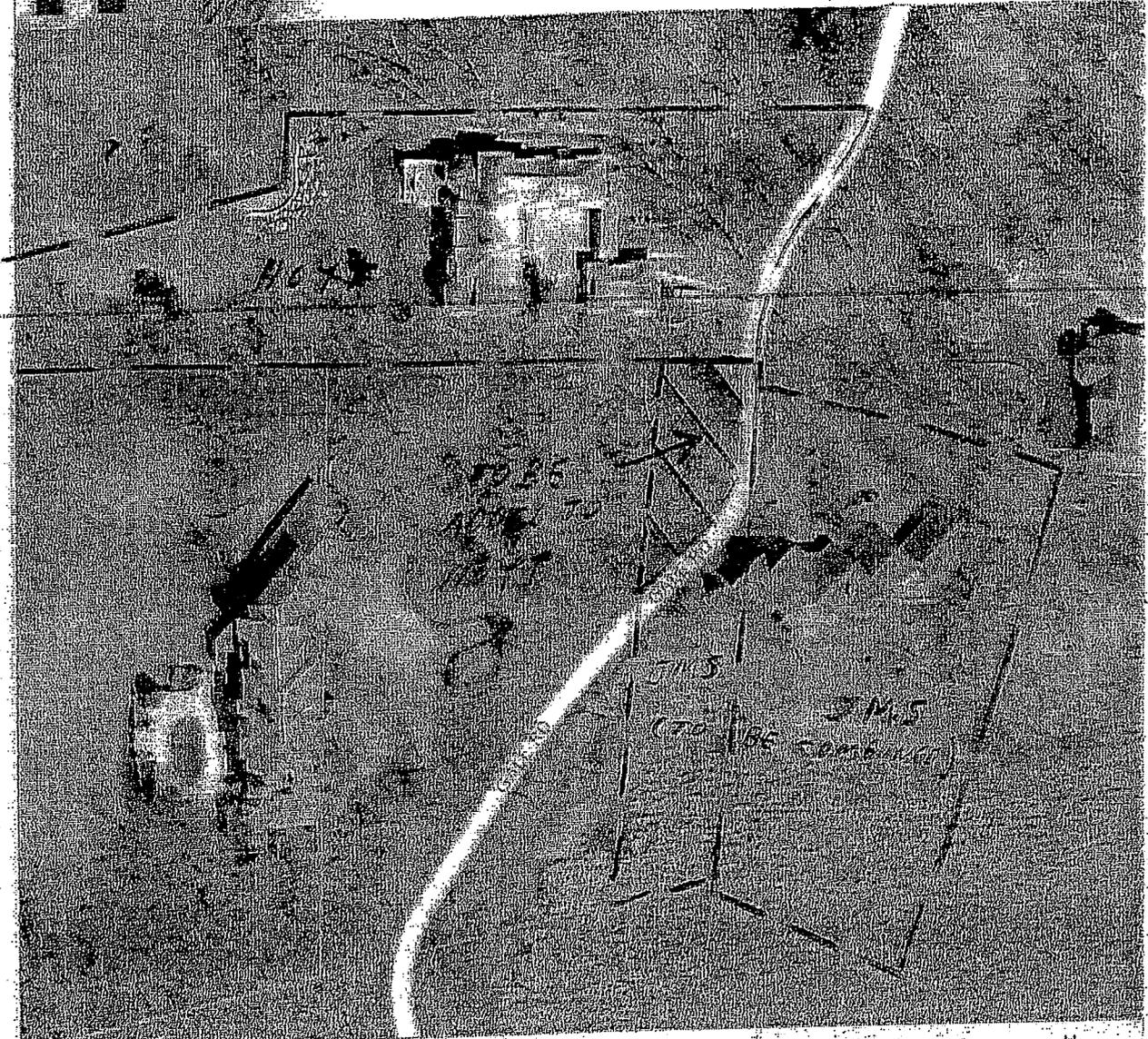
**EXISTING LAND USE:**  
 Current Number of Tax Parcels: 2 1 (Do) (Do Not) also own other adjacent parcel land  
 Current Lot Size:  
46,168 ± Square feet Dry Land  
22,300 ± Square feet Wet Land  
68,468 ± TOTAL Square feet, all parcels

**PROPOSAL FOR:**  
 Division for Tax Purposes  
 Lot Line Rearrangement Only (no new building sites) *waive platting and divide by legal description*  
 \_\_\_\_\_ Subdivision for New Building Sites

1 Total Number of Building Sites Created by Subdivision  
*the 2 parcels JMS owns will be combined*

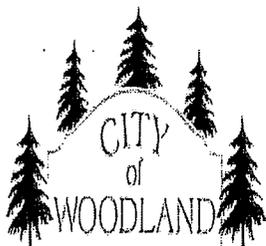


# Property Map



Parcel ID: 18-117-22-22-0007	A-T-B: Abstract	Map Scale: 1" = 100 ft.
Owner Name: Jms:Custom Homes Llc	Market Total: \$50,000	Print Date: 3/6/2013
Parcel Address: 2925 Gale Rd Woodland, MN 55391	Tax Total: \$688.10 (Payable: 2012)	
Property Type: Vacant Land-Residential	Sale Price:	
Home-stead: Homestead	Sale Date:	This map is a compilation of data from various sources and is furnished "AS IS" with no representation or warranty expressed or implied, including fitness of any particular purpose, merchantability, or the accuracy and completeness of the information shown.
Parcel Area: 0.45 acres 19,696 sq ft	Sale Code:	
		COPYRIGHT © HENNEPIN COUNTY 2013 



**WOODLAND CITY COUNCIL**

MEETING DATE: May 13, 2013

FROM: Shelley Souers

SUBJECT: Chapter 9 Zoning Amendment Ordinance No. 09-24; amending sections 900.24 Construction Management to define a process to monitor road conditions and establish a road damage escrow to be used for road repairs, if necessary.

**OVERVIEW**

The Council has considered amending the language in the zoning ordinance to add language under the Construction Management section 900.24, to establishing a road damage escrow that would require contractors/owners to be responsible for any damage to city streets and right-of-ways caused in conjunction with construction projects.

A Road Damage Escrow fee from \$2,500 to \$4,000 would be collected in combination with certain permits where 1) the job values exceed \$20,000 and 2) the work involves a physical alteration or repair of the structure envelope. The escrow will be held by the City until the completion of the construction project and until the City Engineer has determined if damage to the city street has occurred as a result of the construction project.

When permits are pulled where a road damage escrow has been collected, the engineer would be contacted by staff to review the road condition adjacent to the construction site. The engineer would document the condition of the road surface and take photos. The information would be dated and held by the City in the construction file. At the completion of the project the engineer would be contacted and again visit the site and inspect the road condition.

The property owner and contractor will be informed of any damage and given the opportunity to make repairs using their contractor. 1) A contractor selected by the home owner could make the repairs, provided they are dually insured and carry liability insurance naming the City of Woodland as additionally covered. 2) In the alternative, the City will use their appointed contractor to make repairs and the costs of those repairs will be deducted from the road damage escrow. All costs that exceed the escrow will be billed to the property owner. Any costs not paid may be certified to the property taxes of the subject property.

All road repairs must be to the standard or condition that existed prior to construction commencing and to the satisfaction of the City Engineer.

The road damage escrow fee would be deposited in the General Fund. Any balance remaining will be refunded with no accrued interest.

**RECOMMENDED COUNCIL ACTION:**

Review and approve the first reading of Ordinance No. 09-24; as presented or with modifications.

The Road Damage Escrow fee is addressed in Section 305 (City Fees)

Woodland's ordinances require that every ordinance have two readings prior to adoption. The Council may elect to waive the second reading of the ordinance by majority vote of the Council.

If the second reading is not waived the ordinance will be placed on the June agenda for a second reading and review.

CITY OF WOODLAND

ORDINANCE NO. 09-24

AN ORDINANCE RELATING TO AMENDMENT OF SECTION 900 OF THE WOODLAND CITY CODE, ADDING A NEW SECTION TO DEFINE A PROCESS FOR MONITORING ROAD CONDITIONS DURING CONSTRUCTION PROJECTS AND ESTABLISHING A ROAD DAMAGE ESCROW FOR THE REPAIR OF ANY ROAD DAMAGE

The City Council of the City of Woodland, Minnesota, ordains:

Section 1. Section 900.24 (1) of the Woodland Code is hereby amended to add new language to read as follows:

Section 900.24(1)(b) All construction activity which includes the physical alteration or repair of the structure envelope, i.e., the alteration of the footprint or height of an existing structure, or the construction of a new structure shall require the submittal of a road damage escrow as required by Section 305 of the City Code. In addition, the City Engineer will document the condition of the road surface in the vicinity of the access to the proposed project: 1) prior to the commencement of construction and, 2) before the refund of the escrow. All damage to the road that can be attributed to the project shall be repaired and restored to the previously existing condition by the owner of the construction site and to the satisfaction of the City Engineer by a dually licensed and approved contractor. In the alternative, the cost of repair to the road surface by the City's appointed contractor shall be deducted from the road damage escrow. All costs in excess of the submitted escrow amount will be charged to the property owner of record and must be paid in full. The City shall have the right to certify all unpaid costs made for road and right-of-way repairs. In the event that weather or other conditions prevent the completion of necessary road repairs, the City will retain the full escrow amount until such time road repairs can be made, not to exceed a period of 6 months. The remaining balance of the road damage escrow will be refunded with no accrued interest.

Section 2. Section 900.24 (1), existing subsections (b) through (h) will be re-lettered to reflect the amendment.

Section 3. Effective Date. This Ordinance shall be effective as of its \_\_\_\_\_.

Adopted by the Woodland City Council on \_\_\_\_\_, 2013, and published in the paper of MN Sun Publications on \_\_\_\_\_, 2013.

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

ATTEST:

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

## CHAPTER 9. ZONING

900.24 Construction Site Management. The purpose of these requirements is to ensure preparation and implementation of construction site management plans in order to limit the impact of construction on the immediate neighborhood.

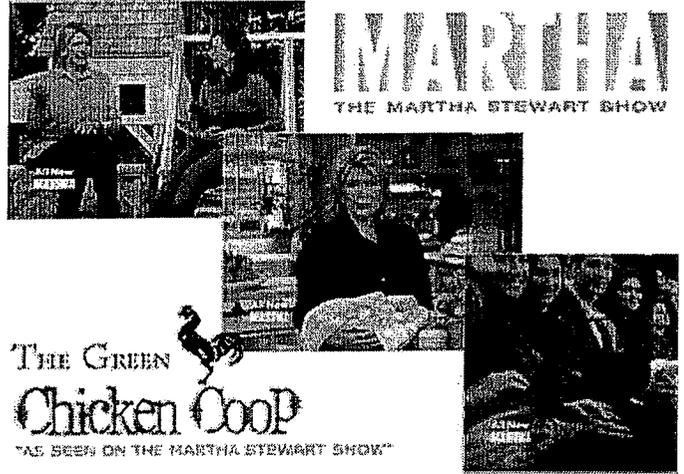
Subd 1. General Regulations. All residential and commercial construction sites shall comply with the following:

- (a) Prior to issuance of a building permit, the applicant will be required to provide proof that they have contacted all adjacent property owners within five hundred (500) feet of the applicant's property to make them familiar with the proposed construction and to provide them with contact information for the applicant.
- (b) 900.24(1)(b) All construction activity which includes the physical alteration or repair of the structure envelope, i.e., the alteration of the footprint or height of an existing structure, or the construction of a new structure shall require the submittal of a road damage escrow as required by Section 305 of the City Code. In addition, the City Engineer will document the condition of the road surface in the vicinity of the access to the proposed project: 1) prior to the commencement of construction and, 2) before the refund of the escrow. All damage to the road that can be attributed to the project shall be repaired and restored to the previously existing condition by the owner of the construction site and to the satisfaction of the City Engineer by a dually licensed and approved contractor. In the alternative, the cost of repair to the road surface by the City's appointed contractor shall be deducted from the road damage escrow. All costs in excess of the submitted escrow amount will be charged to the property owner of record and must be paid in full. The City shall have the right to certify all unpaid costs made for road and right-of-way repairs. In the event that weather or other conditions prevent the completion of necessary road repairs, the City will retain the full escrow amount until such time road repairs can be made, not to exceed a period of 6 months. The remaining balance of the road damage escrow will be refunded with no accrued interest.
- (b) (c) Construction activity, as defined in Section 415.01, Subd. 2, and 900.02, Subd. 10 and commercial property maintenance activity as defined in Section 415.01, Subd. 3, and 900.02, Subd. 11, at any time other than the hours of 7:00 a.m. to 6:00 p.m. on weekdays and 9:00 a.m. to 6:00 p.m. on Saturdays and no such activity is permitted on Sundays or on the following public holidays: New Year's

Chapter 9 - Zoning Ordinance  
Lined version of Ordinance amendments  
Section 900.24  
May 13, 2013

Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Noise from equipment used during the removal of snow and generators and equipment used during power outages or other emergencies shall be exempt from the restrictions under this subsection.

- (e) (d) The applicant shall submit a Construction Site Management Plan as outlined in Subdivision 2 of this Section.
- (d) (e) Onsite parking of construction vehicles and equipment will be provided to the extent feasible. If street parking is necessary, it must be done in coordination with the city. Parking will be limited to only those zones designated by city resolution.
- (e) (f) All equipment shall be stored within the confines of the construction site. If necessary, a property line fence will be required to ensure that no construction vehicles, materials or other debris encroaches onto adjacent properties.
- (f) (g) A functioning toilet and a minimum of one dumpster are required on the site prior to commencement of construction activity. These are to be considerably placed in relation to adjacent properties.
- (g) (h) Daily site clean up of debris and garbage is required.
- (h) (i) Weekly street cleaning is required to remove all dirt, mud and debris from public streets. City staff will monitor the condition of public streets and may require more frequent street cleaning.



## Why we want chickens in our backyard.

Chickens are easy, inexpensive pets when compared to most other pets.

Hens will produce eggs that are fresh, nutritious and great tasting.

Backyard eggs are also much healthier than their store bought counterparts.

Backyard eggs contain:

- 1/3 the Cholesterol of store bought eggs
- 2/3 more vitamin A
- 1/4 less saturated fat
- 2 times the amount of Omega 3 fatty acids
- 3 times the amount of Vitamin E
- 7 times more Beta Carotene

They make excellent chemical free pest and weed control

- Chickens will gobble up those pesky garden snails and slugs
- They'll even go after ticks, crickets and grass hoppers
- Chickens love to help you out with weed control in the yard

Chickens are the world's best and friendliest fertilizer

- Chicken manure has great levels of nitrogen, phosphorus and potassium
- Chicken manure is more economically valuable than synthetic fertilizers

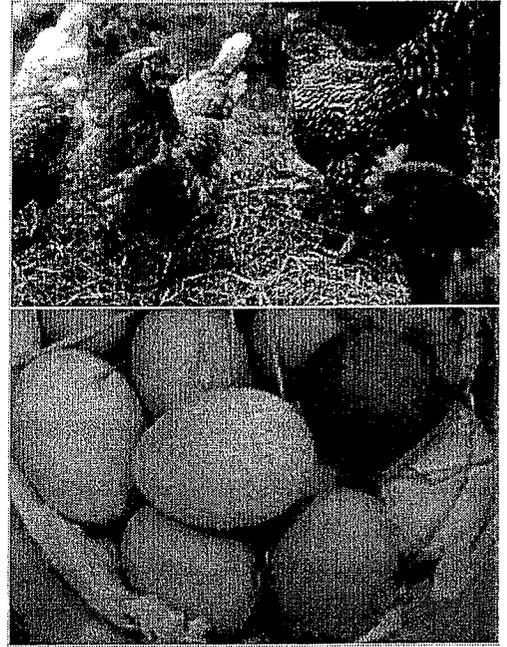
Chickens are the perfect backyard pet, they are very affectionate and kids love to be around them!

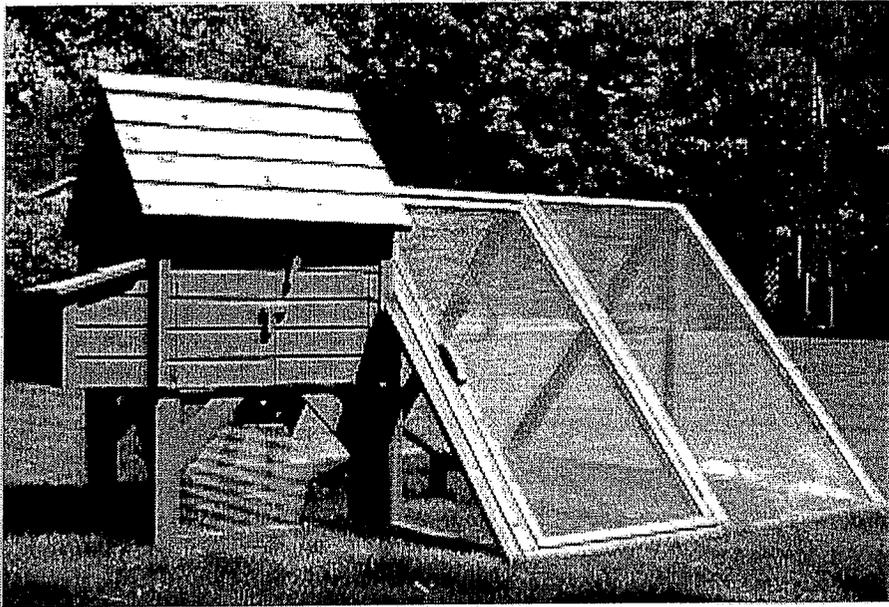
Kathy Dittmer and Doug Gustner (612.968.3133)  
2845 Stone Arch Road Woodland, MN 55391

Our property is 2.3 acres with plenty of backyard for the chicken coop and run, by our garden. Woods separate us from our immediate neighbors to the west and north. Stone Arch Road is on the east and Breezy Point on the south with neighbors across the roads.

We have the approval of our closest Woodland neighbors. They are actually quite enthused with our plan and the thought of getting some of our fresh backyard eggs.

We only want 5 hens and absolutely no roosters! Hens produce little noise, little odor and become quite tame.

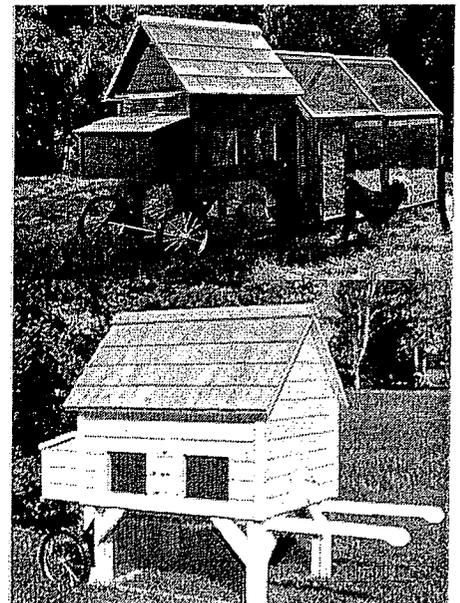
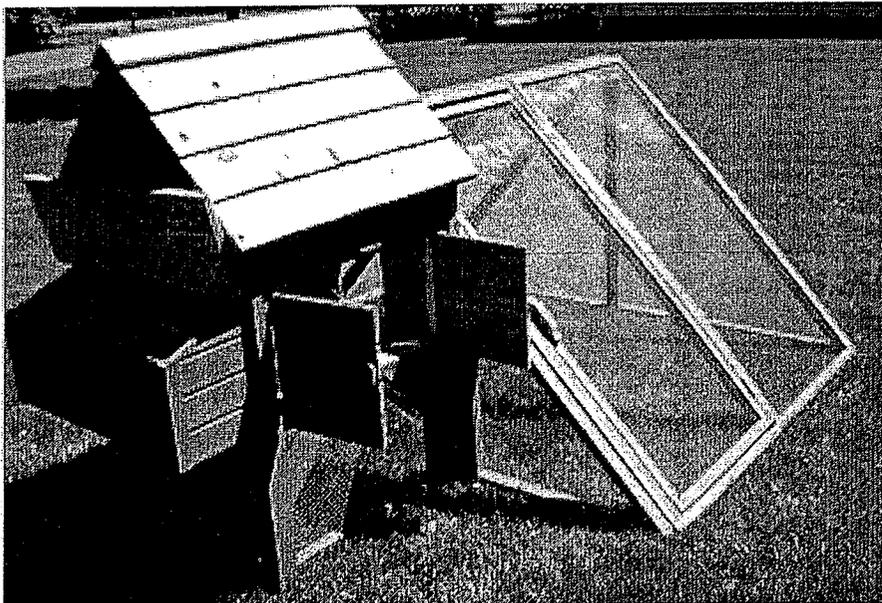
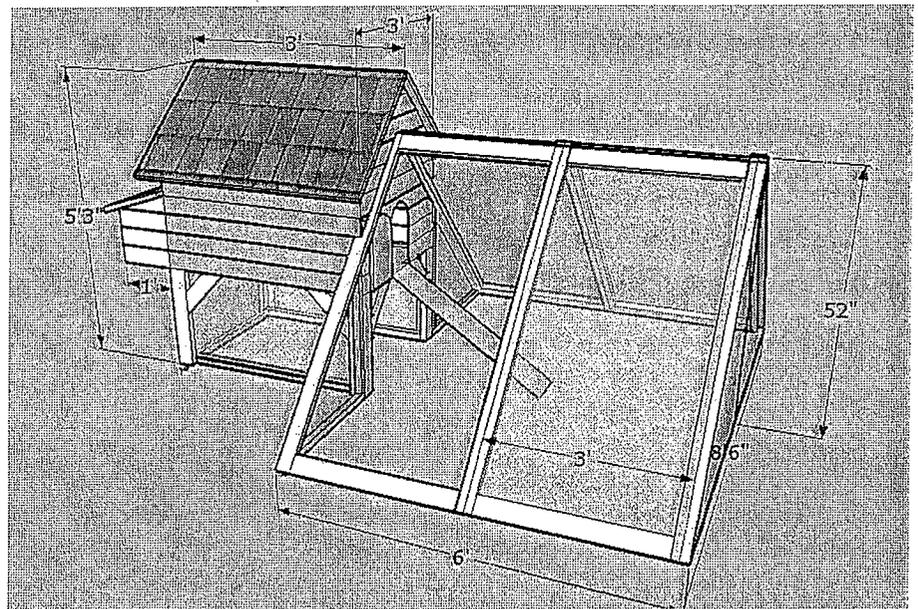




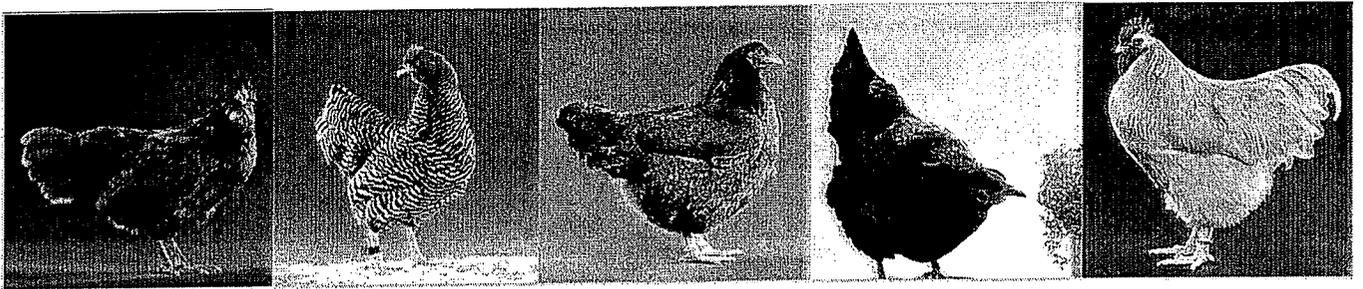
Small family farms and backyard gardens were the way our ancestors nourished themselves. Most likely, looking to the past will be the way to guarantee a quality, health-giving food source for the future. It's also fun and exciting raising chickens in a custom built Green Chicken Coop.

## The Chicken Coop

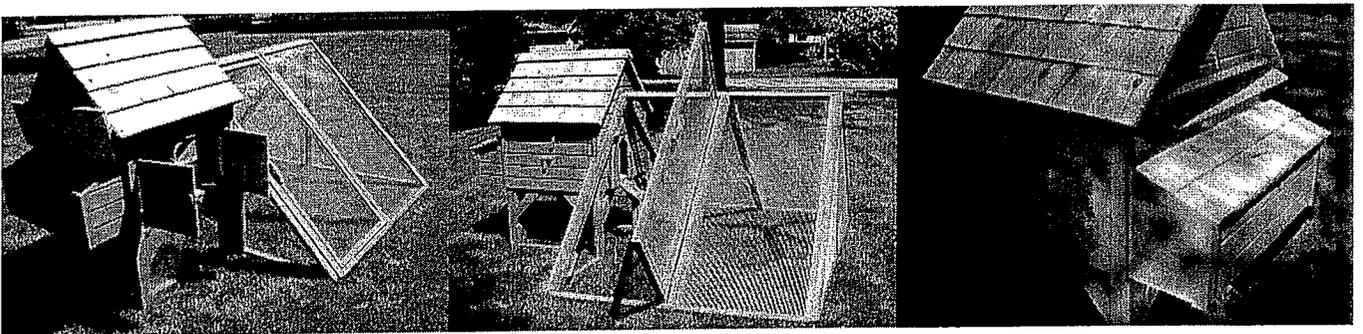
Triple built in nesting boxes with locking lids makes retrieving eggs effortless. Cedar shake roof will last decades. The house offers a full 12 square feet of interior space with large, dual opening clean-out doors. Cleaning out the house is a simple chore, just roll your wheelbarrow up to the clean-out doors and rake the soiled wood chips right in. Both front "chicken" door and rear nesting box lid are lockable making the coop completely predator proof. Footprint: 6' wide and 9' long with run. Ours may be moveable, see picture on the bottom right corner.



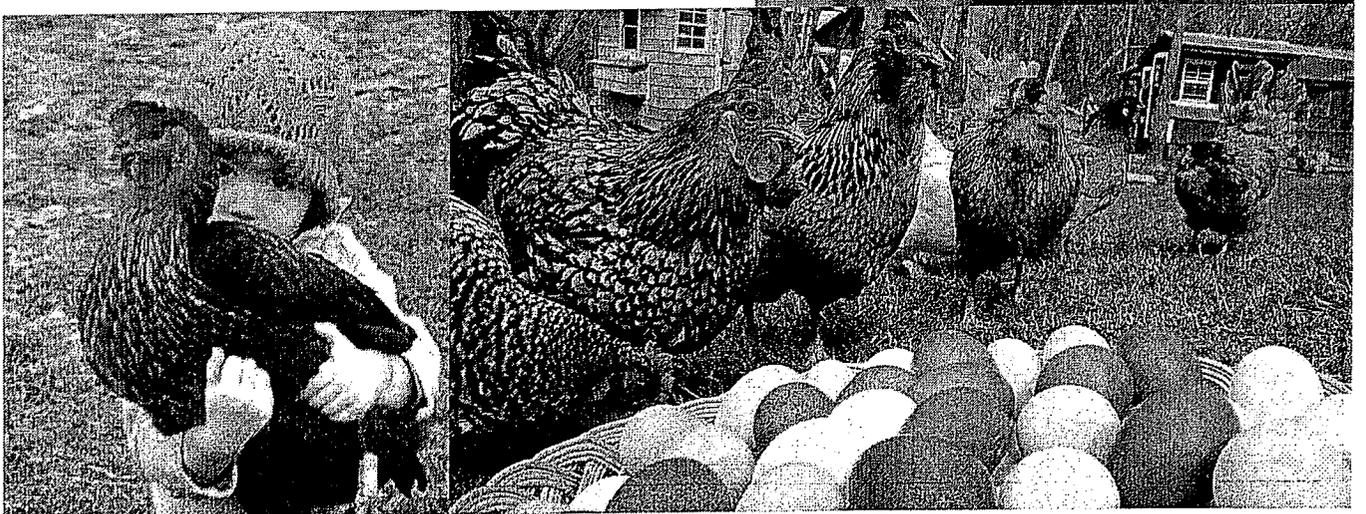
# The Chickens



# The Chicken Coop



**Our grand kids are really hoping you find a way to let us have chickens!**



## City Ordinance Examples

**Chickens Limited:** It is unlawful for any person to keep or harbor chickens on any premises unless issued a permit to do so as provided in this chapter. No permit shall be issued for the keeping or harboring of more than five hen chickens on any premises. No permit shall be issued for the keeping of any rooster chicken on any premises.

**Definitions:** The term "Chicken Coop" means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements. The term "Chicken Run" means an enclosed outside yard for keeping chickens. The term "Premises" means any platted lot or group of contiguous lots, parcels or tracts of Land.

No person shall maintain a chicken coop and run unless they have been granted a permit by the common council. The permit shall be subject to all terms and conditions of this chapter and any additional conditions deemed necessary by the council to protect the public health, safety and welfare. The necessary permit applications are available in the City Clerk's Office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. A permit for the keeping of chickens may be revoked or suspended by the council for any violation of chapter 113A following written notice and a public hearing. A fee of \$20.00 will be charged for each permit which shall expire on December 31st of the second year of the permit.

**Confinement:** Every person who owns, controls, keeps maintains or harbors hen chickens must keep them confined at all times while in the city in a chicken coop and chicken run. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four feet. Chicken runs may be enclosed with wood and/or woven wire materials, and allow chickens to contact the ground. Must either be elevated 24 inches off the ground or have a substantial concrete foundation and floor. These requirements are related to predator and rodent concerns. Coop cannot be larger than 30 square feet. Run cannot be larger than 60 square feet. Overall structure cannot exceed 6 feet in height. Have a closeable chicken entrance door in the coop for added security.

**Conditions:** No person who owns keeps or harbors hen chickens to permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and run authorized by permit under this chapter may be inspected at any reasonable time by a city animal control officer or other agent of the city.

## RELEVANT LINKS:

Minn. Stat. § 343.21, subd. 9.

Minn. Stat. § 343.21, subd. 10.

Section IV-A Minnesota Pet and Companion Animal Welfare Act.

Minn. Stat. § 346.16. Minn. Stat. § 61.09.

*Stewart v. Frisch*, 381 N.W.2d 1 (Minn. Ct. App. 1986).

- Cause bodily harm to the service animal.
- Otherwise render the animal unable to perform its duties.

The penalties for violating this law vary, depending on the nature and severity of the situation. A violation may result in imprisonment or a fine. The court must also order the person violating the law to pay restitution for the cost and expenses resulting from the incident.

Upon conviction, the court must require that if the pet or companion animal was not seized by a peace officer or agent and is in the custody or control of the person, the pet or companion animal must be turned over to a peace officer or other appropriate person unless the court determines that the person is able and fit to provide adequately for the animal. The court may limit the person's further possession or custody of a pet or companion animal and may impose conditions on possession or custody.

## C. Farm animals

Farm animals generally include animals that typically live on farms, such as cattle, sheep, goats, pigs, horses. A city can define "farm animals" in its ordinance to include whatever animals it wishes.

In addition to the Animal Welfare Act requirements, cities take different approaches in how they regulate farm animals in their communities. Some cities will only allow farm animals in certain zoning districts, such as land zoned for agricultural uses. Other cities take a different approach and allow some farm animals anywhere in the city as long as the requirements in the ordinances are met, such as having a lot over a specified size. It is important to be clear what animals the ordinance covers and to provide clear definitions.

### 1. Farm animals at large

If any person herds cattle, horses, asses, mules, sheep, swine, or goats on land over the protest of the land owner, the animals are considered to be running at large. Court opinions have determined that for the purposes of "at large," this means that the animals are not restrained or confined. Any person who knowingly allows animals to run at large is liable for damage caused.

### 2. Chickens

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

## RELEVANT LINKS:

*State v. Nelson*, 499 N.W.2d 512, 514 (Minn. Ct. App. 1993).

"Health risks associated with raising chickens," Centers for Disease Control and Prevention.

Contact the LMC Research Department for sample ordinances.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

"Urban chickens," also called "city chickens," are becoming a more common issue in cities across the state and country. The urban chicken "movement" is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis. This is the small-scale keeping of chickens and is much different than a business that raises hens for eggs and meat. Those sorts of businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm animal ordinance or by passing an ordinance specific to keeping chickens.

If the city does choose to regulate the keeping of urban chickens, some common requirements are:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

### 3. Farm animals as pets

It is not uncommon for a resident to want to keep a farm animal, such as a miniature horse or potbelly pig, as a pet. Again, cities approach this issue in different ways. Some city ordinances would not allow for these animals as pets because the ordinance includes them as farm animals and prohibits them in residentially zoned areas. Other cities may allow for these types of animals by specific ordinance provisions, sometimes requiring a permit from the city. Given that these animals have been gaining in popularity, it is a good idea for the city to consider the issue and have an ordinance in place.

# Sidewalk Discussion

63



**City of Woodland**  
20225 Cottagewood Road  
Deephaven, MN 55331

May 2, 2013

Dear Neighbor,

Last year the Woodland City Council reviewed the preliminary design for improvements to County Road 101 that were proposed by Hennepin County. The construction plan included a multi-use trail on the east side of Route 101 and a concrete sidewalk on the west side of the highway. The multi-use trail would run from Minnetonka Boulevard, past the proposed traffic circle at the intersection of Breezy Point Road, over the Gray's Bay Bridge, and along Bushaway Road to Wayzata Boulevard. The proposed sidewalk would begin at Minnetonka Boulevard and end at the traffic circle. At that point pedestrians would cross Route 101 to the multi-use trail.

The City Council supported the multi-use trail, but did not approve the County's plan for the sidewalk along the portion of Route 101 that abuts Woodland. Hennepin County has asked the Council to reconsider its decision not to support and pay for the construction of the concrete sidewalk. The Council will discuss this matter at its upcoming meeting on Monday, May 13th.

In deciding against the concrete sidewalk the Council reviewed the concerns of Woodland residents who abut Route 101, regarding maintenance of the sidewalk and additional loss of yard space. The sidewalk's construction cost was significant relative to Woodland's limited budget and the maintenance cost of the sidewalk was of significance. Of great importance was: 1) the apparent redundancy of both a multi-use trail and a sidewalk for pedestrian use and, 2) the limited length of the sidewalk, running from Minnetonka Boulevard only to the traffic circle. The Council concluded that the multi-use trail would provide sufficient access for pedestrians moving over the entire length of the Route 101 improvement project.

The Council welcomes your comments on this matter, either in person at the upcoming meeting or by letter or email. Written comments can also be sent to [shelley@cityofwoodlandmn.org](mailto:shelley@cityofwoodlandmn.org) or mailed to the City offices.

We look forward to hearing from you.

Sincerely,  
*Shelley Souers*  
City of Woodland, City Clerk

## Shelley Souers

---

**From:** Tracy Anderson Severson [Tracy@TracySeverson.com]  
**Sent:** Tuesday, May 07, 2013 1:34 PM  
**To:** shelley@cityofwoodlandmn.org  
**Subject:** County Road 101 Improvements

Hi, Shelley.

I live on Blaine Avenue in Woodland, and I would support the proposed sidewalk on the East side of 101 between Minnetonka and the Traffic Circle. We currently walk to the shops on Minnetonka Blvd. from our home and feels unsafe walking on and crossing such a busy street with children. In addition. I think the addition of a sidewalk would create more of a neighborhood feel for the homes in this area and would be good for property values. In my job as a realtor, families with children tend to prefer neighborhoods with sidewalks where it is safe for children to walk.

Thanks for allowing me to share my input, and feel free to call me if you have questions.

Tracy Severson  
Keller Williams Realty



3-17-2010 (Received)

Dear City Council members,

My name is David Zesbaugh and my address is 3000 C.R. 101 South, Woodland MN. I am writing you in regards to a proposed sidewalk being built on the west side of C.R. 101. I do not want the sidewalk built because it will reduce the size of my driveway and I do not want to be responsible for shoveling it in the winter. I also do not see a need for it as there will be a multi use path on the east side of 101. I have already expressed my concerns with the project manager, Nick Peterson, and he told me to talk to you.

Thank You David

Please feel free to call me at ~~\_\_\_\_\_~~ if you have any questions.

# City of Woodland

City Hall (Located in Deephaven)  
20225 Cottagewood Road  
Deephaven, MN 55331  
952-474-4755

Hennepin County  
Minnetonka School District 276  
State Representative Districts 44B  
State Senate Districts 44  
Hennepin County Commissioner District 6

City Zip Code: 55391



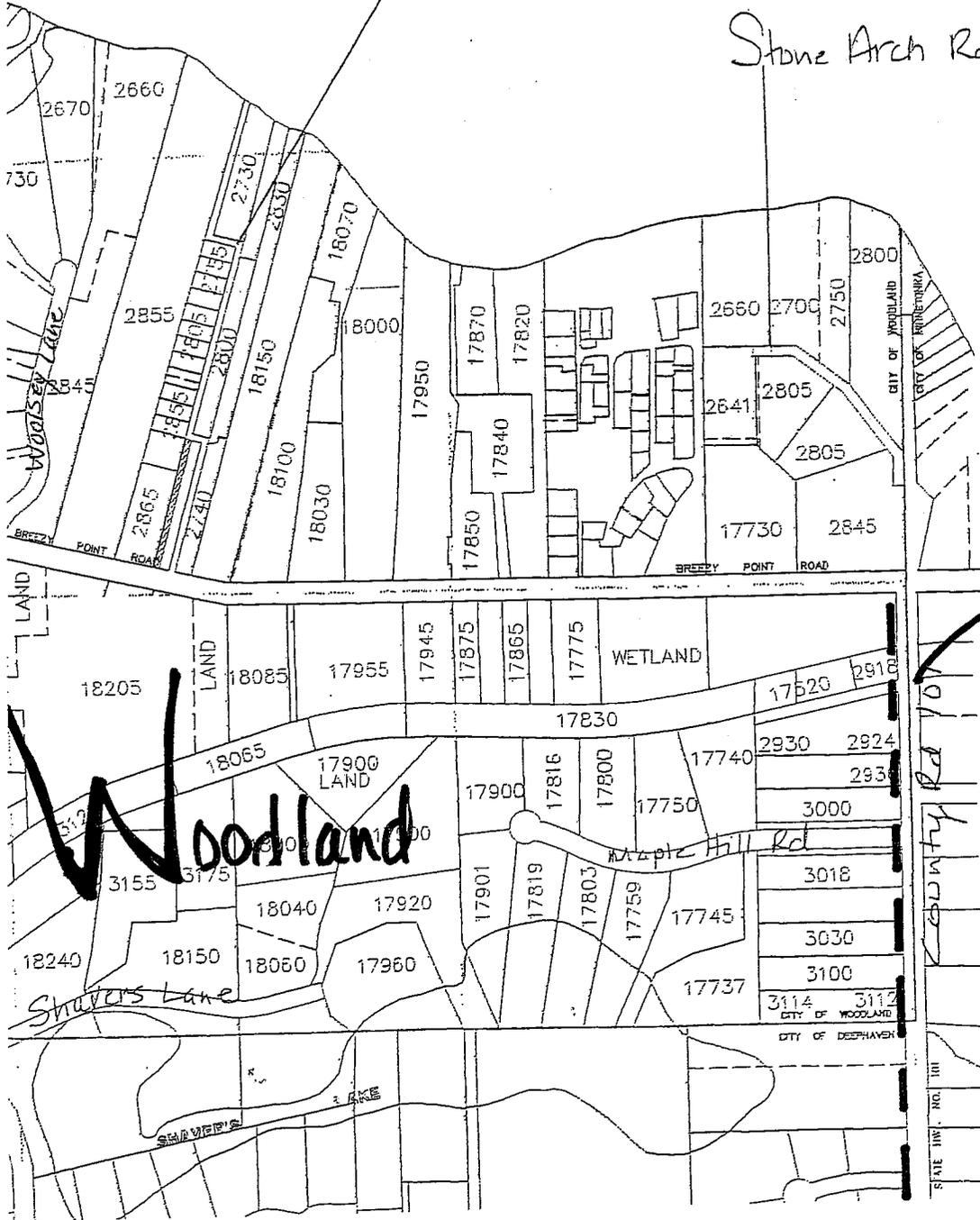
*Marshland Rd*

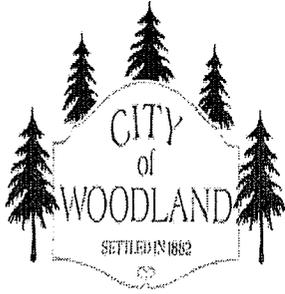
*Breezy Heights Rd*

*Stone Arch Road*

*Proposed  
Sidewalk  
West side  
of County  
Rd 101*

LAKE MINNETONKA  
WAYZATA BAY



**WOODLAND CITY COUNCIL**

MEETING DATE: May 13, 2013  
 FROM: Shelley Souers  
 SUBJECT: Chapter 3 Fee Schedule  
 Ordinance No. 03-19; amending  
 the fee schedule

**OVERVIEW**

The Council has considered language in the zoning ordinance (Construction Management) establishing a road damage escrow that would require contractors/owners to be responsible for any damage to city streets and right-of-ways caused in conjunction with private construction projects.

- The Road Damage Escrow fee could be tiered and based on the value of the construction project, starting at \$20,000 in value.  
The fee: \$2,500, \$3,500 and \$4,500
- The fee would be collected in conjunction with the building permit for all construction activity which includes the physical alteration or repair of the structure envelope, (alteration of the footprint, height of an existing structure, or the construction of a new structure).
- The fee would be deposited in the City's General Fund Account and held until such time the construction project was completed and the roads are inspected by the City engineer to confirm if damage had occurred as a result of construction traffic.
- Damage to the road may be repaired by a dually insured and approved contractor, selected by the homeowner. As an alternative the City will use its appointed contractor for all necessary repairs to the road surface and right-of-way. The cost of repairs will be deducted from the Road Damage Escrow.
- Costs that exceed the amount of escrow will be charged to the property owner of record.
- The City has the right to certify any unpaid costs to the subject property, pursuant to Minn. Statutes 366.012.
- The balance of the Road Damage Escrow deposit shall be returned to the owner/contractor once the improvements have been completed, with no accrued interest.

**RECOMMENDED COUNCIL ACTION:**

Review Ordinance No. 03-19; regarding road escrow fees, adding and removing certain fees to the fee schedule as outlined in Section 305.

City ordinance requires that every ordinance have two readings prior to adoption. The Council may elect to waive the second reading of the ordinance by majority vote of the Council. If the second reading is not waived the ordinance will be placed on the June agenda.

## **Things to consider**

Typically contractors fill out permit applications and pay for the building permit fees.

Most contractors may want the homeowner to pay for the road escrow fee, since the road repairs will be ultimately linked to the property. The City may hold road escrow money for months, pending weather and road repairs. The building contractor may have long finished their work and left the project.

The building inspections are conducted by the City of Minnetonka and are not linked to review of the road. The road will be inspected by Woodland's engineer once we receive a notice of the final building inspection from Minnetonka.

Residential projects can go on for months and often exceed 1 year. The City may be holding Escrow money for months or a year waiting for the project to be finished.

The City will need to inform residents and contractors about the new change.

### **2 separate checks**

- 1) The Building Permits – made out to Deephaven and receipted to Deephaven.
- 2) The Road Escrow fee will need to be a separate check and receipted to Woodland.

Building permit applications with job values starting at \$20,000 will need to bring in 2 separate checks 1) Permit fee for Deephaven and 2) Road Escrow fee for Woodland.

The permit will not be issued until the road escrow fee is paid.

## **Inspections**

Road damage escrow would be held until the final inspection of the ROAD is made.

1) **No Damage:** The Escrow would be returned once the city engineer has checked the street adjacent to the subject property and determined no unusual damage or wear and tear.

2) **Documented Damage:** The Escrow would be used to make street repairs.

- The homeowner may use their dually insured contractor or the City will use its appointed contractor to make necessary road repairs.
- If the City's appointed contractor makes road repairs, the costs will be deducted from the escrow amount. If costs exceed the escrow amount, the homeowner would be contacted and billed for the additional charges
- If charges go unpaid, the City could certify the charges to the owners property taxes

## **Guideline**

- The City would contact the Engineer
- The Engineer will come out to examine the road
- The City will contact the owner/contractor regarding the road inspection and any noted damage

If there is damage

- The homeowner has the option to use their dually insured contractor to make repairs and those repairs will be examined by the engineer

Or

- The City will contact its designated contractor to provide a quote for repairs (Council will approve the quote for repairs at its next Council meeting)
- The City will schedule necessary road improvements
- Following completion of road improvements, the costs will be deducted from escrow and any balance will be billed to the owner or surplus will be refunded with a check cut for approval at the next available Council meeting.

**CITY OF WOODLAND  
ORDINANCE NO. 03-19**

**AN ORDINANCE RELATING TO THE CITY OF WOODLAND FEE SCHEDULE  
AMENDING SECTION 305 AND ESTABLISHING CERTAIN FEES**

The City Council of the City of Woodland ordains:

Section 1. Rate Adjustments and establishment of a new fee to Section 305 of the City Code are hereby amended to read as follows:

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

Planning and Zoning Fees & Building and Housing Regulations				
Fee No.	Code No.	Purpose of Fee	Item	Amount
41	900.24 Subd. 1 (b)	Road Damage Deposit  Escrow Fee Based on Project Valuation: \$20,000 - \$200,000 = \$ 2,500 \$200,001 - \$500,000 = \$ 3,500 > \$500,001 = \$ 4,500  Projects less than \$20,000 are not subject to a road damage escrow fee	Escrow Fee in conjunction with all construction activity per Ordinance 900.24 (b). (refund of unexpended balance not to include earned interest)	\$2,500.00 to \$4,500.00 based on project value
42	700.03 Subd. 3 (e)	As-built Survey Deposit	Escrow fee for issuance of temporary occupancy pending completion of as-built surveys 700.03 (e) (refund of unexpended balance not to include earned interest upon completion of as-built survey)	\$2,500.00
47		State Surcharge Fee for plumbing permits	Surcharge (minimum \$5.00)	\$5.00
Water and Sewer Utility Fees and Permits				
Fee No.	Code No.	Purpose of Fee	Item	Amount
		<del>Water Meter</del>	5/8" meter deposit	\$90.00
		<del>Water Meter</del>	Larger than 1" service	\$50.00

Section 2. Section 305 existing fee numbers will be renumbered to reflect the amendment.

Section 3. Effective Date. This Ordinance shall become effective upon publication.

Adopted by the City Council of Woodland on \_\_\_\_\_, 2013 and published in the paper of the Minnesota Sun Publications \_\_\_\_\_, 2013.

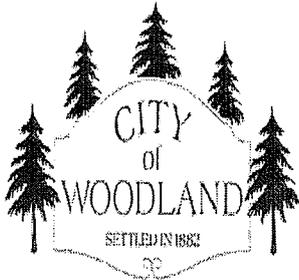
\_\_\_\_\_  
James S. Doak, Mayor

ATTEST:

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

CE

**WOODLAND CITY COUNCIL**



MEETING DATE: May 13, 2013  
FROM: Shelley Souers, City Clerk  
SUBJECT: Policy for mowing and tree cutting  
(Routine and Emergency)

**OVERVIEW**

The City of Woodland has an agreement with a private tree contractor for all tree and brush removal.

The roadside mowing of the right-of-ways is completed twice each year by Cornerstone Landscape, per an agreement.

The City recently entered into an agreement with Shorewood Tree Service, owned by Randy Schwerin for all routine and emergency tree removal.

The staff prepared a tree policy to be used as a guideline for tree removal to aid, City staff, police officers and Council members when handling tree issues.

**RECOMMENDED COUNCIL ACTION:**

Review and approve the policy for Roadside Mowing and Routine and Emergency Tree Removal as drafted or with changes.

**City of Woodland**  
**Policy for Roadside Mowing**  
**Routine and Emergency Tree and Brush Removal**

**ROADSIDE MOWING**

Roadside Mowing shall be performed by a Contractor designated by the City of Woodland and completed during the growing season as determined by the City. Roadside mowing may include mowing of all City right-of-ways,

**ROUTINE TREE REMOVAL AND BRUSH TRIMMING**

Trees are removed for a number of reasons including death of the tree, structural defect, declining health, etc.

- Requests to remove a tree from the public right of way should be made to the City of Woodland. Requests are inspected by Woodland's designated tree contractor and/or the Council Member assigned to public works, to determine if the tree should be removed and the priority it should receive.
- Occasionally, trees that require removal have power lines in close proximity to parts of the tree. In this case, the removal of the tree must be coordinated with the appropriate utility, which can add to the length of time required to effect the removal of the tree.

Tree removal, trimming and brush cutting in the City right-of-way shall be performed by a Contractor designated by the City of Woodland.

Trees and brush may be cut out of the public road right of way and designated fire lanes. This practice shall include the cutting of trees/brush and trimming of limbs. Trees of all sizes may be cut with larger stumps ground flush with the ground.

Trees and brush located within the right-of-way or that have the potential to impact City streets and potentially hazardous trees or trees that pose a sight vision problem, shall be removed by the City at the discretion of the City. To provide increased sight vision, trees and brush may also be cut beyond the right-of-way if necessary, with the permission of the landowner.

In the case of residential frontage along the City right-of-way that is maintained up to the roadside by the adjacent property owners, the property owner will be given written notice, as a courtesy, of significant tree removal by the City.

Trees are also trimmed by the various utility companies, or their subcontractors to minimize problems caused by branches rubbing on energized lines.

The City does not regulate the cutting and trimming in and around power lines by utility companies. Residents concerned with this maintenance should be directed to the utility company.

**City of Woodland**  
**Policy for Roadside Mowing**  
**Routine and Emergency Tree and Brush Removal**

**EMERGENCY TREE REMOVAL**

A fallen tree or branch removed in the City right-of-way shall be:

- 1) that portion of a fallen tree or branch in the city right-of-way shall be removed from the right-of-way as soon as possible by the city
- 2) to facilitate the movement of traffic the fallen tree or branch may be pushed temporarily to the side of the roadway.
- 3) the city will assume responsibility for disposal of the wood resting in its right-of-way.
- 4) disposal of that portion of a tree resting on private property shall be the responsibility of the home owner

**Procedure To Report A Downed Tree Or Potentially Hazardous Tree**

- 1) Contact the City of Woodland Clerk's department (952-474-4755) or after hours Police Dispatch (763-525-6210)
- 2) a Police Officer will go inspect the tree and surrounding location and place appropriate cones and safety devices around the area until such time the tree can be cleared and the road re-opened. If the police determine that electrical lines are also down or wrapped in the tree/limbs. The Police Officer or City staff will contact Xcel Energy ASAP
- 3) Staff will contact the designated tree contractor to remove the tree  
**Shorewood Tree Service: Randy Cell# 652-292-1734**  
Per Agreement, must respond to all emergency called within 2 hours of notification 24 hours a day, 7 days a week
- 4) At the discretion of the City staff, Deephaven public works staff may be called to push the fallen tree to the side of the road

60F



LAKE MINNETONKA CONSERVATION DISTRICT
23505 SMITHTOWN ROAD, SUITE 120 • SHOREWOOD, MINNESOTA 55331 • TELEPHONE 952/745-0789 • FAX 952/745-9085
Gregory S. Nybeck, EXECUTIVE DIRECTOR

April 26, 2013

TO: LMCD City Administrators
LMCD Board Members
FROM: Greg Nybeck, Executive Director
SUBJECT: Draft 2014 LMCD Budget

Enclosed are two options of the draft 2014 Lake Minnetonka Conservation District (LMCD) Budget. A meeting has been scheduled at the LMCD office on Thursday, June 6th, at 11 a.m. to review and receive your input on them.

In March of 2013, the LMCD adopted a Comprehensive Eurasian Watermilfoil (EWM) and Curly-Leaf Pondweed (CLP) Plan for Lake Minnetonka. This plan has identified mechanical harvesting and large scale/whole bay herbicide treatments as tools to manage EWM and CLP in public areas. Recommendations were identified relating to public funding for mechanical harvesting, including equipment depreciation, and large scale/whole bay herbicide treatments. However, the consensus of the LMCD Board of Directors was to address this through the 2014 LMCD Budget process.

Highlights of these two options include the following:

Table with 2 columns: Option #1 and Option #2. Rows compare funding, levies, expenditures, and specific AIS prevention programs between the two budget options.



LMCD City Administrators  
LMCD Board Members  
April 26, 2013  
Page 2

During the month of May, I would like to offer attending a city council meeting to discuss the draft 2014 LMCD Budget, as well as to answer any questions that the city council might have on the LMCD activities and projects. If you are unable to attend the June 6<sup>th</sup> meeting and would like to comment on it, please feel free to call me or forward your comments to the LMCD office by Wednesday, June 5<sup>th</sup>. My e-mail address is [gnnybeck@lmcd.org](mailto:gnnybeck@lmcd.org).

**Lake Minnetonka Conservation District (LMCD)  
Salary and Hourly Rate Survey (2010-2013)**

Public Agency	2010 (% Increase)	2011 (% Increase)	2012 (% Increase)	2013 (% Increase)
Deephaven	0%	2%	1%	2%
Excelsior	0%	2%	1%	2%
Greenwood	Contracts with the City of Deephaven			
LMCD	0%	2%	1.5%	2%
Minnehaha Creek Watershed District	2%	2%	3%	5%
Minnetonka	1.81%	1.56%	1.46%	1.44%
	Increases in 2011 were split in January and July. This is the overall average (non-union). Every employee receives a 1% & based on a market analysis, some positions receive a market increase.			
Minnetonka Beach	2%	2%	1%	1%
	(Plus 3.5% step increases to those eligible)			
Minnetrista	1%	0%	2%	1%
Mound	0%	1%	1%	In Negotiations
Orono	1%	1%	1% (July, 2012)	1%
Shorewood	2% budgeted each year from 2010-2013 for non-union employees. Funds were put in a pool and adjustments were based on performance and position in the market range for each employee. The average has been 1.5% the past couple of years (varies by position).			
Spring Park	2%	3%	3%	3.75%
	(These numbers include COLA increases)			
Tonka Bay	0.83%	1%	1%	1%
Victoria	1%	1%	1%	2%
Wayzata	0%	0%	1.5%	2%
Woodland	Contracts with the City of Deephaven			



## LAKE MINNETONKA CONSERVATION DISTRICT 2014 BUDGET AND LEVY (DRAFT- OPTION1)

City	2010 U.S. Census Population Data	2012 Taxable Market Value	2012 Net Tax Capacity	% of Total Net Tax Capacity (Note 1)	Share of Admin. Levy in 2014	Share of AIS Levy in 2014	Share of Total Levy in 2014	Share of Total Levy in 2013	Increase in Total Levy from 2013	% of Increase from 2013
DEERHAVEN	3,642	922,807,292	10,327,976	4.8%	\$16,442	\$6,325	\$22,767	\$21,692	\$1,075	5.0%
EXCELSIOR	2,188	315,145,221	3,949,333	1.8%	\$6,287	\$2,419	\$8,706	\$8,173	\$533	6.5%
GREENWOOD	688	274,144,600	3,120,892	1.4%	\$4,968	\$1,911	\$6,880	\$6,450	\$430	6.7%
MINNETONKA	49,734	7,256,381,123	91,746,541	42.6%	\$49,198	\$18,925	\$68,123	\$66,121	\$2,002	3.0%
MTKA BEACH	539	251,180,550	2,911,789	1.4%	\$4,636	\$1,783	\$6,419	\$6,399	\$20	0.3%
MINNETRISTA	6,384	1,197,793,354	12,732,540	5.9%	\$20,270	\$7,797	\$28,067	\$27,595	\$472	1.7%
MOUND	9,052	924,089,329	9,822,668	4.6%	\$15,638	\$6,015	\$21,653	\$21,878	-\$225	-1.0%
ORONO	7,437	2,364,623,516	26,790,406	12.4%	\$42,650	\$16,406	\$59,056	\$58,407	\$649	1.1%
SHOREWOOD	7,307	1,367,209,584	15,025,751	7.0%	\$23,921	\$9,202	\$33,122	\$31,671	\$1,451	4.6%
SPRING PARK	1,669	208,910,996	2,505,237	1.2%	\$3,988	\$1,534	\$5,522	\$5,195	\$327	6.3%
TONKA BAY	1,475	490,783,274	5,565,705	2.6%	\$8,861	\$3,408	\$12,269	\$12,077	\$192	1.6%
VICTORIA	7,345	954,264,600	9,983,858	4.6%	\$15,894	\$6,114	\$22,008	\$20,526	\$1,482	7.2%
WAYZATA	3,688	1,353,914,070	17,839,841	8.3%	\$28,401	\$10,925	\$39,326	\$37,945	\$1,381	3.6%
WOODLAND	437	259,774,364	3,038,376	1.4%	\$4,837	\$1,861	\$6,698	\$6,474	\$224	3.5%
	101,585	18,141,021,873	215,360,913	100.0%	\$245,990	\$94,625	\$340,615	\$330,603	\$10,012	3.0%

Maximum Levy Per MN statute 103B.635 (Total Taxable Market Value \* .00242%): \$439,013

(Note 1) Per MN statute 103B.631, no city may pay more than 20% of the total levy. The City of Minnetonka would pay a constant 20% of any amounts to be levied.

Remaining cities factor for determining levy amounts is computed as: (City Net Tax Capacity / (Total Net Tax Capacity - Minnetonka Net Tax Capacity)) \* 80%

Total Net Tax Capacity  
less Minnetonka Net Tax Capacity  
Net Tax Capacity for remaining 13 cities

215,360,913  
(91,746,541)  
123,614,372

2014 BUDGET DETAIL (Draft- Option 1)

**REVENUES**

**1. Administration**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Projected	2013 Actual	2014 Budget	Footnote #
a) LMCD Communities Levy	250,231	231,875	231,875	238,654	238,654	238,654	245,990	
b) Use from Administration Reserve	0	20,000	0	19,655	19,655	19,655	19,565	1
c) Court Fines	71,783	54,000	105,036	55,000	55,000	55,000	55,000	
d) Licenses	116,859	115,000	110,128	115,000	115,000	115,000	115,000	
e) Other Public Agencies	0	0	0	0	0	0	0	
f) Interest	1,012	1,500	1,941	1,000	1,000	1,000	1,250	
g) Other Income	2,939	2,000	3,795	2,000	2,000	2,000	2,000	
<b>SUB-TOTAL ADMINISTRATION</b>	<b>442,824</b>	<b>424,375</b>	<b>452,775</b>	<b>431,309</b>	<b>431,309</b>	<b>431,309</b>	<b>438,805</b>	

**2. Aquatic Invasive Species**

a) LMCD Communities Levy	80,419	90,333	90,331	91,950	91,950	91,950	94,625	
b) Other Public Agencies	54,238	32,800	50,750	32,800	59,307	59,307	30,000	2
c) Use from AIS Reserve	0	0	0	0	0	0	0	
d) Interest	207	500	379	250	250	250	375	
<b>SUB-TOTAL AQUATIC INVASIVE SPECIES</b>	<b>134,864</b>	<b>123,633</b>	<b>141,460</b>	<b>125,000</b>	<b>151,507</b>	<b>151,507</b>	<b>125,000</b>	

**3. Equipment Replacement**

a) Transfers from Administration and AIS Reserves		25,000	45,856	25,000	25,000	25,000	25,000	
b) Receipt from LMCIT		0	32,500	0	0	0	0	
c) Use from Equipment Replacement Reserve		0	96,036	0	0	0	0	
<b>SUB-TOTAL EQUIPMENT REPLACEMENT</b>		<b>25,000</b>	<b>174,392</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	

**TOTAL REVENUES**

	<u>577,688</u>	<u>573,008</u>	<u>768,627</u>	<u>581,309</u>	<u>607,816</u>	<u>588,805</u>		
Total Levy	330,650	322,208	322,206	330,604	330,604	330,604	340,615	

**DISBURSEMENTS**

**ADMINISTRATION**

**1. Personnel Services:**

a) Salaries- excludes EWM Project Management time	184,767	192,537	195,445	196,401	200,524	200,524	200,524	3
b) FICA & Medicare	14,118	14,729	14,945	15,025	15,340	15,340	15,340	4
c) Employer Benefit Contributions	28,730	29,855	29,811	32,015	30,609	30,609	33,279	5
<b>SUB-TOTAL PERSONNEL SERVICES</b>	<b>227,615</b>	<b>237,121</b>	<b>240,201</b>	<b>243,441</b>	<b>246,473</b>	<b>246,473</b>	<b>249,143</b>	

**2. Contractual Services:**

a) Office Lease & Storage	43,005	44,054	44,032	45,112	46,297	47,409	47,409	6
b) Professional Services	18,862	3,500	3,202	2,700	2,500	2,500	2,500	7
<b>SUB-TOTAL CONTRACTUAL SERVICES</b>	<b>61,867</b>	<b>47,554</b>	<b>47,234</b>	<b>47,812</b>	<b>48,797</b>	<b>49,909</b>		

**2014 BUDGET DETAIL (Draft- Option 1)**

	2011		2012		2013		2013 Actual		2014		Footnote #
	Actual	Budget	Actual	Budget	Budget	Projected	Budget	Budget	See Appendix A		
<b>3. Office &amp; Administration:</b>											
a) Office, General Supplies	3,165	5,000	4,071	4,500	4,500	4,500	4,500	4,500			
b) Telephone	2,062	2,500	2,069	2,500	2,500	2,200	2,160	2,160			
c) Postage	4,863	5,000	3,800	5,000	5,000	5,000	5,000	5,000			
d) Printing, Publications, Advertising	8,453	11,000	9,927	10,000	10,000	10,000	10,500	10,500			8
e) Maintenance, Office Equipment	1,021	1,200	837	1,200	1,200	1,200	1,100	1,100			
f) Subscriptions, Memberships	1,488	1,000	1,550	1,000	1,000	1,625	1,700	1,700			
g) Insurance, Bonds	7,156	6,500	6,031	7,000	7,000	7,000	7,000	7,000			9
h) Public Information, Legal Notices	1,781	1,500	139	1,500	1,500	500	1,000	1,000			
i) Meeting Expenses	3,473	3,500	4,399	4,000	4,000	4,500	4,500	4,500			
j) Mileage	1,504	2,000	1,796	2,000	2,000	2,000	2,000	2,000			
k) Employee Training	0	400	0	400	400	400	400	400			
<b>SUB-TOTAL OFFICE &amp; ADMINISTRATION</b>	<b>34,966</b>	<b>39,600</b>	<b>34,619</b>	<b>39,100</b>	<b>39,100</b>	<b>38,925</b>	<b>39,860</b>	<b>39,860</b>			
<b>4. Capital Outlay:</b>											
a) Furniture & Equipment	743	1,500	948	1,500	1,500	1,250	1,000	1,000			
b) Computer Software & Hardware	483	2,000	1,553	2,000	2,000	1,750	2,000	2,000			10
<b>SUB-TOTAL CAPITAL OUTLAY</b>	<b>1,226</b>	<b>3,500</b>	<b>2,501</b>	<b>3,500</b>	<b>3,500</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>			
<b>5. Legal:</b>											
a) Legal Services	30,771	37,000	21,576	35,000	35,000	34,000	32,000	32,000			11
b) Prosecution Services	25,585	47,000	39,875	45,000	45,000	45,000	45,000	45,000			12
c) Hennepin County Room & Board	1,104	750	732	1,000	1,000	1,000	1,000	1,000			
<b>SUB-TOTAL LEGAL</b>	<b>57,460</b>	<b>84,750</b>	<b>62,183</b>	<b>81,000</b>	<b>81,000</b>	<b>80,000</b>	<b>78,000</b>	<b>78,000</b>			
<b>6. Contract Services/Studies:</b>											
a) Audit	6,651	6,850	6,850	7,056	7,056	7,056	7,268	7,268			
b) Information Technology	0	0	0	0	0	500	500	500			
<b>SUB-TOTAL CONTRACT SERVICES/STUDIES</b>	<b>6,651</b>	<b>6,850</b>	<b>6,850</b>	<b>7,056</b>	<b>7,056</b>	<b>7,556</b>	<b>7,768</b>	<b>7,768</b>			
<b>7. Code Enforcement Program</b>											
<b>8. Administration Reserve Fund</b>											
	0	0	0	0	0	0	0	0			
<b>9. Equipment Replacement Fund</b>											
	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			13
<b>10. Contingency</b>											
	5,247	5,000	4,693	9,400	9,400	2,500	7,125	7,125			
<b>TOTAL ADMINISTRATION</b>	<b>395,032</b>	<b>449,375</b>	<b>423,281</b>	<b>456,309</b>	<b>455,751</b>	<b>463,805</b>	<b>463,805</b>	<b>463,805</b>			

**2014 BUDGET DETAIL (Draft- Option 1)**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Actual Projected	2014 Budget	Footnote # See Appendix A
<b>AQUATIC INVASIVE SPECIES (AIS)</b>							
1. Eurasian Watermilfoil (EWM) Harvesting Program	79,761	93,633	84,863	95,000	95,000	95,000	14
2. Equipment Replacement Fund	0	0	0	0	0	0	
3. AIS Reserve Fund	0	0	0	0	0	0	
4. Herbicide Treatment Program	0	0	0	0	0	0	
5. AIS Prevention & Management Programs	34,247	30,000	38,905	30,000	43,115	30,000	15
<b>EQUIPMENT REPLACEMENT FUND</b>							
1. Purchase of New Mechanical Harvester		0	174,392	0	0	0	
<b>TOTAL AQUATIC INVASIVE SPECIES</b>	<u>114,008</u>	<u>123,633</u>	<u>298,160</u>	<u>125,000</u>	<u>138,115</u>	<u>125,000</u>	
<b>TOTAL DISBURSEMENTS</b>	<u>509,040</u>	<u>573,008</u>	<u>721,441</u>	<u>581,309</u>	<u>593,866</u>	<u>588,805</u>	

**Lake Minnetonka Conservation District (LMCD)  
Draft 2014 LMCD Budget (Option 1)  
Appendix A**

Use from Administration Reserve  
Fund (Footnote #1)

A \$19,565 reserve fund transfer has been budgeted for 2014. Further analysis of this reserve fund balance is detailed on page 2.

Other Public Agencies (Footnote #2)

It is anticipated that the MN DNR will fund the LMCD with a grant of \$30,000 for the 2014 EWM Harvesting Program.

Salaries (Footnote #3)  
Executive Director  
Administrative Technician (also serves as EWM Project Manager)  
Less 1 pay period for EWM Project Manager  
Administrative Assistant/Code Enforcement  
Administrative Clerk (part-time)  
Seasonal Code Enforcement (part-time)

2014 estimated actual  
\$79,618.52 (\*)  
\$55,702.40 (\*)  
-\$2,320.93  
\$48,464.00 (\*)  
\$17,060.16  
\$2,000.00  
\$200,524.15 (\*\*)

(\*) Salaries will be grossed up to pay for long-term disability insurance for full-time LMCD employees  
(\*\*) Salary adjustments (including F.I.C.A., medicare, & P.E.R.A.) are included in Contingency (line-item 10)

F.I.C.A. & Medicare (Footnote #4)  
Total Salaries- including EWM Project Management (7.65%)  
Less 1 pay period for EWM Project Manager

\$15,517.65  
\$177.55  
\$15,340.10

Employer Benefit Contributions (Footnote #5)  
P.E.R.A. (7.50%)  
NCPERS Life Insurance  
Medical & Dental Insurance

\$15,063.38  
\$576.00  
\$17,639.75  
\$33,279.13

Office Lease & Storage (Footnote #6)

Monthly Rate	Months	
\$3,922.85	8	\$31,382.80
\$4,006.61	4	\$16,026.44
		<u>\$47,409.24</u>

Professional Services (Footnote #7)  
Contracted Payroll & Taxes  
Contracted Bookkeeping Consulting

\$2,000.00  
\$500.00  
\$2,500.00

Printing, Publications, & Advertising  
(Footnote #8)

\$10,500 has been budgeted for two LMCD Newsletters, the re-printing of the Summer and Winter Rules brochures, and other LMCD literature.

Insurance, Bonds (Footnote #9)

\$7,000 has been budgeted with the League of Minnesota Cities for insurance for the LMCD.

Computer Software & Hardware (Footnote #10)

\$2,000 has been budgeted for information technology, hardware, and software updates.

Legal Services (Footnote #11)

\$32,000 has been budgeted for legal services, which will be partially off-set by charging expenses back to applicants.

Prosecution Services (Footnote #12)

\$45,000 has been budgeted for prosecution services. These expenses will be offset by projected \$55,000 of court fines.

Equipment Replacement Fund (Footnote #13)

\$25,000 has been budgeted for replacement of depreciated EWM Harvesting Equipment.

EWM Harvesting Program (Footnote #14)

A 10-week mechanical harvesting program is planned from mid June through mid August to manage EWM on Lake Minnetonka. Harvesting priorities will be based on impediments to public navigation to the open water due to EWM growth (in particular matted areas). All areas that dictate the need for harvesting will be done at least once, with high growth areas being harvested twice (time permitting). More details of the proposed project (including a more detailed budget) will be provided in the spring of 2014.

AIS Prevention & Management Programs (Footnote #15)

\$30,000 has been budgeted for unspecified AIS management and prevention programs. Potential programs include: 1) watercraft inspections, 2) herbicide treatments, and 3) biological (weevil) research. Similar to past years, the LMCD will seek partnerships for the implementation of these projects, in particular funding partners.

RESERVE FUND ANALYSIS:

2013

12/31/12 Balance  
Reserve Fund Contribution  
Transfer from Reserve Fund  
Transfer to Equip. Repl. Fund  
Projected 12/31/13 Balance

\$301,204  
\$0  
(\$19,565)  
(\$25,000)  
\$256,639

\$64,433  
\$0  
\$0  
\$0  
\$64,433

\$17,184  
\$0  
\$0  
\$25,000  
\$42,184

Administration

AIS

Equipment Replacement Fund

2014

Projected 12/31/13 Balance  
Reserve Fund Contribution  
Transfer from Reserve Fund  
Transfer to Equip. Repl. Fund  
Projected 12/31/14 Balance

\$256,639  
\$0  
(\$19,565)  
(\$25,000)  
\$212,074

\$64,433  
\$0  
\$0  
\$0  
\$64,433

\$42,184  
\$0  
\$0  
\$25,000  
\$67,184

Administration

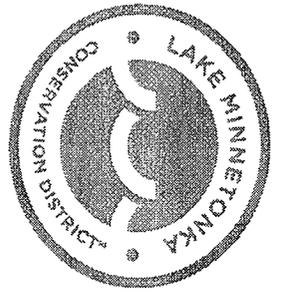
AIS

Equipment Replacement Fund

Projected % of 2013 Annual Budget

46.5%

51.5%



## LAKE MINNETONKA CONSERVATION DISTRICT 2014 BUDGET AND LEVY (DRAFT - OPTION 2)

City	2010 U.S. Census Population Data	2012 Taxable Market Value	2012 Net Tax Capacity	% of Total Net Tax Capacity (Note 1)	Share of Admin. Levy in 2014	Share of AIS Levy in 2014	Share of Total Levy in 2014	Share of Total Levy in 2013	Increase in Total Levy from 2013	% of Increase from 2013
DEEPHAVEN	3,642	922,807,292	10,327,976	4.8%	\$16,442	\$9,333	\$25,774	\$21,692	\$4,082	18.8%
EXCELSIOR	2,188	315,145,221	3,949,333	1.8%	\$6,287	\$3,569	\$9,856	\$8,173	\$1,683	20.6%
GREENWOOD	688	274,144,600	3,120,892	1.4%	\$4,968	\$2,820	\$7,788	\$6,450	\$1,338	20.8%
MINNETONKA	49,734	7,256,381,123	91,746,541	42.6%	\$49,198	\$27,925	\$77,123	\$66,121	\$11,002	16.6%
MTKA BEACH	539	251,180,550	2,911,789	1.4%	\$4,636	\$2,631	\$7,267	\$6,399	\$868	13.6%
MINNETRISTA	6,384	1,197,793,354	12,732,540	5.9%	\$20,270	\$11,505	\$31,775	\$27,595	\$4,180	15.1%
MOUND	9,052	924,089,329	9,822,668	4.6%	\$15,638	\$8,876	\$24,513	\$21,878	\$2,635	12.0%
ORONO	7,437	2,364,623,516	26,790,406	12.4%	\$42,650	\$24,208	\$66,858	\$58,407	\$8,451	14.5%
SHOREWOOD	7,307	1,367,209,584	15,025,751	7.0%	\$23,921	\$13,578	\$37,498	\$31,671	\$5,827	18.4%
SPRING PARK	1,669	208,910,996	2,505,237	1.2%	\$3,988	\$2,264	\$6,252	\$5,195	\$1,057	20.3%
TONKA BAY	1,475	490,783,274	5,565,705	2.6%	\$8,861	\$5,029	\$13,890	\$12,077	\$1,813	15.0%
VICTORIA	7,345	954,264,600	9,983,858	4.6%	\$15,894	\$9,022	\$24,916	\$20,526	\$4,390	21.4%
WAYZATA	3,688	1,353,914,070	17,839,841	8.3%	\$28,401	\$16,120	\$44,521	\$37,945	\$6,576	17.3%
WOODLAND	437	259,774,364	3,038,376	1.4%	\$4,837	\$2,746	\$7,583	\$6,474	\$1,109	17.1%
	101,585	18,141,021,873	215,360,913	100.0%	\$245,990	\$139,625	\$385,615	\$330,603	\$55,012	16.6%

Maximum Levy Per MN statute 103B.635 (Total Taxable Market Value \* .00242%):

\$439.013

(Note 1) Per MN statute 103B.631, no city may pay more than 20% of the total levy. The City of Minnetonka would pay a constant 20% of any amounts to be levied.

Remaining cities factor for determining levy amounts is computed as: (City Net Tax Capacity / (Total Net Tax Capacity)) \* 80%

Total Net Tax Capacity  
less Minnetonka Net Tax Capacity  
Net Tax Capacity for remaining 13 cities

215,360,913  
(91,746,541)  
123,614,372

**2014 BUDGET DETAIL (Draft- Option 2)**

**REVENUES**

**1. Administration**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Actual Projected	2014 Budget	Footnote # See Appendix A
a) LMCD Communities Levy	250,231	231,875	231,875	238,654	238,654	245,990	
b) Use from Administration Reserve	0	20,000	0	19,655	19,655	19,565	1
c) Court Fines	71,783	54,000	105,036	55,000	55,000	55,000	
d) Licenses	116,859	115,000	110,128	115,000	115,000	115,000	
e) Other Public Agencies	0	0	0	0	0	0	
f) Interest	1,012	1,500	1,941	1,000	1,000	1,250	
g) Other Income	2,939	2,000	3,795	2,000	2,000	2,000	
<b>SUB-TOTAL ADMINISTRATION</b>	<b>442,824</b>	<b>424,375</b>	<b>452,775</b>	<b>431,309</b>	<b>431,309</b>	<b>438,805</b>	

**2. Aquatic Invasive Species**

a) LMCD Communities Levy	80,419	90,333	90,331	91,950	91,950	139,625	
b) Other Public Agencies	54,238	32,800	50,750	32,800	59,307	30,000	2
c) Use from AIS Reserve	0	0	0	0	0	0	
d) Interest	207	500	379	250	250	375	
<b>SUB-TOTAL AQUATIC INVASIVE SPECIES</b>	<b>134,864</b>	<b>123,633</b>	<b>141,460</b>	<b>125,000</b>	<b>151,507</b>	<b>170,000</b>	

**3. Equipment Replacement**

a) Transfers from Adm'n. and AIS Reserves		25,000	45,856	25,000	25,000	25,000	
b) Receipt from LMCIT		0	32,500	0	0	0	
c) Use from Equipment Replacement Reserve		0	96,036	0	0	0	
<b>SUB-TOTAL EQUIPMENT REPLACEMENT</b>		<b>25,000</b>	<b>174,392</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	

**TOTAL REVENUES**

	<u>577,688</u>	<u>573,008</u>	<u>768,627</u>	<u>581,309</u>	<u>607,816</u>	<u>633,805</u>	
Total Levy	330,650	322,208	322,206	330,604	330,604	385,615	

**DISBURSEMENTS**

**ADMINISTRATION**

**1. Personnel Services:**

a) Salaries-Excludes EVM Project Mgmt. Time	184,767	192,537	195,445	196,401	200,524	200,524	3
b) FICA & Medicare	14,118	14,729	14,945	15,025	15,340	15,340	4
c) Employer Benefit Contributions	28,730	29,855	29,811	32,015	30,609	33,279	5
<b>SUB-TOTAL PERSONNEL SERVICES</b>	<b>227,615</b>	<b>237,121</b>	<b>240,201</b>	<b>243,441</b>	<b>246,473</b>	<b>249,143</b>	

**2. Contractual Services:**

a) Office Lease & Storage	43,005	44,054	44,032	45,112	46,297	47,409	6
b) Professional Services	18,862	3,500	3,202	2,700	2,500	2,500	7
<b>SUB-TOTAL CONTRACTUAL SERVICES</b>	<b>61,867</b>	<b>47,554</b>	<b>47,234</b>	<b>47,812</b>	<b>48,797</b>	<b>49,909</b>	

**2014 BUDGET DETAIL (Draft- Option 2)**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Projected	2013 Actual	2014 Budget	Footnote # See Appendix A
<b>3. Office &amp; Administration:</b>								
a) Office, General Supplies	3,165	5,000	4,071	4,500	4,500	4,500	4,500	
b) Telephone	2,062	2,500	2,069	2,500	2,200	2,160	2,160	
c) Postage	4,863	5,000	3,800	5,000	5,000	5,000	5,000	
d) Printing, Publications, Advertising	8,453	11,000	9,927	10,000	10,000	10,000	10,500	8
e) Maintenance, Office Equipment	1,021	1,200	837	1,200	1,200	1,200	1,100	
f) Subscriptions, Memberships	1,488	1,000	1,550	1,000	1,625	1,625	1,700	
g) Insurance, Bonds	7,156	6,500	6,031	7,000	7,000	7,000	7,000	9
h) Public Information, Legal Notices	1,781	1,500	139	1,500	500	500	1,000	
i) Meeting Expenses	3,473	3,500	4,399	4,000	4,500	4,500	4,500	
j) Mileage	1,504	2,000	1,796	2,000	2,000	2,000	2,000	
k) Employee Training	0	400	0	400	400	400	400	
<b>SUB-TOTAL OFFICE &amp; ADMINISTRATION</b>	<b>34,966</b>	<b>39,600</b>	<b>34,619</b>	<b>39,100</b>	<b>38,925</b>	<b>38,925</b>	<b>39,860</b>	
<b>4. Capital Outlay:</b>								
a) Furniture & Equipment	743	1,500	948	1,500	1,250	1,250	1,000	
b) Computer Software & Hardware	483	2,000	1,553	2,000	1,750	1,750	2,000	10
<b>SUB-TOTAL CAPITAL OUTLAY</b>	<b>1,226</b>	<b>3,500</b>	<b>2,501</b>	<b>3,500</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
<b>5. Legal:</b>								
a) Legal Services	30,771	37,000	21,576	35,000	34,000	34,000	32,000	11
b) Prosecution Services	25,585	47,000	39,875	45,000	45,000	45,000	45,000	12
c) Hennepin County Room & Board	1,104	750	732	1,000	1,000	1,000	1,000	
<b>SUB-TOTAL LEGAL</b>	<b>57,460</b>	<b>84,750</b>	<b>62,183</b>	<b>81,000</b>	<b>80,000</b>	<b>80,000</b>	<b>78,000</b>	
<b>6. Contract Services/Studies:</b>								
a) Audit	6,651	6,850	6,850	7,056	7,056	7,056	7,268	
b) Information Technology	0	0	0	0	500	500	500	
<b>SUB-TOTAL CONTRACT SERVICES/STUDIES</b>	<b>6,651</b>	<b>6,850</b>	<b>6,850</b>	<b>7,056</b>	<b>7,556</b>	<b>7,556</b>	<b>7,768</b>	
<b>7. Code Enforcement Program</b>								
<b>8. Administration Reserve Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>9. Equipment Replacement Fund</b>								
<b>10. Contingency</b>	<b>5,247</b>	<b>5,000</b>	<b>4,693</b>	<b>9,400</b>	<b>2,500</b>	<b>2,500</b>	<b>7,125</b>	<b>13</b>
<b>TOTAL ADMINISTRATION</b>	<b>395,032</b>	<b>449,375</b>	<b>423,281</b>	<b>456,309</b>	<b>455,751</b>	<b>455,751</b>	<b>463,805</b>	

**2014 BUDGET DETAIL (Draft- Option 2)**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Actual Projected	2014 Budget	Footnote # See Appendix A
<b>AQUATIC INVASIVE SPECIES (AIS)</b>							
1. Eurasian Watermilfoil (EWM) Harvesting Program	79,761	93,633	84,863	95,000	95,000	95,000	14
2. Equipment Replacement Fund	0	0	0	0	0	0	
3. AIS Reserve Fund	0	0	0	0	0	0	
4. Herbicide Treatment Program	0	0	0	0	0	55,000	15
5. AIS Prevention & Management Programs	34,247	30,000	38,905	30,000	43,115	20,000	16
<b>EQUIPMENT REPLACEMENT FUND</b>							
1. Purchase of New Mechanical Harvester		0	174,392	0	0	0	
<b>TOTAL AQUATIC INVASIVE SPECIES</b>	<u>114,008</u>	<u>123,633</u>	<u>298,160</u>	<u>125,000</u>	<u>138,115</u>	<u>170,000</u>	
<b>TOTAL DISBURSEMENTS</b>	<u>509,040</u>	<u>573,008</u>	<u>721,441</u>	<u>581,309</u>	<u>593,866</u>	<u>633,805</u>	

**Lake Minnetonka Conservation District (LMCD)  
Draft 2014 LMCD Budget (Option 2)  
Appendix A**

Use from Administration Reserve  
Fund (Footnote #1)

A \$19,565 reserve fund transfer has been budgeted for 2014. Further analysis of this reserve fund balance is detailed on page 2.

Other Public Agencies (Footnote #2)

It is anticipated that the MN DNR will fund the LMCD with a grant of \$30,000 for the 2014 EWM Harvesting Program.

<b>Salaries (Footnote #3)</b>	<b>2014 estimated actual</b>
Executive Director	\$79,618.52 (*)
Administrative Technician (also serves as EWM Project Manager)	\$55,702.40 (*)
Less 1 pay period for EWM Project Manager	-\$2,320.93
Administrative Assistant/Code Enforcement	\$48,464.00 (*)
Administrative Clerk (part-time)	\$17,060.16
Seasonal Code Enforcement (part-time)	\$2,000.00
	<u><b>\$200,524.15 (**)</b></u>

(\*) Salaries will be grossed up to pay for long-term disability insurance for full-time LMCD employees  
(\*\*) Salary adjustments (including F.I.C.A., medicare, & P.E.R.A.) are included in Contingency (line-item 10)

<b>F.I.C.A. &amp; Medicare (Footnote #4)</b>	\$15,517.65
Total Salaries- including EWM Project Management (7.65%)	\$177.55
Less 1 pay period for EWM Project Manager	<u><b>\$15,340.10</b></u>

<b>Employer Benefit Contributions (Footnote #5)</b>	\$15,063.38
P.E.R.A. (7.50%)	\$576.00
NCPERS Life Insurance	\$17,639.75
Medical & Dental Insurance	<u><b>\$33,279.13</b></u>

<b>Office Lease &amp; Storage (Footnote #6)</b>	<b>Monthly Rate</b>	<b>Months</b>	
	\$3,922.85	8	\$31,382.80
	\$4,006.61	4	\$16,026.44
			<u><b>\$47,409.24</b></u>

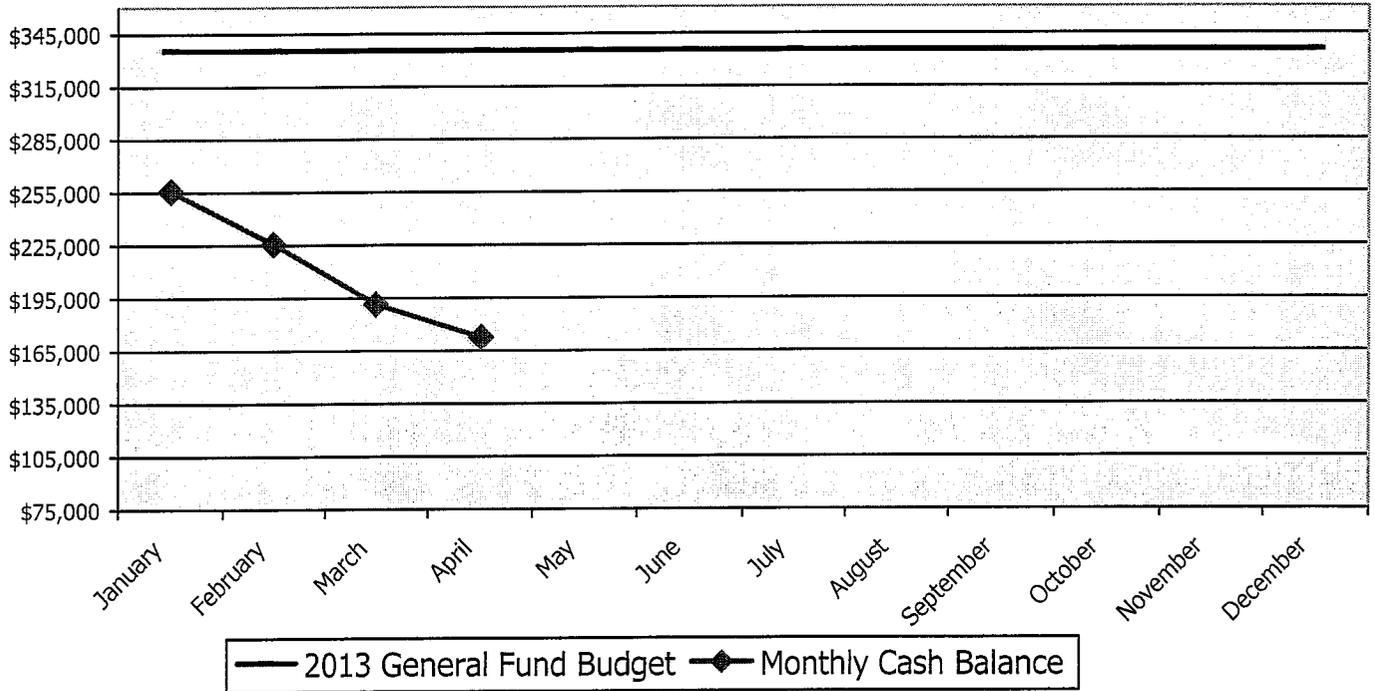
<b>Professional Services (Footnote #7)</b>	\$2,000.00
Contracted Payroll & Taxes	\$500.00
Contracted Bookkeeping Consulting	<u><b>\$2,500.00</b></u>

**Printing, Publications, & Advertising (Footnote #8)**

\$10,500 has been budgeted for two LMCD Newsletters, the re-printing of the Summer and Winter Rules brochures, and other LMCD literature.



### City of Woodland General Fund Cash Balance vs. Budget



2013 Month	2013 Cash Balance	2013 General Fund Budget	% of Budget
January	\$255,587	\$335,653	76.15
February	\$225,837	\$335,653	67.28
March	\$191,524	\$335,653	57.06
April	\$172,671	\$335,653	51.44
May		\$335,653	
June		\$335,653	
July		\$335,653	
August		\$335,653	
September		\$335,653	
October		\$335,653	
November		\$335,653	
December		\$335,653	

\* County Tax Settlements are received bi-annually in July & December

**CITY OF WOODLAND TREASURERS REPORT**

**APRIL 2013**

				<b>TOTAL</b>	
<b>FUND</b>	<b>ASSETS</b>	<b>LIABILITIES</b>	<b>FUND BALANCE</b>		
101 GENERAL	\$ 172,670.69	\$ (689.19)	\$ 173,359.88		
401 STREET IMPROVEMENT	\$ 41,217.97	\$ -	\$ 41,217.97		
601 WATER	\$ 166,092.84	\$ 79,129.05	\$ 86,963.79		
602 SEWER	\$ 637,704.18	\$ 218,547.65	\$ 419,156.53		
	<b>\$ 1,017,685.68</b>	<b>\$ 296,987.51</b>	<b>\$ 720,698.17</b>		
EXCESS FUNDS		\$ 720,698.17			
<b>BALANCE</b>		<b>\$ 1,017,685.68</b>			
	<b>CHECKING ACCOUNT</b>	<b>FUND ACCOUNT</b>			
BEGINNING BALANCE	\$ 10,000.41	\$ 335,991.64			
TOTAL DEPOSITS	\$ 4,837.00	\$ -			
COURT FINES	\$ 237.60	\$ -			
INTEREST	\$ 0.44	\$ 29.93			
ACH UTILITY PMTS RECEIVED	\$ -	\$ -			
HNPNTY SETTLEMENT	\$ -	\$ -			
HNPNTY ROAD AID	\$ -	\$ -			
TRNFR - FUND TO CKG	\$ 26,374.57	\$ (26,374.57)			
TRNFR -CKG TO FUND	\$ -	\$ -			
		\$ -			
TOTAL CHECKS	\$ (26,828.04)	\$ -			
ACH UTILITY BILL SVC FEE	\$ -	\$ -			
DREAMHOST WEB FEE	\$ (10.66)	\$ -			
VANCO ACH SVC FEE	\$ -	\$ -			
4/30 BANK DEP ERROR ADJ	\$ (0.01)				
ENDING BALANCE	<b>\$ 14,611.31</b>	<b>\$ 309,647.00</b>			
<b>GENERAL FUND CASH</b>	<b>\$ 172,671.00</b>				
<b>STREET IMPROVEMENT</b>	<b>\$ 41,218.00</b>				
<b>WATER FUND CASH</b>	<b>\$ (14,902.00)</b>				
<b>SEWER FUND CASH</b>	<b>\$ 125,321.00</b>				

CITY OF WOODLAND  
 TREASURER'S REPORT  
 FUND CASH BALANCES  
 4/30/2013

Fund	3/31/2013	Monthly	Monthly	Monthly	4/30/2013
	Cash Balance	Revenues	Expenses	* Liabilities	Cash Balance
<b>General Fund</b>	\$ 191,524.00	\$ 2,336.00	\$ 21,189.00	\$ -	\$ 172,671.00
<b>Street Improvement</b>	\$ 41,218.00	\$ -	\$ -	\$ -	\$ 41,218.00
<b>Water</b>	\$ (14,203.00)	\$ 1,348.00	\$ 2,047.00	\$ -	\$ (14,902.00)
<b>* Water Loan - Principal</b>			\$ -		
<b>Sewer</b>	\$ 127,502.00	\$ 1,421.00	\$ 3,602.00	\$ -	\$ 125,321.00
<b>* Sewer Loan - Principal</b>	\$ -			\$ -	
<b>Total</b>	<b>\$ 346,041.00</b>	<b>\$ 5,105.00</b>	<b>\$ 26,838.00</b>	<b>\$ -</b>	<b>\$ 324,308.00</b>

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
101-31010	CURRENT AD VALOREM	.00	7,912.14	320,228.00 ( 312,315.86)	2.47
101-31020	DELINQUENT AD VALOREM	.00	.00	.00	.00
101-31040	FISCAL DISPARITIES	.00	.00	.00	.00
101-31800	SURCHARGE REVENUE	.00	.00	.00	.00
101-31910	PENALTIES	.00	.00	.00	.00
<hr/>					
	TOTAL TAXES	.00	7,912.14	320,228.00 ( 312,315.86)	2.47
<hr/>					
<u>LICENSES &amp; PERMITS</u>					
101-32160	PROFESSIONAL LICENSE	.00	500.00	500.00	.00
101-32210	BUILDING PERMIT FEES	.00	9,137.74	8,000.00	1,137.74
101-32240	ANIMAL LICENSE	25.00	75.00	75.00	.00
101-32250	PARKING PERMITS	.00	15.00	300.00 ( 285.00)	5.00
101-32260	OTHER PERMITS (ISTS)	1,525.00	1,525.00	150.00	1,375.00
<hr/>					
	TOTAL LICENSES & PERMITS	1,550.00	11,252.74	9,025.00	2,227.74
<hr/>					
<u>INTERGOVERNMENTAL AID</u>					
101-33402	HOMESTEAD CREDIT	.00	.00	.00	.00
101-33423	GOVERNMENT AID - LGA	.00	.00	.00	.00
101-33610	HENNEPIN COUNTY ROAD AID	.00	.00	.00	.00
101-33620	CDBG MONIES	.00	.00	.00	.00
101-33630	RECYCLING GRANT	.00	.00	1,500.00 ( 1,500.00)	.00
<hr/>					
	TOTAL INTERGOVERNMENTAL AID	.00	.00	1,500.00 ( 1,500.00)	.00
<hr/>					
<u>PUBLIC CHARGES FOR SERVICE</u>					
101-34103	ZONING & SUBDIVISIONS	.00	2,031.97	500.00	1,531.97
101-34107	ASSESSMENT SEARCHES	.00	.00	.00	.00
101-34207	FALSE ALARM FEES	500.00	1,000.00	1,200.00 ( 200.00)	83.33
101-34960	REFUNDS	.00	.00	.00	.00
<hr/>					
	TOTAL PUBLIC CHARGES FOR SERVICE	500.00	3,031.97	1,700.00	1,331.97
<hr/>					
<u>FINES &amp; FORFEITURES</u>					
101-35101	COURT FINES	237.60	1,112.43	2,500.00 ( 1,387.57)	44.50
<hr/>					
	TOTAL FINES & FORFEITURES	237.60	1,112.43	2,500.00 ( 1,387.57)	44.50

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
101-36100 SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
101-36102 INTEREST	48.37	152.13	200.00	( 47.87 )	76.06
101-36210 STONE ARCH DONATION	.00	.00	.00	.00	.00
101-36220 OTHER INCOME	.00	.00	500.00	( 500.00 )	.00
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>48.37</b>	<b>152.13</b>	<b>700.00</b>	<b>( 547.87 )</b>	<b>21.73</b>
<u>OTHER FINANCING SOURCES</u>					
101-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>2,335.97</b>	<b>23,461.41</b>	<b>335,653.00</b>	<b>( 312,191.59 )</b>	<b>6.99</b>

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COUNCIL</u>					
101-41100-103 COUNCIL SALARIES	.00	.00	240.00	240.00	.00
101-41100-122 FICA CONTRIBUTIONS	.00	.00	15.00	15.00	.00
101-41100-123 MEDICARE CONTRIBUTIONS	.00	31.92	5.00 (	26.92)	638.40
101-41100-309 MISC PROFESSIONAL SERVICE	.00	.00	.00	.00	.00
101-41100-371 TRAINING/CONFERENCES	.00	95.00	200.00	105.00	47.50
101-41100-433 DUES/SUBSCRIPTION	.00	.00	.00	.00	.00
101-41100-439 COUNCIL/CONTINGENCY/MISC	.00	.00	100.00	100.00	.00
<b>TOTAL COUNCIL</b>	<b>.00</b>	<b>126.92</b>	<b>560.00</b>	<b>433.08</b>	<b>22.66</b>
<u>ELECTIONS</u>					
101-41200-103 ELECTION SALARIES	.00	.00	.00	.00	.00
101-41200-122 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41200-123 MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41200-214 FORMS/PRINTING/PUBLICATIONS	.00	.00	50.00	50.00	.00
101-41200-219 OPERATING SUPPLIES	.00	.00	.00	.00	.00
101-41200-249 MINOR EQUIPMENT/OTHER	.00	.00	.00	.00	.00
101-41200-309 OTHER PROFESSIONAL SVCS	.00	.00	.00	.00	.00
101-41200-319 EQUIPMENT MAINTENANCE	.00	.00	325.00	325.00	.00
101-41200-322 POSTAGE	.00	.00	25.00	25.00	.00
101-41200-372 MEALS	.00	.00	.00	.00	.00
101-41200-419 POLLING PLACE RENTAL	.00	.00	.00	.00	.00
101-41200-439 ELECTION/CONTINGENCY	.00	.00	.00	.00	.00
<b>TOTAL ELECTIONS</b>	<b>.00</b>	<b>.00</b>	<b>400.00</b>	<b>400.00</b>	<b>.00</b>
<u>CONTRACTED SERVICES</u>					
101-41400-103 TREASURER'S SALARY	.00	.00	.00	.00	.00
101-41400-122 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41400-123 MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41400-201 SUPPLIES	.00	29.79	.00 (	29.79)	.00
101-41400-202 DUPLICATING	.00	.00	.00	.00	.00
101-41400-214 FORMS/PRINTING/NEWSLETTER	131.56	246.88	650.00	403.12	37.98
101-41400-219 OPERATIONAL SUPPLIES-OTHER	.00	97.26	450.00	352.74	21.61
101-41400-308 ZONING COORDINATOR SERVICES	305.20	470.86	1,800.00	1,329.14	26.16
101-41400-309 PROFESSIONAL SVCS - OTHER	10.66	18.62	150.00	131.38	12.41
101-41400-310 CLERICAL SERVICES	4,021.42	16,085.68	48,257.00	32,171.32	33.33
101-41400-322 POSTAGE	78.20	78.20	500.00	421.80	15.64
101-41400-351 PUBLISHING/LEGAL NOTICES	382.19	586.79	1,500.00	913.21	39.12
101-41400-371 TRAINING/MISC	.00	.00	60.00	60.00	.00
101-41400-439 CLERK-CONTINGENCY	.01	.01	.00 (	.01)	.00
101-41400-530 CAP OUTLAY-IMP OTHER THAN	.00	.00	.00	.00	.00
<b>TOTAL CONTRACTED SERVICES</b>	<b>4,929.24</b>	<b>17,614.09</b>	<b>53,367.00</b>	<b>35,752.91</b>	<b>33.01</b>

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ASSESSOR CONTRACT</u>					
101-41500-309 ASSESSOR CONTRACT	751.50	3,006.00	9,019.00	6,013.00	33.33
TOTAL ASSESSOR CONTRACT	751.50	3,006.00	9,019.00	6,013.00	33.33
<u>LEGAL SERVICES</u>					
101-41600-304 LEGAL SERVICES/GENERAL	94.00	304.00	6,000.00	5,696.00	5.07
101-41600-305 LEGAL SVCS/PROSECUTION	377.46	377.46	2,500.00	2,122.54	15.10
TOTAL LEGAL SERVICES	471.46	681.46	8,500.00	7,818.54	8.02
<u>AUDIT SERVICES</u>					
101-41700-301 AUDITING	2,500.00	11,000.00	11,000.00	.00	100.00
TOTAL AUDIT SERVICES	2,500.00	11,000.00	11,000.00	.00	100.00
<u>PUBLIC SAFETY EXPENSES</u>					
101-42100-302 JAIL/WORKHOUSE FEES	.00	.00	.00	.00	.00
101-42100-310 LAW ENFORCEMENT CONTRACT	8,689.83	34,759.32	104,278.00	69,518.68	33.33
TOTAL PUBLIC SAFETY EXPENSES	8,689.83	34,759.32	104,278.00	69,518.68	33.33
<u>FIRE PROTECTION</u>					
101-42200-309 FIRE PROTECTION	.00	10,214.50	20,429.00	10,214.50	50.00
101-42200-319 PROF SVC - FIRE MARSHALL INSP	.00	.00	.00	.00	.00
TOTAL FIRE PROTECTION	.00	10,214.50	20,429.00	10,214.50	50.00
<u>ENGINEERING FEES</u>					
101-42600-303 ENGINEERING FEES	.00	469.50	5,000.00	4,530.50	9.39
TOTAL ENGINEERING FEES	.00	469.50	5,000.00	4,530.50	9.39

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC WORKS EXPENSES</u>					
101-43100-229 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
101-43100-309 PROFESSIONAL SVCS (SEAL COAT)	.00	.00	.00	.00	.00
101-43100-381 S&R-UTILITY SERVICES-ELEC	.00	.00	.00	.00	.00
101-43100-409 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<u>PUBLIC WORKS CONTRACT SVCS</u>					
101-43900-219 OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	.00
101-43900-226 SIGNS	.00	53.26	1,200.00	1,146.74	4.44
101-43900-309 PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
101-43900-310 SWEEPING/ROADS/MISC	403.46	403.46	7,500.00	7,096.54	5.38
101-43900-311 STORM SEWER/MISC CLEANUP	.00	.00	200.00	200.00	.00
101-43900-312 SNOW PLOWING CONTRACTURAL	3,194.00	29,486.00	37,000.00	7,514.00	79.69
101-43900-313 TREES/MOWING CONTRACTURAL	.00	.00	8,000.00	8,000.00	.00
101-43900-319 PROF SERVICES - SEPTIC SYSTEMS	.00	.00	4,800.00	4,800.00	.00
101-43900-320 DISASTER CLEAN-UP	.00	.00	.00	.00	.00
101-43900-439 PW-CONTINGENCY	.00	.00	.00	.00	.00
<b>TOTAL PUBLIC WORKS CONTRACT SVCS</b>	<b>3,597.46</b>	<b>29,942.72</b>	<b>58,700.00</b>	<b>28,757.28</b>	<b>51.01</b>
<u>PARKS CONTRACT SERVICES</u>					
101-49000-309 MISC.-PROFESSIONAL SRVCS	.00	.00	750.00	750.00	.00
101-49000-310 RECYCLING CONTRACT	.00	1,589.76	9,700.00	8,110.24	16.39
101-49000-319 PROF SERVICE-METRO WEST	.00	.00	.00	.00	.00
101-49000-369 INSURANCE	250.00	250.00	3,000.00	2,750.00	8.33
101-49000-433 DUES & SUBSCRIPTIONS	.00	3,237.00	7,800.00	4,563.00	41.50
101-49000-438 DEER CONTROL	.00	.00	.00	.00	.00
101-49000-439 CONTINGENCY	.00	.00	150.00	150.00	.00
<b>TOTAL PARKS CONTRACT SERVICES</b>	<b>250.00</b>	<b>5,076.76</b>	<b>21,400.00</b>	<b>16,323.24</b>	<b>23.72</b>
<u>TRANSFERS</u>					
101-49300-720 TRANSFERS OUT	.00	.00	43,000.00	43,000.00	.00
<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>.00</b>
<u>TOTAL FUND EXPENDITURES</u>					
	<b>21,189.49</b>	<b>112,891.27</b>	<b>335,653.00</b>	<b>222,761.73</b>	<b>33.63</b>

CITY OF WOODLAND  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	( 18,853.52 )	( 89,429.86 )	.00	( 534,953.32 )	.00

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

**GENERAL FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<b>REVENUE</b>					
TAXES	.00	7,912.14	320,228.00	312,315.86	2.5
LICENSES & PERMITS	1,550.00	11,252.74	9,025.00 (	2,227.74 )	124.7
INTERGOVERNMENTAL AID	.00	.00	1,500.00	1,500.00	.0
PUBLIC CHARGES FOR SERVICE	500.00	3,031.97	1,700.00 (	1,331.97 )	178.4
FINES & FORFEITURES	237.60	1,112.43	2,500.00	1,387.57	44.5
MISCELLANEOUS REVENUE	48.37	152.13	700.00	547.87	21.7
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
<b>TOTAL FUND REVENUE</b>	<b>2,335.97</b>	<b>23,461.41</b>	<b>335,653.00</b>	<b>312,191.59</b>	<b>7.0</b>
<b>EXPENDITURES</b>					
COUNCIL	.00	126.92	560.00	433.08	22.7
ELECTIONS	.00	.00	400.00	400.00	.0
CONTRACTED SERVICES	4,929.24	17,614.09	53,367.00	35,752.91	33.0
ASSESSOR	751.50	3,006.00	9,019.00	6,013.00	33.3
LEGAL SERVICES	471.46	681.46	8,500.00	7,818.54	8.0
AUDITING	2,500.00	11,000.00	11,000.00	.00	100.0
PUBLIC SAFETY EXPENSES	8,689.83	34,759.32	104,278.00	69,518.68	33.3
FIRE PROTECTION	.00	10,214.50	20,429.00	10,214.50	50.0
ENGINEERING	.00	469.50	5,000.00	4,530.50	9.4
PUBLIC WORKS EXPENSE	.00	.00	.00	.00	.0
PUBLIC WORKS CONTRACT SERVICES	3,597.46	29,942.72	58,700.00	28,757.28	51.0
PARKS CONTRACT SERVICES	250.00	5,076.76	21,400.00	16,323.24	23.7
TRANSFERS OUT	.00	.00	43,000.00	43,000.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<b>21,189.49</b>	<b>112,891.27</b>	<b>335,653.00</b>	<b>222,761.73</b>	<b>33.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 18,853.52 )</b>	<b>( 89,429.86 )</b>	<b>.00</b>	<b>89,429.86</b>	<b>.0</b>

CITY OF WOODLAND  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2013

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL AID</u>					
401-33610 STATE/COUNTY AID	.00	.00	.00	.00	.00
TOTAL INTERGOVERNMENTAL AID	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>					
401-36102 INTEREST INCOME	.00	.00	30.00	( 30.00 )	.00
TOTAL SPECIAL ASSESSMENTS	.00	.00	30.00	( 30.00 )	.00
<u>OTHER FINANCING SOURCES</u>					
401-39200 INTERFUND TRANSFER	.00	.00	43,000.00	( 43,000.00 )	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	43,000.00	( 43,000.00 )	.00
TOTAL FUND REVENUE	.00	.00	43,030.00	( 43,030.00 )	.00

CITY OF WOODLAND  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2013

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET IMPROVE FUND EXPENSES</u>					
401-43100-303 PROF SERVICES/ENGINEERING	.00	.00	8,000.00	8,000.00	.00
401-43100-351 BID NOTICES/LEGAL/MISC	.00	.00	.00	.00	.00
401-43100-409 STREET IMPROVEMENT	.00	.00	20,000.00	20,000.00	.00
TOTAL STREET IMPROVE FUND EXPENSES	<u>.00</u>	<u>.00</u>	<u>28,000.00</u>	<u>28,000.00</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>28,000.00</u>	<u>28,000.00</u>	<u>.00</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>15,030.00</u>	<u>( 71,030.00 )</u>	<u>.00</u>

CITY OF WOODLAND  
 REVENUES/EXPENDITURES COMPARED TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL AID	.00	.00	.00	.00	.0
SPECIAL ASSESSMENTS	.00	.00	30.00	30.00	.0
OTHER FINANCING SOURCES	.00	.00	43,000.00	43,000.00	.0
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>43,030.00</b>	<b>43,030.00</b>	<b>.0</b>
<u>EXPENDITURES</u>					
STREET IMPROVEMENT FUND EXPENSES	.00	.00	28,000.00	28,000.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>28,000.00</b>	<b>28,000.00</b>	<b>.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>15,030.00</b>	<b>15,030.00</b>	<b>.0</b>

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
601-31801 WATER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES &amp; PERMITS</u>					
601-32260 WATER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>					
601-36101 SP ASSMTS - 97 IMPROVE PROJECT	.00	.00	12,020.00	( 12,020.00 )	.00
601-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
601-36103 SA - DELINQUENT UTILITIES	.00	.00	.00	.00	.00
601-36200 SA - PRINCIPAL PREPAYMENTS	.00	.00	.00	.00	.00
601-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00
601-36220 OTHER INCOME	.00	.00	.00	.00	.00
TOTAL SPECIAL ASSESSMENTS	.00	.00	12,020.00	( 12,020.00 )	.00
<u>WATER USAGE REVENUE</u>					
601-37101 WATER USE CHARGES	534.22	2,385.44	7,104.00	( 4,718.56 )	33.58
601-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
601-37103 0	.00	.00	.00	.00	.00
601-37150 HOOKUP FEES	.00	.00	.00	.00	.00
601-37170 WATER MAINTENANCE FEE	602.80	3,737.68	14,165.00	( 10,427.32 )	26.39
601-37171 WATER ADMIN FEE	.00	.00	.00	.00	.00
601-37172 WATER USER FEE	211.12	1,315.16	4,961.00	( 3,645.84 )	26.51
TOTAL WATER USAGE REVENUE	1,348.14	7,438.28	26,230.00	( 18,791.72 )	28.36
<u>OTHER FINANCING SOURCES</u>					
601-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	1,348.14	7,438.28	38,250.00	( 30,811.72 )	19.45

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

		WATER FUND				
		PERIOD		BUDGET	% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>TRANSFERS</u>						
601-49300-720	OPERATING TRANSFERS	.00	.00	.00	.00	.00
<b>TOTAL TRANSFERS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<u>WATER FUND EXPENSES</u>						
601-49400-106	SALARY	.00	.00	.00	.00	.00
601-49400-122	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
601-49400-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
601-49400-209	WATER-OFFICE SUPPLIES	.00	.00	.00	.00	.00
601-49400-214	FORMS/PRINTING	.00	.00	.00	.00	.00
601-49400-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	500.00	500.00	.00
601-49400-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00	.00
601-49400-303	ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.00
601-49400-304	LEGAL FEES	.00	.00	.00	.00	.00
601-49400-309	PROFESSIONAL SERVICES-O	.00	.00	.00	.00	.00
601-49400-318	1/3 OF 2011 SHORTFALL	.00	.00	.00	.00	.00
601-49400-319	EQUIPMENT MNTCE-FIRE HYDRANTS	.00	.00	4,000.00	4,000.00	.00
601-49400-320	MNTCE & REPAIRS - CURB STOPS	.00	.00	1,000.00	1,000.00	.00
601-49400-321	EQUIP MNTCE/REPAIR-GATE VALVES	.00	.00	2,400.00	2,400.00	.00
601-49400-322	COMMUNICATIONS-POSTAGE	.00	10.80	62.00	51.20	17.42
601-49400-323	1/3 OF 2011 REV SHORTFALL-3 YR	.00	.00	2,700.00	2,700.00	.00
601-49400-324	2012 EXCESS MNTCE EXPENSE	.00	.00	1,000.00	1,000.00	.00
601-49400-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00	.00
601-49400-382	UTILITY SVC-WATER	2,046.78	2,046.78	7,104.00	5,057.22	28.81
601-49400-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00	.00
601-49400-433	MISC.-DUES & SUBSCRIPTI	.00	.00	.00	.00	.00
601-49400-439	CONTINGENCY	.00	.00	.00	.00	.00
601-49400-590	CAPITAL OUTLAY-OTHER	.00	.00	.00	.00	.00
601-49400-602	IMPROVE BOND-PRINCIPAL	.00	12,500.00	12,500.00	.00	100.00
601-49400-611	INTEREST EXPENSE	.00	.00	.00	.00	.00
601-49400-612	IMPROVEMENT BOND-INTEREST	.00	2,109.38	3,867.00	1,757.62	54.55
<b>TOTAL WATER FUND EXPENSES</b>		<b>2,046.78</b>	<b>16,666.96</b>	<b>37,633.00</b>	<b>20,966.04</b>	<b>44.29</b>
<u>DEPRECIATION</u>						
601-49970-420	DEPRECIATION EXPENSE	.00	.00	.00	.00	.00
<b>TOTAL DEPRECIATION</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<u>TOTAL FUND EXPENDITURES</u>						
		<b>2,046.78</b>	<b>16,666.96</b>	<b>37,633.00</b>	<b>20,966.04</b>	<b>44.29</b>

CITY OF WOODLAND  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

	WATER FUND				
	PERIOD		BUDGET		% OF
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
	<u>          </u>				
NET REVENUES OVER EXPENDITURES	( 698.64 )	( 9,228.68 )	617.00	( 51,777.76 )	( 1,495.73 )
	<u>          </u>				

CITY OF WOODLAND  
 REVENUES/EXPENDITURES COMPARED TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SPECIAL ASSESSMENTS	.00	.00	12,020.00	12,020.00	.0
WATER USAGE REVENUE	1,348.14	7,438.28	26,230.00	18,791.72	28.4
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	<u>1,348.14</u>	<u>7,438.28</u>	<u>38,250.00</u>	<u>30,811.72</u>	<u>19.5</u>
<u>EXPENDITURES</u>					
TRANSFERS OUT	.00	.00	.00	.00	.0
WATER FUND EXPENSES	2,046.78	16,666.96	37,633.00	20,966.04	44.3
DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	<u>2,046.78</u>	<u>16,666.96</u>	<u>37,633.00</u>	<u>20,966.04</u>	<u>44.3</u>
NET REVENUE OVER EXPENDITURES	<u>( 698.64 )</u>	<u>( 9,228.68 )</u>	<u>617.00</u>	<u>9,845.68</u>	<u>(495.7 )</u>

CITY OF WOODLAND  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2013

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
602-31801 SEWER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES &amp; PERMITS</u>					
602-32260 SEWER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SEWER USAGE REVENUE</u>					
602-34401 SEWER USE CHARGES	566.78	3,399.87	12,182.00	( 8,782.13 )	27.91
602-34402 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-34408 0	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	566.78	3,399.87	12,182.00	( 8,782.13 )	27.91
<u>SPECIAL ASSESSMENTS</u>					
602-36100 SP ASSMTS - 97 IMPROVE PROJECT	.00	.00	4,007.00	( 4,007.00 )	.00
602-36101 SA - PRINCIPAL PREPAYMENTS	.00	.00	.00	.00	.00
602-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
602-36103 SA - DELINQUENT UTILITIES	.00	.00	.00	.00	.00
602-36210 INTEREST EARNINGS	.00	.00	30.00	( 30.00 )	.00
TOTAL SPECIAL ASSESSMENTS	.00	.00	4,037.00	( 4,037.00 )	.00
<u>SEWER USAGE REVENUE</u>					
602-37101 SEWER USE CHARGES	.00	.00	.00	.00	.00
602-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-37150 HOOKUP FEES	.00	.00	.00	.00	.00
602-37170 SEWER MAINTENANCE FEE	335.44	2,092.69	7,883.00	( 5,790.31 )	26.55
602-37171 SEWER ADMIN FEE	.00	.00	.00	.00	.00
602-37172 SEWER USER FEE	518.64	3,238.41	12,188.00	( 8,949.59 )	26.57
602-37270 SAC-CITY PORTION	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	854.08	5,331.10	20,071.00	( 14,739.90 )	26.56

CITY OF WOODLAND  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OTHER FINANCING SOURCES</u>					
602-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
 TOTAL FUND REVENUE	 1,420.86	 8,730.97	 36,290.00	 ( 27,559.03 )	 24.06

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2013**

		SEWER FUND				
		PERIOD		BUDGET	% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	
					BUDGET	
<u>SEWER FUND EXPENSES</u>						
602-43200-106	SALARY	.00	.00	.00	.00	.00
602-43200-122	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
602-43200-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
602-43200-214	OPERATIONAL SUPP-FORMS/PR	.00	.00	50.00	50.00	.00
602-43200-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	.00
602-43200-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00	.00
602-43200-303	ENGINEERING FEES	.00	.00	1,500.00	1,500.00	.00
602-43200-309	PROFESSIONAL SVCS	.00	5.75	.00	( 5.75 )	.00
602-43200-310	SEWER-CONTRACTURAL	.00	.00	.00	.00	.00
602-43200-319	EQUIPMENT MAINTENANCE-OTH	.00	.00	3,200.00	3,200.00	.00
602-43200-322	COMMUNICATIONS-POSTAGE	.00	10.80	62.00	51.20	17.42
602-43200-351	LEGAL NOTICES	.00	.00	.00	.00	.00
602-43200-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00	.00
602-43200-385	UTILITY SVC-SEWER	3,602.44	3,602.44	12,182.00	8,579.56	29.57
602-43200-400	REPAIR & MNTNCE-INFILTRATION	.00	.00	3,000.00	3,000.00	.00
602-43200-404	R&M-MACHINERY & EQUIPMENT	.00	.00	.00	.00	.00
602-43200-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00	.00
602-43200-420	SEWER-DEPRECIATION	.00	.00	.00	.00	.00
602-43200-439	SEWER-CONTINGENCY	.00	.00	.00	.00	.00
602-43200-530	CAPITAL OUTLAY-OTHER THAN	.00	.00	.00	.00	.00
602-43200-602	IMPROVE BOND-PRINCIPAL	.00	16,653.46	33,502.00	16,848.54	49.71
602-43200-611	ACCRUED INTEREST EXPENSE	.00	.00	.00	.00	.00
602-43200-612	IMPROVE BOND-INTEREST	.00	2,746.54	5,298.00	2,551.46	51.84
602-43200-720	OPERATING TRANSFERS	.00	.00	.00	.00	.00
602-43200-770	DEPRECIATION EXPENSE	.00	.00	.00	.00	.00
<b>TOTAL SEWER FUND EXPENSES</b>		<b>3,602.44</b>	<b>23,018.99</b>	<b>58,794.00</b>	<b>35,775.01</b>	<b>39.15</b>
<u>DEPRECIATION</u>						
602-49970-420	DEPRECIATION EXPENSE	.00	.00	.00	.00	.00
<b>TOTAL DEPRECIATION</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>3,602.44</b>	<b>23,018.99</b>	<b>58,794.00</b>	<b>35,775.01</b>	<b>39.15</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 2,181.58 )</b>	<b>( 14,288.02 )</b>	<b>( 22,504.00 )</b>	<b>( 63,334.04 )</b>	<b>( 63.49 )</b>

CITY OF WOODLAND  
 REVENUES/EXPENDITURES COMPARED TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2013

SEWER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SEWER USAGE REVENUE	566.78	3,399.87	12,182.00	8,782.13	27.9
SPECIAL ASSESSMENTS	.00	.00	4,037.00	4,037.00	.0
SEWER USAGE REVENUE	854.08	5,331.10	20,071.00	14,739.90	26.6
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	<u>1,420.86</u>	<u>8,730.97</u>	<u>36,290.00</u>	<u>27,559.03</u>	<u>24.1</u>
<u>EXPENDITURES</u>					
SEWER FUND EXPENSES	3,602.44	20,272.45	53,496.00	33,223.55	37.9
DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	<u>3,602.44</u>	<u>20,272.45</u>	<u>53,496.00</u>	<u>33,223.55</u>	<u>37.9</u>
NET REVENUE OVER EXPENDITURES	<u>( 2,181.58 )</u>	<u>( 11,541.48 )</u>	<u>( 17,206.00 )</u>	<u>( 5,664.52 )</u>	<u>( 67.1 )</u>