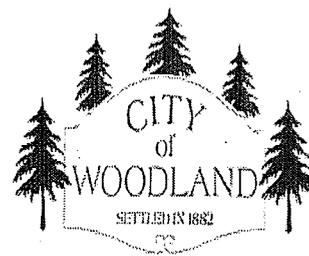


**CITY OF WOODLAND**  
**City Council Agenda**

**MONDAY, MAY 14, 2012**  
**7:00 P.M.**



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

**2. ROLL CALL**

**3. CONSENT AGENDA**

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

- A.** Minutes April 9, 2012; Board of Appeals and Equalization
- B.** Minutes April 9, 2012; Regular Council Meeting
- C.** Resolution No.11-2012; Extension of the Special Use Permit for 2750 Gale Road (Curtis Marks)

**4. PUBLIC COMMENTS**

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

**5. OLD BUSINESS**

- A.** Stone Arch Landscape Project Update – John Dhamer Jr.
- B.** Resolution No. 10-2012; Stone Arch Road Improvement Bid Approval
- C.** Resolution No. 08-2012; Hennepin County Recycling Grant Agreement

**6. NEW BUSINESS**

- A.** Jeff Casale, MCWD representative; Wayzata Bay Center Development Update
- B.** Resolution No. 09-2012; Appointment of Fred Meyer to the LMCD
- C.** LMCIT 2012/2013 Liability Insurance Renewal
- D.** Review LMCD 2013 Draft Budget & Levy
- E.** Hennepin County Solid Waste Management Master Plan Review

**7. MAYOR'S REPORT**

**8. COUNCIL REPORTS**

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

**9. ACCOUNTS PAYABLE**

**10. TREASURER'S REPORT**

**11. ADJOURNMENT**

- 15 minutes will be allotted for public comments. If the full 15 minutes is not needed, the City Council will continue with the agenda.
- Next meeting: June 11, 2012

**CITY OF WOODLAND**  
**Board of Appeals and Equalization**  
**Monday, April 9, 2012**  
**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 members have received Board of Appeals training.

**ROLL CALL**

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

Staff: City Assessor Dan Distel, County Appraiser Tamara Doolittle and City Clerk Shelley Souers.

Guests: Mr. Tom Newberry, Mr. Mark Anderson, Senator Terri Bonoff and Mr. Matthew Knopf

**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. Chairman Doak asked the County Appraiser Tamara Doolittle to provide an overview of the housing market and address how the county handles foreclosed property sales relative to traditional property sales. Ms. Doolittle stated that sales of foreclosed properties are not used in market value calculations because there is not a typical buyer and seller transaction and often there are multiple conditions impacting foreclosures. Ms. Doolittle noted that generally there will be a limited number of buyers due to the complex process to purchase.

Chairman Doak asked why a property up for auction or available for bidding on the open market is not considered.

Ms. Doolittle noted that many foreclosed properties are sold through the real estate MLS, but there are typically fewer interested buyers. Even when properties are similar in terms of condition, buyers are not willing to pay the same due to the circumstances of the purchase. Foreclosed property will often sell for 30% less than the asking price or market value and there is an element of risk involved due to the "as is" situation and often there are no disclosure statements available to buyers.

City Assessor Distel presented a summary of sales in Woodland. Mr. Distel noted that lake property values were reduced 6.7% and off-lake property values were reduced 5%. Mr. Distel stated that Woodland typically has a small number of sales that are eligible to use for valuation purposes, so he also considers Deephaven's and Wayzata's residential sales for comparison purposes. Woodland's market values are generally at 2003 values which is also consistent with the communities around Lake Minnetonka. Woodland's values are down 19% since 2008.

Chairman Doak noted that Woodland's housing values did not appreciate as rapidly during the housing boom as did surrounding communities and consequently have not fallen as quickly.

Ms. Doolittle stated that Hennepin County requires assessed values to be between 95-96% of the sale price. The residential assessment for 2012 put Woodland in the 96% range. The vast majority of Hennepin County cities fall between 95-96%. This year the County noted a greater deviation, due mostly to short sales.

City Assessor Distel reported that he reduced the structure values for several foreclosed properties after reviewing the condition of the homes.

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

**ADJOURNMENT**

Board Member Rich moved to adjourned and Board of Appeals and Equalization. Member Massie seconded the motion. Motion carried 5-0. The meeting adjourned at 7:30PM

**ATTEST:**

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

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

stated having the department in one location will provide a better handle on computer communication costs and eliminate needless duplication of services. In answer to Council questions Senator Bonoff addressed the issues of taxation, business climate, bipartisanship, and regulation of school lunches.

**B. Resolution No. 07-2012; Audit Service Agreement - Abdo, Eick & Meyers.**

Council reviewed the agreement for audit services through 2014.

*Council Member Carlson moved to approve Resolution No. 07-2012 to extend the agreement with Abdo, Eick and Meyers, LLP through 2013. Council Member Jilek seconded the motion. Motion carried 5-0.*

**C. 2012 Hydrant Flushing**

*Council Member Jilek moved to approve the quote from Infratech for 2012 hydrant flushing. Council Member Massie seconded the motion. Motion carried 5-0.*

**D. Recycling Funding Policy Agreement with Hennepin County**

Mayor Doak reported that a draft copy of the Hennepin County Recycling Policy was included in the Council packet for review. Municipalities seeking funding under the terms of the Recycling Funding Policy must enter into a Recycling Grant Agreement with the County. Municipalities are expected to fulfill the conditions of the funding policy in order to receive funding. The new recycling policy requires added participation from cities to distribute recycling literature, increase educational activities, and to demonstrate that a reasonable effort has been made to maintain and increase the average amount of recyclables collected to 725 pounds per household or an 80% recovery rate by December 2015. The Council will review the final County Recycling Funding Policy in May. Council took no action on the Policy.

**E. Request for Children at Play Sign along Breezy Heights Road**

Mayor Doak reported that he had received a call from Aaron Melsness, 2800 Breezy Heights Road, requesting consideration for a "children at play" sign to be installed along breezy Heights Road. Mayor Doak stated that Breezy Heights Road has a blind curve and the request for signage seems reasonable. The Council supported the placement of the warning sign. Council Member Rich will work with Mr. Melsness on the location of the sign.

**OLD BUSINESS**

**A. Stone Arch Road Restoration**

Mayor Doak reported that the Council will review overlay bids at the May Council Meeting. Staff will contact John Dhamer Jr. for an update on his plans and timeline for the perennial garden. Staff will also contact Dr. Vogt regarding the option of his sprinkler system to be extended to the garden area.

**Mayors Report**

Mayor Doak reported that Deephaven is reviewing a proposed 78 unit senior housing project to be located behind St. Therese Church on the Church's property.

Mayor Doak reported that the bridge over the LRT trail on Vine Hill Road in Deephaven and the bridge over the channel into St. Albans Bay on Minnetonka Boulevard in Greenwood will be reconstructed in the near future.

## **COUNCIL REPORTS**

### **Ordinances, Website & LMCC**

Council Member Jilek noted that Lake Minnetonka is down 20 inches this year causing the Lake Minnetonka Conservation District to consider a low water declaration.

### **Roads, Signs & Trees**

Council Member Rich reported that he received a bid from Cornerstone for repair of the pot holes in the amount of \$3,650. The asphalt hot-mix necessary for shallow pot hole repair will be available after April 12.

### **Finance, Enterprise Funds, Intgov. Relations & MCWD**

Council Member Carlson reported that the State Legislature is discussing restrictions on organized waste collection in cities, currently permitting multiple independent contractors. Council Member Carlson read the response she sent on behalf of the City to the House and Senate Committee concerning the proposed financial restrictions.

Council Member Carlson reported that the MCWD is providing some grant money and working with Wayzata on street improvements to add curb and gutter and improve drainage. The improvements will include the installation of 12 new catch basins designed to trap sediment and reduce runoff into the lake.

The Lake Minnetonka Conservation District and Watershed District are encouraging residents to use certified lake service providers for dock work.

### **Public Safety & Deer Management**

No report.

## **ACCOUNTS PAYABLE**

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

## **TREASURER'S REPORT**

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

## **ADJOURNMENT**

Council adjourned by consent at 9:22PM

## **ATTEST:**

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

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

## **WOODLAND RESOLUTION NO. 11 - 2012**

- 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 and May 12, 2011.

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

### **FINDINGS OF FACT**

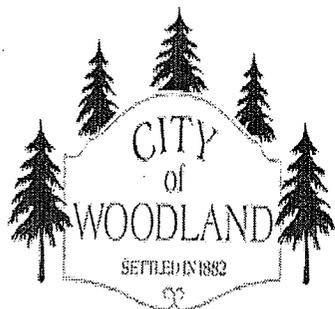
1. The Woodland City Council voted to approve, with conditions, a special use request to exceed the maximum permitted impervious surface on May 14, 2007, ratifying Resolution 70-07 in support of that approval on the same date.
2. Section 900.15(7) of the Zoning Ordinance states that a special use approval 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).
2. The extension shall be valid forty-eight months from the original expiration of the special use approval, hereby expiring on May 13, 2013.



## **WOODLAND CITY COUNCIL**

MEETING DATE: May 14, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Stone Arch Road Mill and Overlay Project

### **OVERVIEW**

On March 12, 2012, the City Council approved the City Engineer's recommended plan for the mill and overlay project and authorized the City Engineer to seek bids.

Bids were received on May 8, 2012 from contractors. The bid tabulation and bid results letter are attached. The low bid was received from Omann Brothers Paving, Inc., in the amount of \$46,420.36.

Staff spoke with the City of Minnetonka regarding their restoration plan for McKenzie Point Road, which is adjacent to Stone Arch Road. Minnetonka has no immediate plans to make improvements to the McKenzie Point Road until Hennepin County completes the restoration and improvement to County Road 101.

Council agreed to move ahead with the restoration of Stone Arch Road, as repairs had been postponed pending the completion of new home construction along Stone Arch Road.

### **BUDGET IMPACT**

The Road Improvement Fund had a balance of \$39,968 at the end of 2011. The Council approved \$30,000 of additional revenue to be added to the Road Improvement Fund for 2012. The funds available for 2012 improvements are \$69,968. The City will also receive road aid in 2012 and has accrued road aid from 2011. Available road aid should be approximately \$2,661 for 2012 and available to use on public street improvements.

### **RECOMMENDED COUNCIL ACTION:**

Motion to approve Resolution No. 10-2012; Awarding the Bid for the 2012 Stone Arch Road Mill and Overlay Project to the low bidder, Oman Brothers Paving Inc.

**CITY OF WOODLAND**  
**RESOLUTION NO. 10-2012**  
**RESOLUTION AWARDDING THE BID FOR**  
**2012 STONE ARCH ROAD MILL AND OVERLAY**

**WHEREAS**, pursuant to an advertisement for bids for the mill and overlay of Stone Arch Road, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

|   | <b>COMPANY</b>             | <b>TOTAL BID</b> |
|---|----------------------------|------------------|
| 1 | Omann Brothers Paving Inc. | \$ 46,420.36     |
| 2 | Barber Construction        | \$ 53,410        |
| 3 | Bituminous Roadways        | \$ 54,852        |
| 4 | Midwest Asphalt            | \$ 75,613        |

**WHEREAS**, the low bid, complying with the minimum specifications, was received from Omann Brothers Paving Inc. of Albertville, Minnesota, and

**WHEREAS**, the City Engineer has reviewed the bids and recommends award of a contract to Omann Brothers Paving Inc.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Omann Brothers Paving Inc. in the name of the City of Woodland for the 2012 Stone Arch Road Mill and Overlay Improvement, according to the plans on file in the office of the City Clerk in the amount of \$ 46,420.36.
2. Funding for this project shall be from the Road Improvement Fund.

Adopted by the City Council of the City of Woodland this 14 day of May, 2012.

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

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



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

May 8, 2012

City of Woodland  
Attn: Shelly Souers  
20225 Cottagewood Road  
Deephaven, MN 55331

Re: Stone Arch Road Improvements

Honorable Mayor and City Council:

Attached for your review is the bid abstract for the Stone Arch Road Improvement Project. Based on discussions with the City Council, the scope of the project includes reclaiming the existing bituminous surface and using the material to increase the depth of the pavements base and raise the surface of the road in some locations. The new roadway will include 3.5" of new bituminous surface and gravel shoulders will be added to the extent possible. Bids were solicited from seven contractors. The following four bids were received:

|                     |             |
|---------------------|-------------|
| Omann Brothers      | \$46,420.36 |
| Barber Construction | \$53,410.00 |
| Bituminous Roadways | \$54,852.00 |
| Midwest Asphalt     | \$75,613.00 |

The bids that have been received are higher than our original cost estimate. For the most part, this is due to the fact that the scope of the project has changed some since the project was last discussed with the Council. During the detailed design process, it was determined that the west end of the road will need additional work to maximize the expected life of the roadway based on a couple of factors.

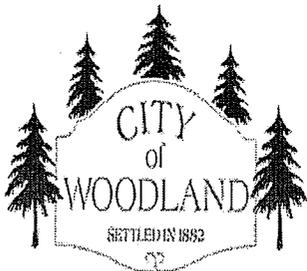
First, the soil borings that were taken last year indicate that the west end of the road has as little as 3" of aggregate base. Second, the existing grades on the west end are so flat that the roadway cannot be raised with the reclaimed bituminous as originally planned. Therefore, the scope of work has been modified to include removing the existing pavement and aggregate base on the west end of the road. The material will be stockpiled so that the road can be excavated for a thicker aggregate base and pavement section. This work is necessary to maintain the existing drainage patterns.

Based on our review, we recommend awarding the project to Omann Brothers in the amount of \$46,420.36. Ken Adolf will be at the City Council meeting on May 14<sup>th</sup> to review the bids with the Council and answer questions. Please let me know if there are questions before then.

Sincerely,  
BOLTON & MENK, INC.

David P. Martini, P.E.  
Principal Engineer

**WOODLAND CITY COUNCIL**



MEETING DATE: May 14, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Adopt Resolution No. 08-2012; authorizing Woodland to enter into the 2012-2015 Residential Recycling Grant Agreement with Hennepin County

**OVERVIEW**

Since 1994, Hennepin County has provided grant funding to each municipality for the purpose of increasing recycling participation. Woodland has used these grant funds to offset the costs of the recycling collection charged monthly per the contract between Woodland and Waste Management.

The County adopted the goals established in the Minnesota Pollution Control Agency's Metropolitan Solid Waste Management Policy Plan and developed a Residential Recycling Funding Policy to help reach a 45% recycling rate by 2015.

Each municipality seeking funding under the terms of the Residential Recycling Funding Policy must enter into a Residential Recycling Grant Agreement with the County for the term concurrent with the expiration of the Residential Recycling Funding Policy on December 31, 2015.

Cities are required to conduct recycling programs and implement activities designed to increase recycling participation rates and household volumes consistent with the policy and progress toward County goals in order to receive grant funding.

7. Recycling Performance

On an annual basis, municipal recycling programs must demonstrate that a reasonable effort has been made to maintain and increase the average amount of recycling collected from its recycling program to at least 725 pounds per household or a minimum recovery rate of 80% by December 31, 2015. An alternative performance option for municipalities with organized waste collection is to validate that their municipality has at least a 35% recycling rate.

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

**BUDGET IMPACT**

The City pays for recycling collection monthly to the private hauler Waste Management. The recycling collection costs for 2012 will be approximately \$9,960. The Hennepin County Grant for 2012 will be approximately \$1,580.

**RECOMMENDED COUNCIL ACTION:**

Motion to approve Resolution No. 08-2012; approving a Residential Recycling Grant Agreement with Hennepin County.

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

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

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

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

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

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

**Adopted by the City Council of the City of Woodland this 14th day of May, 2012.**

\_\_\_\_\_  
James Doak, Mayor

ATTEST

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

## RESIDENTIAL RECYCLING GRANT AGREEMENT

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 (the "COUNTY"), on behalf of the Hennepin County Department of Environmental Services, 701 Fourth Avenue South, Minneapolis, Minnesota 55415-1600 ("DEPARTMENT") and the CITY OF WOODLAND, 20225 Cottagewood Road, Excelsior, Minnesota 55331 ("CITY").

### WITNESSETH:

WHEREAS, the County Board, by Resolution No. 11-0476S1, adopted on November 29, 2011, approved the Hennepin County Residential Recycling Funding Policy ("Funding Policy") for the period January 1, 2012, through December 31, 2015, and authorized grant funding for municipal recycling programs consistent with the Funding Policy; and

WHEREAS, the CITY operates a municipal curbside residential recycling program and other waste reduction and recycling activities (the "Recycling Program") as described in the grant application (the "Grant Application") referred to in Section 2 below; and

WHEREAS, the Recycling Program is consistent with Minnesota Statutes, Chapter 115A; the Minnesota Pollution Control Agency's Metropolitan Solid Waste Management Policy Plan; Hennepin County's Solid Waste Management Master Plan; and Hennepin County's Residential Recycling Funding Policy.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY, on behalf of the DEPARTMENT, and the CITY agree as follows:

#### 1. TERM AND COST OF THE AGREEMENT

- a. This Agreement shall commence upon execution and terminate on December 31, 2015.
- b. The total grant payment for the year 2012 shall be equal to one thousand five hundred eighty dollars (\$1,580). Grant payments for subsequent years shall be calculated as set forth in Section 3.

#### 2. SERVICES TO BE PROVIDED

- a. The CITY shall operate the Recycling Program as more fully described in the Funding Policy and the Grant Application. The CITY agrees to submit an updated Grant Application by February 15 of each year of the term of this Agreement in order to be eligible for grant funds. The application consists of the Re-TRAC web-based report and a planning document submitted to the COUNTY describing the programs or activities the CITY will implement to increase recycling and make progress toward COUNTY goals. The terms of the Grant Application, as updated each year, are incorporated herein by reference.
- b. In addition to the services referred to above, the CITY agrees as follows:

1) Requests for Proposals and Contracts.

a.) If contracting for curbside recycling services, the CITY shall require a breakout of the following expenses when renewing or soliciting new proposals or bids for recycling services:

- Containers – if provided by the hauler;
- Collection service;
- Processing cost per ton;
- Revenue sharing.

b.) The COUNTY recommends the CITY request the following information in the Request for Proposal/Bid or contract:

- Destination of recyclable materials, including the facility name, location, and end market;
- Monthly prices for recyclable materials by material type;
- Residue rates at the Materials Recovery Facility (MRF);
- Composition of residue.

2) Materials to be Collected. At a minimum, the CITY shall collect the following materials curbside:

- a.) Newspaper and inserts;
- b.) Cardboard boxes;
- c.) Glass food and beverage containers;
- d.) Metal food and beverage cans;
- e.) All plastic containers and lids, #1 – Polyethylene Terephthalate (PET, PETE), #2 High Density Polyethylene (HDPE), #3 – Vinyl Polyvinyl Chloride (PVC), #4 – Low Density Polyethylene (LDPE) and #5 – Polypropylene (PP) plastic bottles, except those that previously contained hazardous materials or motor oil;
- f.) Magazines and catalogs;
- g.) Cereal, cracker, pasta, cake mix, shoe, gift, and electronics boxes;
- h.) Boxes from toothpaste, medications and other toiletries;
- i.) Aseptic and gable-topped containers; and
- j.) Mail, office and school papers.

3) Collection Methods. The CITY shall use one of the following systems to collect materials at the curb:

- a.) Single sort system - all materials combined in one container; or
- b.) Dual sort system - glass, metal and plastic together with paper separate.

If one of these two systems is not currently in place, the CITY must submit a plan with their 2012 Grant Application for converting to a single or dual sort system by December 31, 2012. If the CITY is unable to meet this deadline, an alternative implementation plan must be negotiated with and approved by the

COUNTY. The implementation plan will include the reasons why an extension is needed, the projected timeline, and details about each step of the process. The CITY will also provide the COUNTY with updates to the plan as implementation progresses.

- 4) Education and Outreach. The CITY shall:
- a.) Use COUNTY terminology when describing recycling guidelines (i.e. description of materials accepted and not accepted, preparation guidelines, etc.)
  - b.) Use images provided by the COUNTY or the Solid Waste Management Coordinating Board (SWMCB) if using images of recyclables.
  - c.) Use the COUNTY's terminology, preparation guidelines and images on the CITY's website.
  - d.) Mail a recycling guide once a year to residents using a template developed jointly through a communications committee and produced and printed by the COUNTY at the COUNTY's expense. If the CITY does not want to use the template produced by the COUNTY, the CITY may develop its own guide at the municipality's expense, but it must be approved by the COUNTY. If the CITY relies on the hauler to provide the recycling guide, this guide would also require approval by the COUNTY.
  - e.) Complete two additional education activities from a menu of options developed by the communications committee to support the priority message campaign. Templates will be provided by the COUNTY.

Any print material that communicates residential recycling guidelines that were not provided by the COUNTY template will require COUNTY approval. This does not apply to waste reduction and reuse, articles on recycling that do not include guidelines, and social media posts. The COUNTY will respond within five business days to any communication piece submitted.

- 5) Use of Grant Funds.
- a.) Grant funds can be used for all Recycling Program expenses including capital and operating costs. Expenses associated with residential collection of organics are considered eligible Recycling Program expenses. However, yard waste expenses are not eligible Recycling Program expenses. If organics and yard waste are commingled, the organics expenses must be tracked separately.
  - b.) All grant funds accepted from the COUNTY must be used for Recycling Program capital and operating expenses in the year granted.
  - c.) The CITY may not charge its residents through property tax, utility fees or any other method for that portion of the costs of its Recycling Program funded by COUNTY grant funds.
  - d.) The CITY shall establish a separate accounting mechanism, such as a project number, activity number, or fund that will separate recycling and waste reduction revenues and expenditures from other municipal activities, including solid waste and yard waste activities.

- e.) Recycling and waste reduction activities, revenues, and expenditures are subject to audit by the COUNTY.
- f.) The CITY shall not retain any grant funds in excess of actual Recycling Program expenses.
- g.) If the CITY does not contract for curbside recycling services, the CITY will receive grant funds provided that at least ninety percent (90%) of the grant funds are credited back to residents and the CITY meets all minimum program requirements. The additional ten percent (10%) may be used for CITY administrative and promotional expenses.

6) Reporting Requirements.

- a.) The CITY shall submit an annual recycling report to the COUNTY utilizing the Re-TRAC web-based reporting system by February 15 of each year. If the CITY is unable to access the Re-TRAC system, the COUNTY must be contacted by February 1 to make arrangements for alternative filing of the required report.
- b.) The CITY will not report residue as a part of recycling tonnages. The CITY will make arrangements with its hauler to report residue separately.
- c.) The CITY shall annually measure the participation rate in the curbside Recycling Program during the month of October. The rate will be calculated by dividing the number of households setting out recycling by the total number of households (accounts) with recycling service. The participation rate will be reported in Re-TRAC.
- d.) The CITY shall submit an annual planning document to the COUNTY describing the programs or activities the CITY will implement to increase recycling and make progress toward COUNTY goals.
- e.) To help monitor progress, the CITY shall provide an update on recycling tonnages and program activities to the COUNTY upon request. The CITY shall then provide the quarterly tonnage report received from its haulers or make arrangements with the haulers to send the information directly to the COUNTY.

- 7) Recycling Performance. On an annual basis, the CITY shall demonstrate that a reasonable effort has been made to maintain and increase the average amount of recyclables collected from their residential Recycling Program to at least 725 pounds per household or achieve a minimum recovery rate of 80% by December 31, 2015. Alternatively, if the CITY has a method in place to accurately measure total waste generation (garbage and recycling), then the CITY may choose a 35% recycling rate as the performance standard. To ensure the accuracy of data for these metrics the CITY will be required, upon request, to provide documentation on the methodology used to calculate performance. To the extent practicable, the results should rely on actual data rather than estimates.

Failure by the CITY to demonstrate measurable progress towards one of these goals will result in the requirement that a Recycling Improvement Plan be submitted by the CITY within 90 days of being notified by the COUNTY. The Recycling Improvement Plan must be negotiated with and approved by

the COUNTY. The Recycling Improvement Plan will include actions the CITY will take to improve the performance of its Recycling Program to achieve the 2015 goals. The plan will focus on program changes and additional activities in the following areas: materials collected, sort method, type of container, frequency of collection, education and outreach, performance measurement, contract management, and incentives. Funding will be withheld until the CITY's Recycling Improvement Plan is approved by the COUNTY.

In cooperation with the COUNTY, the CITY may be required to participate in waste and recycling sorts to identify recovery levels of various recyclables in their community. Based on the results of the study, the COUNTY and the CITY will collaborate to increase the recovery of select recyclable materials being discarded in significant quantities.

- 8) Public Entity Recycling. Pursuant to Minnesota Statutes, Section §115A.151, the CITY shall ensure that facilities under its control, from which mixed municipal solid waste is collected, have containers for at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal, and transfer all recyclable materials collected to a recycler.

3. METHOD OF PAYMENT

a. The COUNTY will annually distribute to Hennepin County municipalities grant funds only to the extent the COUNTY receives SCORE funds from the State of Minnesota. SCORE funds are based on revenue received by the State of Minnesota from a sales tax on garbage collection and disposal fees. SCORE funds are subject to change based on actual revenue received by the State and funds allocated by the legislature. The following formula will be utilized to determine the CITY's SCORE grant for each year:

$$\begin{array}{rcl}
 \begin{array}{l} \# \text{ of Households Served} \\ \text{Curbside by CITY} \\ \hline \end{array} & \times & \begin{array}{l} \text{Total SCORE Revenue} \\ \text{Received by COUNTY} \\ \text{from State of Minnesota} \end{array} & = & \begin{array}{l} \text{Grant Funds} \\ \text{Distributed to} \\ \text{CITY} \end{array} \\
 \begin{array}{l} \text{Total \# of Households Served} \\ \text{Curbside in COUNTY} \end{array} & & & & 
 \end{array}$$

- b. Under no circumstances will the COUNTY's distribution of grant funds exceed the CITY's proportion of SCORE fund revenues received by the COUNTY.
- c. The initial grant fund payment will be forwarded after the County Board receives and approves this Agreement signed by an authorized official of the CITY. Provided the CITY is otherwise in compliance with the terms of this Agreement, future grant fund payments will be made after submittal by the CITY and approval by the COUNTY of the updated Grant Application as described in Section 2 and receipt by the COUNTY of SCORE funds from the State of Minnesota.
- d. Annual grant payments will be made to the CITY in two equal payments. One payment will be made after the COUNTY receives the Grant Application, which consists of the Re-TRAC report and a planning document. A second payment will

be made after the report has been approved, measurable progress toward the 2015 goal has been confirmed, and, if necessary, a Recycling Improvement Plan has been approved by the COUNTY. If the CITY meets the COUNTY requirements, both payments will be made during the same calendar year.

4. PROFESSIONAL CREDENTIALS

INTENTIONALLY OMITTED

5. INDEPENDENT CONTRACTOR

CITY shall select the means, method, and manner of performing the services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting CITY as the agent, representative, or employee of the COUNTY for any purpose. CITY is and shall remain an independent contractor for all services performed under this Agreement. CITY shall secure at its own expense all personnel required in performing services under this Agreement. Any personnel of CITY or other persons while engaged in the performance of any work or services required by CITY will have no contractual relationship with the COUNTY and will not be considered employees of the COUNTY. The COUNTY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Economic Security Law or the Workers' Compensation Act of the State of Minnesota on behalf of any personnel, including, without limitation, claims of discrimination against CITY, its officers, agents, contractors, or employees. CITY shall defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers, and employees from all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Re-employment Compensation, disability, severance pay, and retirement benefits.

7. INDEMNIFICATION

CITY agrees to defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of CITY, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of CITY to perform any obligation under this Agreement.

8. INSURANCE

A. With respect to the services provided pursuant to this Agreement, CITY agrees at all times during the term of this Agreement, and beyond such term when so required, to have and keep in force the following insurance coverages, either under a self-insurance program or purchased insurance:

Limits

1. Commercial General Liability on an occurrence basis with contractual liability coverage:

|  |             |
|--|-------------|
| General Aggregate  | \$2,000,000 |
| Products—Completed Operations Aggregate                    | 2,000,000   |
| Personal and Advertising Injury                            | 1,500,000   |
| Each Occurrence—Combined Bodily Injury and Property Damage | 1,500,000   |
  
  2. Workers' Compensation and Employer's Liability:

|   |           |
|---|-----------|
| Workers' Compensation                   | Statutory |
| Employer's Liability. Bodily injury by: |           |
| Accident—Each Accident                  | 500,000   |
| Disease—Policy Limit                    | 500,000   |
| Disease—Each Employee                   | 500,000   |
  
  3. Professional Liability—Per Claim 1,500,000  
Aggregate 2,000,000
- The professional liability insurance must be maintained continuously for a period of two years after the termination of this Agreement.

B. An umbrella or excess policy over primary liability insurance coverages is an acceptable method to provide the required insurance limits.

The above establishes minimum insurance requirements. It is the sole responsibility of CITY to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Upon written request, CITY shall promptly submit copies of insurance policies to the COUNTY.

CITY shall not commence work until it has obtained required insurance and filed with the COUNTY, a properly executed Certificate of Insurance establishing compliance. The certificate(s) must name Hennepin County as the certificate holder and as an additional insured for the liability coverage(s) for all operations covered under the Agreement. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will endeavor to mail the COUNTY 30 day prior written notice in the event of cancellation of any described policies. If CITY receives notice of cancellation from an insurer, CITY shall fax or email a copy of the cancellation notice to the COUNTY within two business days.

CITY shall furnish to the COUNTY updated certificates during the term of this Agreement as insurance policies expire. If CITY fails to furnish proof of insurance coverages, the COUNTY may withhold payments and/or pursue any other right or remedy allowed under the contract, law, equity, and/or statute. The

COUNTY does not waive any rights or assume any obligations by not strictly enforcing the requirements set forth in this section.

- C. Duty to Notify. CITY shall promptly notify the COUNTY of any claim, action, cause of action or litigation brought against CITY, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement. CITY shall also notify the COUNTY whenever CITY has a reasonable basis for believing that CITY and/or its employees, officers, agents or subcontractors, and/or the COUNTY, might become the subject of a claim, action, cause of action, criminal arrest, criminal charge or litigation arising out of and/or related to the services contained in this Agreement. Failure to provide the notices required by this section is a material violation of the terms and conditions of this Agreement.

9. DATA PRACTICES

CITY, its officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA), the Health Insurance Portability and Accountability Act (HIPAA) and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality. CITY agrees to defend, indemnify and hold harmless the COUNTY, its officials, officers, agents, employees, and volunteers from any claims resulting from CITY's officers', agents', owners', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of such protected data, or other noncompliance with the requirements of this section. CITY agrees to promptly notify the COUNTY if it becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA. The terms of this section shall survive the cancellation or termination of this Agreement.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, CITY agrees that the COUNTY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CITY and involve transactions relating to this Agreement. CITY shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its termination or cancellation.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. CITY binds itself, its partners, successors, assigns and legal representatives to the COUNTY for all covenants, agreements and obligations contained in the contract documents.
- B. CITY shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the COUNTY. A consent to assign shall be subject to such conditions and provisions as the COUNTY may deem

necessary, accomplished by execution of a form prepared by the COUNTY and signed by CITY, the assignee and the COUNTY. Permission to assign, however, shall under no circumstances relieve CITY of its liabilities and obligations under the Agreement.

- C. CITY shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of the COUNTY. Permission to subcontract, however, shall under no circumstances relieve CITY of its liabilities and obligations under the Agreement. Further, CITY shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between CITY and each subcontractor shall require that the subcontractor's services be performed in accordance with the terms and conditions specified. CITY shall make contracts between CITY and subcontractors available upon request.

## 12. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.

## 13. DEFAULT AND CANCELLATION

- A. If CITY fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, it shall be in default. Unless CITY's default is excused by the COUNTY, the COUNTY may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the COUNTY to delay payment until CITY's compliance. In the event of a decision to withhold payment, the COUNTY shall furnish prior written notice to CITY.
- B. Notwithstanding any provision of this Agreement to the contrary, CITY shall remain liable to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Agreement by CITY.
- C. The above remedies shall be in addition to any other right or remedy available to the COUNTY under this Agreement, law, statute, rule, and/or equity.
- D. The COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not

constitute a general waiver or relinquishment throughout the entire term of the Agreement.

- E. This Agreement may be canceled with or without cause by either party upon thirty (30) day written notice.
- F. Upon early termination or cancellation of this Agreement, the CITY shall itemize any and all grant funds expenditures up to the date of termination or cancellation and return such grant funds not yet expended.
- G. Upon written notice, COUNTY may immediately suspend or cancel this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this project; (ii) funding for this project from an outside source is withdrawn, frozen, shut-down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any services that are provided after notice and effective date of termination. In the event COUNTY cancels this Agreement pursuant to the terms in this paragraph 13(G), COUNTY shall pay any amount due and payable prior to the notice of suspension or cancellation pursuant to the terms herein except that COUNTY shall not be obligated to pay any amount as or for penalties, early termination fees, charges, time and materials for services not then performed, costs, expenses or profits on work done.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to: INDEPENDENT CONTRACTOR; INDEMNIFICATION; INSURANCE; DATA PRACTICES; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND CANCELLATION; PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

15. CONTRACT ADMINISTRATION

In order to coordinate the services of the CITY with the activities of the Department of Environmental Services so as to accomplish the purposes of this contract, Dave McNary, Solid Waste Division Manager, or his or her successor, shall manage this contract on behalf of the COUNTY and serve as liaison between the COUNTY and the CITY.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. CITY shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.
- B. CITY shall comply with all applicable conditions of the specific referenced grant.

17. SUBCONTRACTOR PAYMENT

As required by Minnesota Statutes Section 471.425, Subd. 4a, CITY shall pay any subcontractor within ten (10) days of CITY's receipt of payment from the COUNTY for undisputed services provided by the subcontractor. CITY shall pay interest of 1½ percent

per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, CITY shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including any attorney's fees, incurred in bringing the action.

18. PAPER RECYCLING

The COUNTY encourages CITY to develop and implement an office paper and newsprint recycling program.

19. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the originating Department at the address given in the opening paragraph of the Agreement. Notice to CITY shall be sent to the address stated in the opening paragraph of the Agreement.

20. CONFLICT OF INTEREST

CITY affirms that to the best of CITY's knowledge, CITY's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. CITY agrees that, should any conflict or potential conflict of interest become known to CITY, CITY will immediately notify the COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise the COUNTY whether CITY will or will not resign from the other engagement or representation.

21. PROMOTIONAL LITERATURE

CITY agrees, to the extent applicable, to abide by the current Hennepin County Communications Policy (available upon request). This obligation includes, but is not limited to, CITY not using the term "Hennepin County" or any derivative in any promotional literature, advertisements of any type or form or client lists without the express prior written consent of a COUNTY Department Director or equivalent.

22. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

**COUNTY BOARD AUTHORIZATION**

Reviewed by the County Attorney's  
Office

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

\_\_\_\_\_  
Assistant County Attorney

By: \_\_\_\_\_  
Chair of Its County Board

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Deputy/Clerk of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Richard P. Johnson, County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Assistant County Administrator, Public Works

Date: \_\_\_\_\_

**Recommended for Approval**

By: \_\_\_\_\_  
Director, Department of Environmental Services

Date: \_\_\_\_\_

**MUNICIPALITY**  
CITY warrants that the person who executed  
this Agreement is authorized to do so on behalf of  
CITY as required by applicable articles,  
bylaws, resolutions or ordinances.\*

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*CITY shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CITY returns the Agreement to the COUNTY. Documentation is not required for a sole proprietorship.

# **Hennepin County Residential Recycling Funding Policy**

**January 1, 2012 – December 31, 2015**



**Hennepin County**  
Environmental Services

Adopted November 29, 2011

## I. Policy Description

The Hennepin County Board of Commissioners has determined that curbside collection of recyclables from Hennepin County residents is an effective strategy to reduce reliance on landfills, prevent pollution, reduce the toxicity of waste, conserve natural resources and energy, improve public health, support the economy, and reduce greenhouse gases. Therefore, the County adopted the goals established by the Minnesota Pollution Control Agency (MPCA) in its Metropolitan Solid Waste Management Policy Plan and developed a Residential Recycling Funding Policy to help reach a 45% recycling rate by 2015.

The County will distribute all SCORE funds received by the County to municipalities for curbside collection of residential recyclables. Municipalities are expected to fulfill the conditions of the funding policy and begin implementation as soon as possible. The County has designated the first year as a transition period. Municipalities will have until January 1, 2013, unless otherwise negotiated with the County, to implement components of the funding policy that are unable to be put into practice immediately.

### A. Length of Residential Recycling Funding Policy

Hennepin County is committed to implement this policy and continue distributing all SCORE funds received from the State for the purpose of funding curbside residential recycling programs from January 1, 2012 through December 31, 2015. The County may revise this policy if it determines changes are needed to assure compliance with state law and MPCA goals established for metropolitan counties. In the event that SCORE funds are eliminated from the State budget or significantly reduced, the County will consult with municipalities at that time and develop a subsequent recommendation to the County Board on continuation of this policy and future funding of curbside recycling programs.

### B. Fund Distribution

The County will distribute to Hennepin County municipalities one hundred percent (100%) of SCORE funds that the County receives from the State. SCORE funds are based on revenue received by the State of Minnesota from a sales tax on garbage collection and disposal fees. SCORE funds are subject to change based on actual revenue received by the State and funds allocated by the legislature. Funds distributed to municipalities for the current calendar year will be based on SCORE funds received by the County in the State's corresponding fiscal year. The following formula will be utilized to determine a City's SCORE grant for each year.

$$\frac{\text{\# of Households Served Curbside by CITY}}{\text{Total \# of Households Served Curbside in COUNTY}} \times \text{Total SCORE Revenue Received by COUNTY from State of Minnesota} = \text{Grant Funds Distributed to a Municipality}$$

Eligible residential households are defined as single family through eight-plex residential buildings or other residential buildings where each housing unit sets out their own refuse and recycling container for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1<sup>st</sup> of each funding year. The number will be reported in the application for funding.

The funds can be used for all recycling program expenses including capital and operating costs. Expenses associated with residential collection of organics are considered eligible recycling program expenses. However, yard waste expenses are not eligible. If organics and yard waste are commingled, the organics expenses must be tracked separately.

## **II. Responsibilities of Municipalities**

### **A. Grant Agreement**

Each municipality seeking funding under the terms of the Residential Recycling Funding Policy must enter into a Recycling Grant Agreement with the County for a term concurrent with the expiration of this policy, December 31, 2015. The grant agreement must be accompanied by a resolution authorizing the city to enter into such an agreement.

### **B. Application for Funding**

Each municipality must complete an annual application by February 15<sup>th</sup> to receive funding for that year. The application consists of the Re-TRAC web-based report and a planning document submitted to the County describing the programs or activities the applicant will implement to increase recycling and make progress toward County goals.

### **C. Minimum Program Performance Requirements**

1. Collection of Recyclables. Municipalities that contract for curbside recycling services will require a breakout of the following expenses when renewing or soliciting bids for new recycling services:
  - a.) containers – if provided by the hauler
  - b.) collection service
  - c.) processing cost per ton
  - d.) revenue sharing
  
2. Materials to be Collected. At a minimum, the following materials must be collected curbside:
  - a.) Newspaper and inserts;
  - b.) Cardboard boxes;
  - c.) Glass food and beverage containers;
  - d.) Metal food and beverage cans;

- e.) All plastic containers and lids, #1 – Polyethylene Terephthalate (PET, PETE), #2 High Density Polyethylene (HDPE), #3 – Vinyl Polyvinyl Chloride (PVC), #4 – Low Density Polyethylene (LDPE) and #5 – Polypropylene (PP) plastic bottles, except those that previously contained hazardous materials or motor oil;
- f.) Magazines and catalogs;
- g.) Cereal, cracker, pasta, cake mix, shoe, gift, and electronics boxes;
- h.) Boxes from toothpaste, medications and other toiletries;
- i.) Aseptic and gable-topped containers; and
- j.) Mail, office and school papers.

The County may add materials to this list and require municipalities to begin collection within one year of receiving notification from the County. Municipalities will notify the County if materials not found on this list will be collected.

- 3. Collection Methods. Municipalities must use one of the following systems to collect materials at the curb:
  - a.) single sort system - all materials combined in one container; or
  - b.) dual sort system - glass, metal and plastic together with paper separate

If one of these two systems is not currently in place, the municipality must submit a plan with their 2012 application for converting to a single or dual sort system by December 31, 2012. If the municipality is unable to meet this deadline, an alternative implementation schedule must be negotiated with the County.

- 4. Education and Outreach.

- a.) County Responsibilities

- 1) Coordinate meetings of the communications committee, which will be composed of County, municipal, and other stakeholders.
- 2) Produce education material templates and print the template materials for municipalities. Materials will also be available online for partners to download.
- 3) Provide a minimum of eight partner promotions resources that will include a newsletter article, a web story, social media posts, and printed promotional materials for municipalities on a variety of waste reduction, reuse, recycling and proper disposal messages.
- 4) Develop an annual priority message campaign. The campaign will be one main message to promote throughout the year, for example “recycle magazines”. The message and the materials will be developed with the communications committee. The county will be responsible for primary distribution of the campaign through direct mail, advertising, and public relations. The municipalities will be

required to support the campaign through their own communication channels.

b.) Municipal Requirements

- 1) Use County terminology when describing recycling guidelines (i.e. description of materials accepted and not accepted, preparation guidelines, etc.)
- 2) Use images provided by the County or the SWMCB if using images of recyclables.
- 3) Use the County's terminology, preparation guidelines and images on the city's website.
- 4) Mail a recycling guide once a year to residents using a template developed jointly through a communications committee and produced and printed by the County at the County's expense. If a municipality does not want to use the template produced by the County, the municipality may develop its own guide at the municipality's expense, but it must be approved by the County. If the municipality relies on the hauler to provide the recycling guide, this guide would also require approval by the County.
- 5) Complete two additional education activities from a menu of options developed by the communications committee to support the priority message campaign. Templates will be provided by the County.

Any print material that communicates residential recycling guidelines that were not provided by the County template will require County approval. This does not apply to waste reduction and reuse, articles on recycling that do not include guidelines, and social media posts. The County will respond within five business days to any communication piece submitted.

5. Use of Funds.

- a.) All grant funds accepted from the county must be used for waste reduction and recycling capital and operating expenses in the year granted. Recycling programs will not be reimbursed any funds in excess of actual expenses.
- b.) A municipality or township may not charge its residents through property tax, utility fees or any other method for that portion of the costs of its recycling program funded by county grant funds.
- c.) Municipalities must establish a separate accounting mechanism, such as a project number, activity number, or fund that will separate recycling revenues and expenditures from other municipal activities, including solid waste and yard waste activities.
- d.) Recycling and waste reduction activities, revenues, and expenditures are subject to audit.
- e.) Municipalities that do not contract for curbside recycling services will receive grant funds provided that at least ninety percent (90%) of the grant funds are

credited back to residents and the city meets all minimum program requirements. The additional ten percent (10%) may be used for municipal administrative and promotional expenses.

6. Reporting Requirements.

- a.) An annual recycling report must be submitted electronically to the County utilizing the Re-TRAC web-based reporting system by February 15 of each year. If a municipality is unable to access the Re-TRAC system, the County must be contacted by February 1 to make arrangements for alternative filing of the required report.
- b.) The municipality must calculate its participation rate in the curbside recycling program during the month of October. The participation rate will be reported in Re-TRAC. The methodology for measuring participation must be provided to the County upon request.
- c.) An annual planning document must be submitted to the County describing the programs or activities the applicant will implement to increase recycling and make progress toward County goals.

7. Recycling Performance. On an annual basis, municipal recycling programs must demonstrate that a reasonable effort has been made to maintain and increase the average amount of recyclables collected from their residential recycling program to at least 725 pounds per household or a minimum recovery rate of 80%, by December 31, 2015. An alternative performance option for municipalities with organized waste collection is to validate that their municipality has at least a 35% recycling rate. To ensure the accuracy of data for these metrics municipalities will be required, upon request, to provide documentation on the methodology used to calculate performance. To the extent practicable, the results should rely on actual data rather than estimates.

Failure by a municipality to demonstrate measureable progress towards one of these goals will result in the requirement that a Recycling Improvement Plan be submitted by the municipality within 90 days of being notified by the County. The Recycling Improvement Plan must be negotiated with the County and specify the efforts that will be undertaken by the municipality to improve its recycling program to yield the results necessary to achieve the 2015 goals. The plan should focus on the following areas: type of container, sort method, materials collected, frequency of collection, education and outreach, performance measurement, and incentives. Funding will be withheld until the municipality's Recycling Improvement Plan is approved by Hennepin County.

In cooperation with the County, the municipality may be required to participate in waste and recycling sorts to identify recovery levels of various recyclables in their community. Based on the results of the study, the County and municipality will collaborate to increase the recovery of select recyclable materials being discarded in significant quantities.

#### **D. Partnership**

The partnership between the County and municipalities has been highly effective in educating and motivating behavior of residents resulting in significant amounts of waste being reduced and recycled. In order to continue this partnership and increase these efforts, program activities of municipalities must be coordinated with County and regional efforts. Municipalities are responsible for cooperating with the County in an effort to reach the County's goals for recycling and organics recovery. Quarterly recycling coordinator meetings are an opportunity to share resources and facilitate the coordination of efforts.

### **III. Responsibilities of Hennepin County**

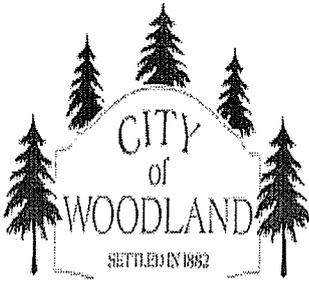
#### **A. Application Form**

Hennepin County will provide an application form by December 15<sup>th</sup> that each municipality will use to report on their recycling program and request grant funding for that respective year.

#### **B. Payments**

Grant payments will be made to a municipality in two equal payments. One payment will be made after the County receives the application, which consists of the Re-TRAC report and the planning document. A second payment will be made after the report has been approved, measurable progress toward the 2015 goal has been confirmed, and, if necessary, a Recycling Improvement Plan has been approved by the County. If the municipality meets the County requirements, both payments will be made during the same calendar year.





## WOODLAND CITY COUNCIL

MEETING DATE: May 14, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Resolution No. 09-2012; Appointment of Fred Meyer to the LMCD

### **OVERVIEW**

The City of Woodland has an appointed resident that serves on the board of the LMCD. The term of each LMCD Board member is 3 years.

The LMCD Board is comprised of a representative from each of the 14 surrounding Lake Minnetonka area communities.

Council appointed Mayor Doak in January to serve as the LMCD representative for the City of Woodland following the completed term of Herb Suerth. Woodland sought a volunteer resident from Woodland. Mr. Fred Meyer had expressed a desire to serve as the City's representative. Mr. Meyer travels during a portion of the year which will limit his participation in the LMCD Board meetings over the winter and spring months. State Statute allows Cities to appoint persons to serve on the Board at their discretion. A member of the Council or another volunteer resident may serve in Mr. Meyer's absence, with approval of the City Council via Resolution.

### **RECOMMENDED COUNCIL ACTION:**

*Motion to approve Resolution No. 09-2012; recalling Mayor Jim Doak's appointment and appointing Mr. Fred Meyer to the LMCD Board.*

**CITY OF WOODLAND**

**RESOLUTION NO. 09-2012**

**A RESOLUTION RECALLING JAMES DOAK AS WOODLAND'S REPRESENTATIVE APPOINTEE TO THE LMCD BOARD OF DIRECTORS AND AUTHORIZING AN APPOINTMENT TO THE LMCD BOARD**

**WHEREAS**, the Woodland City Council appointed James Doak to serve as the City of Woodland's representative on the Lake Minnetonka Conservation District (LMCD) Board of Directors by Resolution No. 02-2012 on January 9, 2012; and

**WHEREAS**, Section 103B.611 Subdivision 2 of the LMCD's enabling legislation states that "The term of office of each board member is three years unless the appointing municipality recalls the member and either appoints another member for the balance of the term or leaves the office vacant for the balance of the term"; and

**WHEREAS**, the Woodland City Council intends retaining representation on the LMCD Board.

**WHEREAS**, Fred Meyer has agreed to serve as Woodland's LMCD Representative; and

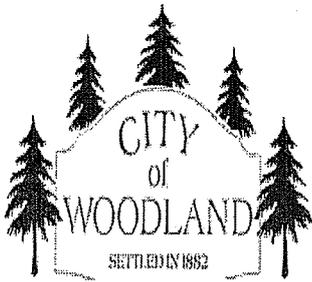
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Woodland, Hennepin County, Minnesota, temporarily rescinds the appointment of James Doak as Woodland's representative to the LMCD Board of Directors and hereby appoints Fred Meyer to serve on behalf of the City of Woodland.

**Adopted by the Council of the City of Woodland this 14<sup>th</sup> day of May, 2012.**

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

**ATTEST:** \_\_\_\_\_  
**Shelley Souers, City Clerk**

60D



**WOODLAND CITY COUNCIL**

MEETING DATE: May 14, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: LMCD 2013 Draft Budget & Levy

**OVERVIEW**

The Lake Minnetonka Conservation District (LMCD) has submitted their 2013 Draft budget.

The LMCD is asking all cities to review the budget and comment on or before June 7, 2012. The LMCD will meet on Thursday, June 7 at 11:00AM to move forward with their budget and levy proposal.

**COUNCIL ACTION:**

*Review the budget and remit any comments to the LMCD regarding the budget and levy for 2013.*



# 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 30, 2012

TO: LMCD City Administrators  
LMCD Board Members

FROM: Greg Nybeck, Executive Director

SUBJECT: Draft 2013 LMCD Budget

Enclosed is a copy of the draft 2013 Lake Minnetonka Conservation District (LMCD) Budget. A meeting has been scheduled at the LMCD office on Thursday, June 7<sup>th</sup>, at 11 a.m. to review it and receive your input on it.

The proposed levy to the 14 member cities (\$330,604) would be a 2.6% increase when compared to the \$322,207 levy for the adopted 2012 LMCD Budget. The LMCD recognizes the economic challenges the 14 LMCD member cities are currently facing and the LMCD Board has taken this into consideration for a number of years. Since 2009, the levy has remained flat.

There is one-line item I need to provide you further explanation of. \$30,000 has been budgeted for unspecified AIS Prevention and Management Programs (line-item 5 under "DISBURSEMENTS"). For a number of years, these funds have been spent on watercraft inspections, in partnership with the Minnehaha Creek Watershed District, Minnesota Department of Natural Resources, and Three Rivers Park District. Watercraft inspections are anticipated to continue with these partners in 2013; however, the LMCD will be seeking alternative funding sources. Another possible project is to contribute funding for alternative methods of managing Eurasian Watermilfoil (EWM).

At the April 25<sup>th</sup> Regular LMCD Board Meeting, an update was provided on the 2008-2011 Coordinated Herbicide Treatment Projects on Carmans Bay, Grays Bay, and Phelps Bay. This update was provided by a representative from the LMCD's AIS Task Force, which has served as the technical committee for this three-bay, five-year demonstration project. The recommendation of the Task Force is not to extend the current three-bay project beyond 2012, or expand this project to other bays, until a comprehensive plan is developed to determine how to best manage EWM on Lake Minnetonka using the various techniques available. The Task Force Summary Report was approved, with a copy enclosed for your review. It is anticipated that the comprehensive plan will be finalized prior to the 2014 LMCD Budget process.

During the month of May, I would like to offer attending a city council meeting to discuss the draft 2013 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 7<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 6<sup>th</sup>. My e-mail address is [gnybeck@lmcd.org](mailto:gnybeck@lmcd.org).

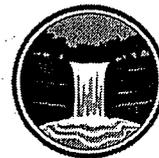
# Assessment of 2008-2011 Coordinated Herbicide Treatments on Carmans, Grays, and Phelps Bays



## Summary Report from the Aquatic Invasive Species (AIS) Task Force to the LMCD Board of Directors



LAKE  
MINNETONKA  
ASSOCIATION



MINNEHAHA CREEK  
WATERSHED DISTRICT



  
*Three Rivers*  
PARK DISTRICT



## **BACKGROUND**

In 2008, the Aquatic Invasive Species (AIS) Task Force created a Lake Vegetation Management Plan (LVMP) for a five-year demonstration project on Carmans, Grays, and Phelps Bays. The problems to be addressed in this LVMP included the following:

1. Eurasian watermilfoil (EWM) is the most problematic plant in the three bays because it interferes with most recreational activities, creates a shoreland cleanup and maintenance chores, and probably diminishes ecological health. Other invasive species, such as curlyleaf pondweed (CLP), should be controlled as well.
2. Native submersed plants also interfere with recreational use and riparian access in some areas; but it is recognized that some kind of rooted submersed plants will always be present, so control of native plants should be balanced with their protection.
3. Water lilies are sometimes problematic, although there is an appreciation that water lilies provide valuable habitat.
4. The overall plant management is poorly coordinated.

## **LMCD STRATEGIC PLAN**

The Lake Minnetonka Conservation District (LMCD) Board of Directors has adopted a Strategic Plan for Lake Minnetonka. One objective in this Plan is to "Reduce the levels of existing AIS." A goal for this objective is for the LMCD to "Manage the three-bay treatment project on Carmans, Grays, and Phelps Bays." Per Agreement, the Lake Minnetonka Association (LMA) has served as the project manager from 2008-2011, with the LMCD contributing financially and utilizing the AIS Task Force as the technical committee, per the approved LVMP.

A task was established for this goal in 2011. In particular, to "Evaluate the three bay treatment project with the goals and objectives established in the 2008 LVMP." A detailed Report from the AIS Task Force, with recommendations as to expansion to other bays and funding options, is the deliverable to the LMCD Board. Representatives on this Task Force include appointed LMCD Board members (Kelsey Page and Jeff Morris), Hennepin County Environmental Services (Hennepin County), Lake Minnetonka Association (LMA), Minnehaha Creek Watershed District (MCWD), Minnesota Department of Natural Resources (MN DNR), Three Rivers Park District (TRPD), Lisa Whalen (former LMCD Board member), Dick Woodruff (former LMCD Board member), Gabriel Jabbour (Tonka Bay Marina), and Jay Green (Anglers For Habitat).

## **ASSESSMENT OF LVMP GOALS AND OBJECTIVES**

A number of goals and objectives were established in the LVMP for the management of aquatic plants on Lake Minnetonka. A summary of these goals and objectives, including an assessment of the herbicide treatments conducted, are detailed below within this Report.

- **Goal A- EWM and other invasive plants, such as CLP, will be controlled throughout the respective bays in manner that is safe and effective to reduce interference with recreational activities, reduce lakeshore clean-up, and improve ecological health.**

**Objective A-1.** EWM will be controlled to levels of 20% occurrence (littoral zone) during the year of treatment (year 1) and maintained to frequencies below 20% in subsequent years (years 2-5). CLP levels will be evaluated in the early season of year 2, then controlled to levels of 20%

occurrence (littoral zone) during the year of treatment (year 1) and maintained to frequencies below in subsequent years (years 2-5). A metric relating to the density or matting coverage of EWM will be developed during year 1 and EWM will be controlled to less than that benchmark in years 2-5.

A great deal has been learned on this objective, which is summarized as follows:

- An initial assumption was that bay-wide treatments would take place in the first three years (2008-2010), with spot treatments planned on an as-needed basis in the final two years (2011-2012). This assumption has not held true. Whole bay treatments were required in 2011 in Carmans and Phelps Bays to reduce EWM occurrence to target levels.
- LMA representatives and lakeshore residents on the treatment bays report reduced interference with recreational activities and reduced lakeshore cleanup. The overall goal of controlling EWM and CLP in a safe and efficient manner to reduce these nuisance conditions appears to have been accomplished.
- Measuring the ecological health of the treatment bays proved extremely difficult. No conclusions regarding this aspect of the goal can be made.
- The objective of developing a measurement metric relating to density or matting coverage of EWM proved difficult and expensive and was dropped from the program after year one.
- Spot treatments in 2010 did not reduce the frequency of EWM in either Grays or Phelps Bays. The desired control objectives were achieved only in the years of whole bay treatments in 2009 (Grays and Phelps Bays) and 2011 (Carmans Bay).
- EWM frequency of occurrence typically increased within one year of partial or no treatment. It appears that bay-wide treatments will be needed on a reoccurring basis (approximately every two years) in order to achieve the 20% frequency control objective.
- Despite EWM frequencies above 45% in Grays Bay and Phelps Bay in 2010, whole bay treatments were not performed. The observed high occurrence frequency of EWM did not cause a reported increase in nuisance conditions, thus, the treatment objectives were modified.
- The herbicide treatment protocols have changed each year, in consultation with the technical committee. These changes have factored in: 1) the amount of herbicide to which the plants are exposed, and 2) the timing of the exposure. In 2008 and 2010, early season treatment of EWM and CLP was done through a combination of triclopyr and endothall. These treatments were not very effective for EWM control but appeared to be successfully control CLP. In 2009 and 2011, late season treatment of EWM was done utilizing triclopyr. These treatments were much more effective; although there was some damage to native species (see Goal B below for further details below).
- EWM frequencies (early season/late season) for 2007 through 2011 were as follows:

| Bays    | 2007  | 2008  | 2009  | 2010      | 2011  |
|---------|-------|-------|-------|-----------|-------|
| Carmans | 58/60 | 59/72 | --/77 | 74/77     | 60/4  |
| Grays   | 86/86 | 50/54 | 37/1  | 45/57 (*) | 56/90 |
| Phelps  | 65/67 | 60/69 | 29/20 | 50/51 (*) | 41/24 |

Note: Yellow colored cells represent early season treatments and green colored cells represent late season treatments. Asterisk represent spot treatments.

- CLP frequencies (early season/late season) for 2007 through 2011 were as follows:

| Bays    | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------|------|------|------|------|------|
| Carmans | 28/4 | 4/0  | --/0 | 3/0  | 21/0 |
| Grays   | 20/3 | 5/0  | 23/1 | 0/0  | 0/0  |
| Phelps  | 36/5 | 1/7  | 40/3 | 0/0  | 24/1 |

**Objective A-2. The water clarity in the bays will not be diminished as a result of the treatments.**

This objective has been complied with. Data collected by the MCWD confirm that no declines in water quality in the treatment bays occurred during the four years of the project.

**Objective A-3. An annual assessment of user perceptions with respects to treatments' impacts on reducing interference with recreational activities and a reduction in lakeshore cleanup chores will be conducted to provide an additional basis for evaluating treatment effects.**

In 2008, the LMA polled all bay residents on the treated bays via e-mail. Questions that feedback was received on, which were coordinated through the technical committee, included:

1. Did EWM interfere with recreation?
2. Were there improvements in your lakeshore clean up chores?
3. What was the overall effectiveness of the treatments?

The total number of responses to this survey, 17, was low so little weight can be given to these responses. However, some anecdotal feedback has been received from bay residents that they have been pleased with the outcome of the treatments, which cannot be substantiated. A similar survey was not conducted in 2009-2011.

- **Goal B- Native submersed plants should be protected, except in localized areas where they pose a nuisance (see Goal C), although control will be allowed in localized areas where native plants inhibit access to open water or prohibit recreation (see Goal C).**

**Objective B-1. The overall native submersed plants, as measured by the mean number of native plants per point (littoral zone), will be maintained or allowed to increase. The biomass of native submersed plants will be measured from 35 random sites (per bay) in year 1, and that will be used as a benchmark such that native submersed plant biomass will be maintained at or above that level in years 2-5.**

A great deal has been learned on this objective, which is summarized as follows:

- The measurement of native plant biomass was not completed for any treatment years. The expense and time demands of biomass sampling were the main impediments to the completion of this objective.
- Biomass assessments would be valuable because of the discrepancy between the reported % frequency data and anecdotal reports of treatment effectiveness. For example, although the % frequency in Grays Bay increased to 90 in the fall of 2011, LMA representatives reported that

residents experienced a significant reduction in nuisance conditions. Likewise, the % of frequency data suggest minimal impact on native plants by 2011, but lake users reported significant loss of lily pads and other native plants in the treatment bays.

- There was a decrease in the mean number of native species per point in 2008 and 2009 relative to 2007 (the pre-treatment year). Decreases in the number of native plants per sample point tended to occur following whole bay late season treatments. The native plant population appeared to recover by 2011. The MN DNR has accepted this temporary decrease as an acceptable level of risk.
- Objective B-1 was modified to indicate the critical objective is to maintain the native plant population over multiple years, not necessarily in the year of the treatment.
- The mean number of submersed native plants per littoral sampling point are summarized below:

| Bays    | 2007    | 2008    | 2009    | 2010    | 2011    |
|---------|---------|---------|---------|---------|---------|
| Carmans | 1.6/1.6 | 1.2/1.8 | --/1.7  | 2.0/2.1 | 1.7/1.9 |
| Grays   | 2.9/2.9 | 2.4/2.7 | 2.3/2.3 | 2.8/2.8 | 1.8/3.2 |
| Phelps  | 2.2/2.4 | 1.8/2.3 | 2.0/2.1 | 2.2/2.5 | 2.0/2.5 |

- Goal C- Provide limited individual nuisance or access control when bay-wide selective control applications are performed.

**Objective C-1.** Any subsequent chemical treatments within the same season shall be subject to inspection and shall be granted no more than 50 shoreline feet, or half their lake frontage whichever is less, by 50 feet lakeward plus a 15 foot channel to open water. Off shore treatment of native submersed plants shall not be permitted. Should native submersed plants rebound to a large extent causing recreational nuisance, this limitation will be revisited. These treatments for submersed plants other than CLP or EWM shall require a separate permit and shall require annual signatures for such treatment. No permit fee will be assessed to those already having paid a permit fee for early season control of non-native submersed plants.

This objective has been complied with.

- Goal D- This plan will be considered as a framework for possible expansion in the future to other bays in Lake Minnetonka

**Objective D-1.** This LVMP will be expanded to other bays in Lake Minnetonka, depending on a number of factors, included, but not limited to: a) the outcomes of the control and protection actions in the three bays (this plan), b) interest or demand from other bays, c) a significant change in the EWM or CLP situation elsewhere in Lake Minnetonka, and d) availability of financial resources.

After the treatments occurred in 2009, a request was made to expand the herbicide treatments to Gideon and St. Albans Bays. The Task Force recommendations were: 1) this was a three-bay project, for five years, and 2) that expansion would be premature due to the necessary scientific analysis to measure the goals outlined in the LVMP for remaining three years of this project. However, the Task Force stated that the LMA (or some other group) could propose a stand alone program and submit a permit

application(s) to the MN DNR. The MN DNR would then make a decision on whether to approve (or deny) the application(s). The LMCD Board concurred with this recommendation.

Subsequent applications were submitted by Gideon and St. Albans Bay residents, in partnership with the LMA, and approved by the MN DNR prior to herbicide treatments on these bays in 2011. These treatments are stand alone programs and are not being assessed in this Report.

**EXPANSION TO OTHER BAYS (FUNDING SOURCES)**

Over \$500,000 has been invested in this project from 2008–2011 through public and private partnerships (see table below for further details). This does not include funds committed to this project for professional oversight and plant monitoring from the U.S. Army Corps of Engineers and the MN DNR.

| <b>Summary of Project Costs (2008-2011)</b>       |                             |                           |                    |
|---|-----------------------------|---------------------------|--------------------|
| <b>Year</b>                                       | <b>Herbicide Treatments</b> | <b>Project Management</b> | <b>Total Costs</b> |
| 2008  | \$148,131                   | \$27,836                  | \$175,967          |
| 2009  | \$116,999 (*)               | \$17,550                  | \$134,549          |
| 2010  | \$87,386                    | \$13,109                  | \$100,495          |
| 2011  | \$85,580 (**)               | \$10,800                  | \$96,380           |
| <b>Totals</b>                                     | <b>\$438,096</b>            | <b>\$69,295</b>           | <b>\$507,391</b>   |
| * A treatment was not done in Carmans Bay in 2009 |                             |                           |                    |
| ** A treatment was not done in Grays Bay in 2011  |                             |                           |                    |

The consensus of the Task Force was that the LMCD Board should not extend the current three-bay project beyond 2012, or expand this project to other bays, until a comprehensive vegetation management plan is developed for Lake Minnetonka. Some of the minimum components the plan could include are as follows:

- A focus on bays where nuisance growth of EWM covers 50% or more of the surface use area.
- Control activities should demonstrate a public navigational or recreational benefit for the general public.
- An assessment on closed bays vs. open bays for large scale herbicide treatments needs to be completed.
- A focus on bays that have plant fragments drifting to other bays should be prioritized.
- Possible funding sources (private and public) needs to be identified.

**Lake Minnetonka Conservation District (LMCD)  
Draft 2013 LMCD Budget  
Appendix A**

**Use from Administration Reserve Fund (Footnote #1)** A \$19,655 reserve fund transfer has been budgeted for 2013. Further analysis of this reserve fund balance is detailed on page 3.

**Other Public Agencies (Footnote #2)** It is anticipated that the MN DNR will fund the LMCD with a grant of \$32,800 for the 2013 EWM Harvesting Program.

**Use from Equipment Replacement Reserve Fund (Footnote #3)** A \$176,303 reserve fund transfer is planned in 2012 for the purchase of a new mechanical harvester to replace the harvester that capsized in 2011.

|   |                                 |
|---|---------------------------------|
| <b>Salaries (Footnote #4)</b>   | <b>2013 estimated actual</b>    |
| Executive Director  | \$77,845.28 (*)                 |
| Administrative Technician (also serves as EWM Project Manager)<br>Less 1 pay period for EWM Project Manager | \$54,600.00 (*)<br>-\$2,275.00  |
| Administrative Assistant/Code Enforcement   | \$47,507.20 (*)                 |
| Administrative Clerk (part-time)  | \$16,723.20                     |
| Seasonal Code Enforcement (part-time)   | \$2,000.00                      |
|   | <u><b>\$196,400.68 (**)</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 9)

|  |                           |
|--|---------------------------|
| <b>F.I.C.A. &amp; Medicare (Footnote #5)</b>             |                           |
| Total Salaries- including EWM Project Management (7.65%) | \$15,198.69               |
| Less 1 pay period for EWM Project Manager                | \$174.04                  |
|  | <u><b>\$15,024.65</b></u> |

|   |                           |
|---|---------------------------|
| <b>Employer Benefit Contributions (Footnote #6)</b> |                           |
| P.E.R.A. (7.50%)                                    | \$14,750.68               |
| NCPERS Life Insurance                               | \$576.00                  |
| Medical & Dental Insurance                          | \$16,687.94               |
|   | <u><b>\$32,014.62</b></u> |

|   |                     |                           |
|---|---------------------|---------------------------|
| <b>Office Lease &amp; Storage (Footnote #7)</b> |                     |                           |
|   | <b>Monthly Rate</b> | <b>Months</b>             |
|   | \$3,732.21          | 8                         |
|   | \$3,813.52          | 4                         |
|   |                     | <u><b>\$29,857.68</b></u> |
|   |                     | <u><b>\$15,254.08</b></u> |
|   |                     | <u><b>\$45,111.76</b></u> |

**CITY OF WOODLAND TREASURERS REPORT**

**APRIL 2012**

| <b>FUND</b> |                           | <b>ASSETS</b>           | <b>LIABILITIES</b>     | <b>TOTAL FUND BALANCE</b> |  |
|-------------|---------------------------|-------------------------|------------------------|---------------------------|--|
| 101         | GENERAL                   | \$ 168,648.56           | \$ 2,500.00            | \$ 166,148.56             |  |
| 401         | STREET IMPROVEMENT        | \$ 39,907.47            | \$ -                   | \$ 39,907.47              |  |
| 601         | WATER                     | \$ 178,927.61           | \$ 92,202.00           | \$ 86,725.61              |  |
| 602         | SEWER                     | \$ 672,618.74           | \$ 252,303.64          | \$ 420,315.10             |  |
|             |                           | <b>\$ 1,060,102.38</b>  | <b>\$ 347,005.64</b>   | <b>\$ 713,096.74</b>      |  |
|             | EXCESS FUNDS              |                         | \$ 713,096.74          |                           |  |
|             | <b>BALANCE</b>            |                         | <b>\$ 1,060,102.38</b> |                           |  |
|             |                           |                         |                        |                           |  |
|             |                           | <b>CHECKING ACCOUNT</b> |                        | <b>FUND ACCOUNT</b>       |  |
|             |                           |                         |                        |                           |  |
|             | BEGINNING BALANCE         | \$ 9,264.42             | \$ 347,920.28          |                           |  |
|             |                           |                         |                        |                           |  |
|             | TOTAL DEPOSITS            | \$ -                    | \$ -                   |                           |  |
|             | COURT FINES - ACH DEP     | \$ 604.00               |                        |                           |  |
|             | INTEREST - APRIL          | \$ 0.43                 | \$ 27.49               |                           |  |
|             | INTEREST - MARCH          |                         | \$ 30.47               |                           |  |
|             | ACH UTILITY PMTS RECEIVED | \$ -                    |                        |                           |  |
|             | HENNEPIN CNTY SETTLEMENT  | \$ -                    |                        |                           |  |
|             |                           |                         |                        |                           |  |
|             | TRNFR - FUND TO CKG       | \$ 23,372.66            | \$ (23,372.66)         |                           |  |
|             | TRNFR -CKG TO FUND        | \$ -                    | \$ -                   |                           |  |
|             |                           |                         |                        |                           |  |
|             | TOTAL CHECKS              | \$ (22,637.08)          | \$ -                   |                           |  |
|             | ACH UTILITY BILL SVC FEE  | \$ -                    |                        |                           |  |
|             |                           |                         |                        |                           |  |
|             | ENDING BALANCE            | <b>\$ 10,604.43</b>     | <b>\$ 324,605.58</b>   |                           |  |
|             |                           |                         |                        |                           |  |
|             | <b>GENERAL FUND CASH</b>  | <b>\$ 168,648.56</b>    |                        |                           |  |
|             | <b>STREET IMPROVEMENT</b> | <b>\$ 39,907.47</b>     |                        |                           |  |
|             | <b>WATER FUND CASH</b>    | <b>\$ (16,481.85)</b>   |                        |                           |  |
|             | <b>SEWER FUND CASH</b>    | <b>\$ 143,185.83</b>    |                        |                           |  |

CITY OF WOODLAND  
 TREASURER'S REPORT  
 FUND CASH BALANCES  
 4/30/2012

| Fund                                     | 3/31/2012            | Monthly          | Monthly             | Monthly       | 4/30/2012            |
|--|----------------------|------------------|---------------------|---------------|----------------------|
|  | Cash Balance         | Revenues         | Expenses            | * Liabilities | Cash Balance         |
| <b>General Fund</b>                      | \$ 190,156.00        | \$ 662.00        | \$ 22,170.00        | \$ -          | \$ 168,648.00        |
| <b>Street Improvement</b>                | \$ 39,937.00         | \$ -             | \$ 30.00            | \$ -          | \$ 39,907.00         |
| <b>Water</b><br>* Water Loan - Principal | \$ (16,401.00)       | \$ -             | \$ 81.00<br>\$ -    | \$ -          | \$ (16,482.00)       |
| <b>Sewer</b><br>* Sewer Loan - Principal | \$ 143,542.00        | \$ -             | \$ 356.00           | \$ -<br>\$ -  | \$ 143,186.00        |
| <b>Total</b>                             | <b>\$ 357,234.00</b> | <b>\$ 662.00</b> | <b>\$ 22,637.00</b> | <b>\$ -</b>   | <b>\$ 335,259.00</b> |

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|   | PERIOD<br>ACTUAL | YTD ACTUAL      | BUDGET<br>AMOUNT  | VARIANCE              | % OF<br>BUDGET |
|---|------------------|-----------------|-------------------|-----------------------|----------------|
| <u>TAXES</u>                            |                  |                 |                   |                       |                |
| 101-31010                               | .00              | 9,510.59        | 310,224.00        | ( 300,713.41 )        | 3.07           |
| 101-31020                               | .00              | .00             | .00               | .00                   | .00            |
| 101-31040                               | .00              | .00             | .00               | .00                   | .00            |
| 101-31800                               | .00              | .00             | .00               | .00                   | .00            |
| 101-31910                               | .00              | .00             | .00               | .00                   | .00            |
| <b>TOTAL TAXES</b>                      | <b>.00</b>       | <b>9,510.59</b> | <b>310,224.00</b> | <b>( 300,713.41 )</b> | <b>3.07</b>    |
| <u>LICENSES &amp; PERMITS</u>           |                  |                 |                   |                       |                |
| 101-32160                               | .00              | 500.00          | 500.00            | .00                   | 100.00         |
| 101-32210                               | .00              | 2,120.70        | 8,000.00          | ( 5,879.30 )          | 26.51          |
| 101-32240                               | .00              | 50.00           | 75.00             | ( 25.00 )             | 66.67          |
| 101-32250                               | .00              | 5.00            | 300.00            | ( 295.00 )            | 1.67           |
| 101-32260                               | .00              | .00             | 200.00            | ( 200.00 )            | .00            |
| <b>TOTAL LICENSES &amp; PERMITS</b>     | <b>.00</b>       | <b>2,675.70</b> | <b>9,075.00</b>   | <b>( 6,399.30 )</b>   | <b>29.48</b>   |
| <u>INTERGOVERNMENTAL AID</u>            |                  |                 |                   |                       |                |
| 101-33402                               | .00              | .00             | .00               | .00                   | .00            |
| 101-33423                               | .00              | .00             | .00               | .00                   | .00            |
| 101-33610                               | .00              | .00             | 2,661.00          | ( 2,661.00 )          | .00            |
| 101-33620                               | .00              | .00             | .00               | .00                   | .00            |
| 101-33630                               | .00              | .00             | 1,500.00          | ( 1,500.00 )          | .00            |
| <b>TOTAL INTERGOVERNMENTAL AID</b>      | <b>.00</b>       | <b>.00</b>      | <b>4,161.00</b>   | <b>( 4,161.00 )</b>   | <b>.00</b>     |
| <u>PUBLIC CHARGES FOR SERVICE</u>       |                  |                 |                   |                       |                |
| 101-34103                               | .00              | .00             | 500.00            | ( 500.00 )            | .00            |
| 101-34107                               | .00              | .00             | .00               | .00                   | .00            |
| 101-34207                               | .00              | 250.00          | 1,500.00          | ( 1,250.00 )          | 16.67          |
| 101-34960                               | .00              | .00             | .00               | .00                   | .00            |
| <b>TOTAL PUBLIC CHARGES FOR SERVICE</b> | <b>.00</b>       | <b>250.00</b>   | <b>2,000.00</b>   | <b>( 1,750.00 )</b>   | <b>12.50</b>   |
| <u>FINES &amp; FORFEITURES</u>          |                  |                 |                   |                       |                |
| 101-35101                               | 604.00           | 1,827.20        | 3,000.00          | ( 1,172.80 )          | 60.91          |
| <b>TOTAL FINES &amp; FORFEITURES</b>    | <b>604.00</b>    | <b>1,827.20</b> | <b>3,000.00</b>   | <b>( 1,172.80 )</b>   | <b>60.91</b>   |

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|                                      | PERIOD<br>ACTUAL | YTD ACTUAL       | BUDGET<br>AMOUNT  | VARIANCE              | % OF<br>BUDGET |
|--------------------------------------|------------------|------------------|-------------------|-----------------------|----------------|
| <u>SPECIAL ASSESSMENTS</u>           |                  |                  |                   |                       |                |
| 101-36100 SPECIAL ASSESSMENTS        | .00              | .00              | .00               | .00                   | .00            |
| 101-36102 INTEREST                   | 58.39            | 164.70           | 1,000.00          | ( 835.30 )            | 16.47          |
| 101-36210 STONE ARCH DONATION        | .00              | .00              | .00               | .00                   | .00            |
| 101-36220 OTHER INCOME               | .00              | .00              | 1,000.00          | ( 1,000.00 )          | .00            |
| <b>TOTAL SPECIAL ASSESSMENTS</b>     | <b>58.39</b>     | <b>164.70</b>    | <b>2,000.00</b>   | <b>( 1,835.30 )</b>   | <b>8.23</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>662.39</b>    | <b>14,428.19</b> | <b>330,460.00</b> | <b>( 316,031.81 )</b> | <b>4.37</b>    |

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|   | PERIOD<br>ACTUAL | YTD ACTUAL       | BUDGET<br>AMOUNT | VARIANCE         | % OF<br>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              | .00              | 5.00             | 5.00             | .00            |
| 101-41100-309 MISC PROFESSIONAL SERVICE   | .00              | .00              | .00              | .00              | .00            |
| 101-41100-371 TRAINING/CONFERENCES        | 38.70            | 38.70            | 200.00           | 161.30           | 19.35          |
| 101-41100-433 DUES/SUBSCRIPTION           | .00              | .00              | .00              | .00              | .00            |
| 101-41100-439 COUNCIL/CONTINGENCY/MISC    | .00              | .00              | 200.00           | 200.00           | .00            |
| <b>TOTAL COUNCIL</b>                      | <b>38.70</b>     | <b>38.70</b>     | <b>660.00</b>    | <b>621.30</b>    | <b>5.86</b>    |
| <u>ELECTIONS</u>                          |                  |                  |                  |                  |                |
| 101-41200-103 ELECTION SALARIES           | .00              | .00              | 1,300.00         | 1,300.00         | .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              | 350.00           | 350.00           | .00            |
| 101-41200-219 OPERATING SUPPLIES          | .00              | .00              | 50.00            | 50.00            | .00            |
| 101-41200-249 MINOR EQUIPMENT/OTHER       | .00              | .00              | 75.00            | 75.00            | .00            |
| 101-41200-309 OTHER PROFESSIONAL SVCS     | .00              | .00              | 300.00           | 300.00           | .00            |
| 101-41200-319 EQUIPMENT MAINTENANCE       | .00              | 301.00           | 325.00           | 24.00            | 92.62          |
| 101-41200-322 POSTAGE                     | .00              | .00              | 50.00            | 50.00            | .00            |
| 101-41200-372 MEALS                       | .00              | .00              | 200.00           | 200.00           | .00            |
| 101-41200-419 POLLING PLACE RENTAL        | .00              | .00              | 200.00           | 200.00           | .00            |
| 101-41200-439 ELECTION/CONTINGENCY        | .00              | .00              | .00              | .00              | .00            |
| <b>TOTAL ELECTIONS</b>                    | <b>.00</b>       | <b>301.00</b>    | <b>2,850.00</b>  | <b>2,549.00</b>  | <b>10.56</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              | .00              | .00              | .00              | .00            |
| 101-41400-202 DUPLICATING                 | .00              | .00              | .00              | .00              | .00            |
| 101-41400-214 FORMS/PRINTING/NEWSLETTER   | 113.07           | 212.09           | 600.00           | 387.91           | 35.35          |
| 101-41400-219 OPERATIONAL SUPPLIES-OTHER  | 148.25           | 171.64           | 300.00           | 128.36           | 57.21          |
| 101-41400-308 ZONING COORDINATOR SERVICES | 59.83            | 230.27           | 2,600.00         | 2,369.73         | 8.86           |
| 101-41400-309 PROFESSIONAL SVCS - OTHER   | .00              | 177.40           | 125.00           | ( 52.40 )        | 141.92         |
| 101-41400-310 CLERICAL SERVICES           | 3,804.58         | 15,218.32        | 45,655.00        | 30,436.68        | 33.33          |
| 101-41400-322 POSTAGE                     | 75.60            | 149.52           | 500.00           | 350.48           | 29.90          |
| 101-41400-351 PUBLISHING/LEGAL NOTICES    | 247.28           | 552.67           | 1,500.00         | 947.33           | 36.84          |
| 101-41400-371 TRAINING/MISC               | .00              | .00              | 75.00            | 75.00            | .00            |
| 101-41400-439 CLERK-CONTINGENCY           | .00              | 5.75             | .00              | ( 5.75 )         | .00            |
| 101-41400-530 CAP OUTLAY-IMP OTHER THAN   | .00              | .00              | .00              | .00              | .00            |
| <b>TOTAL CONTRACTED SERVICES</b>          | <b>4,448.61</b>  | <b>16,717.66</b> | <b>51,355.00</b> | <b>34,637.34</b> | <b>32.55</b>   |

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|   | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE  | % OF<br>BUDGET |
|---|------------------|------------|------------------|-----------|----------------|
| <u>ASSESSOR CONTRACT</u>                    |                  |            |                  |           |                |
| 101-41500-309 ASSESSOR CONTRACT             | 736.00           | 2,944.00   | 8,850.00         | 5,906.00  | 33.27          |
| TOTAL ASSESSOR CONTRACT                     | 736.00           | 2,944.00   | 8,850.00         | 5,906.00  | 33.27          |
| <u>LEGAL SERVICES</u>                       |                  |            |                  |           |                |
| 101-41600-304 LEGAL SERVICES/GENERAL        | .00              | 24.00      | 8,000.00         | 7,976.00  | .30            |
| 101-41600-305 LEGAL SVCS/PROSECUTION        | 375.80           | 679.08     | 2,000.00         | 1,320.92  | 33.95          |
| TOTAL LEGAL SERVICES                        | 375.80           | 703.08     | 10,000.00        | 9,296.92  | 7.03           |
| <u>AUDIT SERVICES</u>                       |                  |            |                  |           |                |
| 101-41700-301 AUDITING                      | 543.00           | 10,723.00  | 10,723.00        | .00       | 100.00         |
| TOTAL AUDIT SERVICES                        | 543.00           | 10,723.00  | 10,723.00        | .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      | 8,519.14         | 34,076.56  | 102,233.00       | 68,156.44 | 33.33          |
| TOTAL PUBLIC SAFETY EXPENSES                | 8,519.14         | 34,076.56  | 102,233.00       | 68,156.44 | 33.33          |
| <u>FIRE PROTECTION</u>                      |                  |            |                  |           |                |
| 101-42200-309 FIRE PROTECTION               | .00              | 10,194.40  | 24,063.00        | 13,868.60 | 42.37          |
| 101-42200-319 PROF SVC - FIRE MARSHALL INSP | .00              | .00        | .00              | .00       | .00            |
| TOTAL FIRE PROTECTION                       | .00              | 10,194.40  | 24,063.00        | 13,868.60 | 42.37          |
| <u>ENGINEERING FEES</u>                     |                  |            |                  |           |                |
| 101-42600-303 ENGINEERING FEES              | 49.00            | 556.00     | 10,000.00        | 9,444.00  | 5.56           |
| TOTAL ENGINEERING FEES                      | 49.00            | 556.00     | 10,000.00        | 9,444.00  | 5.56           |

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|  | PERIOD<br>ACTUAL | YTD ACTUAL       | BUDGET<br>AMOUNT  | VARIANCE          | % OF<br>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              | 650.52           | 1,700.00          | 1,049.48          | 38.27          |
| 101-43900-309 PROFESSIONAL SERVICES          | .00              | .00              | .00               | .00               | .00            |
| 101-43900-310 SWEEPING/ROADS/MISC            | 800.63           | 800.63           | 6,000.00          | 5,199.37          | 13.34          |
| 101-43900-311 STORM SEWER/MISC CLEANUP       | .00              | .00              | 200.00            | 200.00            | .00            |
| 101-43900-312 SNOW PLOWING CONTRACTURAL      | 4,305.50         | 12,325.00        | 35,000.00         | 22,675.00         | 35.21          |
| 101-43900-313 TREES/MOWING CONTRACTURAL      | .00              | 804.60           | 8,000.00          | 7,195.40          | 10.06          |
| 101-43900-319 PROF SERVICES - SEPTIC SYSTEMS | .00              | .00              | 5,200.00          | 5,200.00          | .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>5,106.13</b>  | <b>14,580.75</b> | <b>56,100.00</b>  | <b>41,519.25</b>  | <b>25.99</b>   |
| <u>PARKS CONTRACT SERVICES</u>               |                  |                  |                   |                   |                |
| 101-49000-309 MISC.-PROFESSIONAL SRVCS       | .00              | .00              | 500.00            | 500.00            | .00            |
| 101-49000-310 RECYCLING CONTRACT             | 781.44           | 3,125.76         | 9,960.00          | 6,834.24          | 31.38          |
| 101-49000-319 PROF SERVICE-METRO WEST        | .00              | .00              | .00               | .00               | .00            |
| 101-49000-369 INSURANCE                      | .00              | .00              | 3,200.00          | 3,200.00          | .00            |
| 101-49000-433 DUES & SUBSCRIPTIONS           | 1,572.00         | 3,144.00         | 6,805.00          | 3,661.00          | 46.20          |
| 101-49000-438 DEER CONTROL                   | .00              | .00              | .00               | .00               | .00            |
| 101-49000-439 CONTINGENCY                    | .00              | .00              | 500.00            | 500.00            | .00            |
| <b>TOTAL PARKS CONTRACT SERVICES</b>         | <b>2,353.44</b>  | <b>6,269.76</b>  | <b>20,965.00</b>  | <b>14,695.24</b>  | <b>29.91</b>   |
| <u>TRANSFERS</u>                             |                  |                  |                   |                   |                |
| 101-49300-720 TRANSFERS OUT                  | .00              | .00              | 32,661.00         | 32,661.00         | .00            |
| <b>TOTAL TRANSFERS</b>                       | <b>.00</b>       | <b>.00</b>       | <b>32,661.00</b>  | <b>32,661.00</b>  | <b>.00</b>     |
| <b>TOTAL FUND EXPENDITURES</b>               | <b>22,169.82</b> | <b>97,104.91</b> | <b>330,460.00</b> | <b>233,355.09</b> | <b>29.38</b>   |

CITY OF WOODLAND  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2012

GENERAL FUND

|                                | PERIOD<br>ACTUAL | YTD ACTUAL    | BUDGET<br>AMOUNT | VARIANCE       | % OF<br>BUDGET |
|--------------------------------|------------------|---------------|------------------|----------------|----------------|
| NET REVENUES OVER EXPENDITURES | ( 21,507.43 )    | ( 82,676.72 ) | .00              | ( 549,386.90 ) | .00            |

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**GENERAL FUND**

|                                      | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u>    | <u>BUDGET</u>     | <u>UNEARNED</u>   | <u>PCNT</u> |
|--------------------------------------|----------------------|----------------------|-------------------|-------------------|-------------|
| <b>REVENUE</b>                       |                      |                      |                   |                   |             |
| TAXES                                | .00                  | 9,510.59             | 310,224.00        | 300,713.41        | 3.1         |
| LICENSES & PERMITS                   | .00                  | 2,675.70             | 9,075.00          | 6,399.30          | 29.5        |
| INTERGOVERNMENTAL AID                | .00                  | .00                  | 4,161.00          | 4,161.00          | .0          |
| PUBLIC CHARGES FOR SERVICE           | .00                  | 250.00               | 2,000.00          | 1,750.00          | 12.5        |
| FINES & FORFEITURES                  | 604.00               | 1,827.20             | 3,000.00          | 1,172.80          | 60.9        |
| SPECIAL ASSESSMENTS                  | 58.39                | 164.70               | 2,000.00          | 1,835.30          | 8.2         |
| OTHER FINANCING SOURCES              | .00                  | .00                  | .00               | .00               | .0          |
| <b>TOTAL FUND REVENUE</b>            | <b>662.39</b>        | <b>14,428.19</b>     | <b>330,460.00</b> | <b>316,031.81</b> | <b>4.4</b>  |
| <b>EXPENDITURES</b>                  |                      |                      |                   |                   |             |
| COUNCIL                              | 38.70                | 38.70                | 660.00            | 621.30            | 5.9         |
| ELECTIONS                            | .00                  | 301.00               | 2,850.00          | 2,549.00          | 10.6        |
| CONTRACTED SERVICES                  | 4,448.61             | 16,717.66            | 51,355.00         | 34,637.34         | 32.6        |
| ASSESSOR                             | 736.00               | 2,944.00             | 8,850.00          | 5,906.00          | 33.3        |
| LEGAL SERVICES                       | 375.80               | 703.08               | 10,000.00         | 9,296.92          | 7.0         |
| AUDITING                             | 543.00               | 10,723.00            | 10,723.00         | .00               | 100.0       |
| PUBLIC SAFETY EXPENSES               | 8,519.14             | 34,076.56            | 102,233.00        | 68,156.44         | 33.3        |
| FIRE PROTECTION                      | .00                  | 10,194.40            | 24,063.00         | 13,868.60         | 42.4        |
| ENGINEERING                          | 49.00                | 556.00               | 10,000.00         | 9,444.00          | 5.6         |
| PUBLIC WORKS EXPENSE                 | .00                  | .00                  | .00               | .00               | .0          |
| PUBLIC WORKS CONTRACT SERVICES       | 5,106.13             | 14,580.75            | 56,100.00         | 41,519.25         | 26.0        |
| PARKS CONTRACT SERVICES              | 2,353.44             | 6,269.76             | 20,965.00         | 14,695.24         | 29.9        |
| TRANSFERS OUT                        | .00                  | .00                  | 32,661.00         | 32,661.00         | .0          |
| <b>TOTAL FUND EXPENDITURES</b>       | <b>22,169.82</b>     | <b>97,104.91</b>     | <b>330,460.00</b> | <b>233,355.09</b> | <b>29.4</b> |
| <b>NET REVENUE OVER EXPENDITURES</b> | <b>( 21,507.43 )</b> | <b>( 82,676.72 )</b> | <b>.00</b>        | <b>82,676.72</b>  | <b>.0</b>   |

CITY OF WOODLAND  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2012

STREET IMPROVEMENT FUND

|   | PERIOD<br>ACTUAL | YTD ACTUAL       | BUDGET<br>AMOUNT    | VARIANCE             | % OF<br>BUDGET  |
|---|------------------|------------------|---------------------|----------------------|-----------------|
| <u>STREET IMPROVE FUND EXPENSES</u>       |                  |                  |                     |                      |                 |
| 401-43100-303 PROF SERVICES/ENGINEERING   | 30.00            | 60.00            | 6,000.00            | 5,940.00             | 1.00            |
| 401-43100-351 BID NOTICES/LEGAL/MISC      | .00              | .00              | .00                 | .00                  | .00             |
| 401-43100-409 STREET IMPROVEMENT          | .00              | .00              | 30,000.00           | 30,000.00            | .00             |
| <b>TOTAL STREET IMPROVE FUND EXPENSES</b> | <u>30.00</u>     | <u>60.00</u>     | <u>36,000.00</u>    | <u>35,940.00</u>     | <u>.17</u>      |
| <br>                                      |                  |                  |                     |                      |                 |
| <b>TOTAL FUND EXPENDITURES</b>            | <u>30.00</u>     | <u>60.00</u>     | <u>36,000.00</u>    | <u>35,940.00</u>     | <u>.17</u>      |
| <br>                                      |                  |                  |                     |                      |                 |
| <b>NET REVENUES OVER EXPENDITURES</b>     | <u>( 30.00 )</u> | <u>( 60.00 )</u> | <u>( 3,309.00 )</u> | <u>( 68,631.00 )</u> | <u>( 1.81 )</u> |

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**STREET IMPROVEMENT FUND**

| <u>REVENUE</u>                       | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u>       | <u>UNEARNED</u>     | <u>PCNT</u>    |
|--------------------------------------|----------------------|-------------------|---------------------|---------------------|----------------|
| INTERGOVERNMENTAL AID                | .00                  | .00               | 2,661.00            | 2,661.00            | .0             |
| SPECIAL ASSESSMENTS                  | .00                  | .00               | 30.00               | 30.00               | .0             |
| OTHER FINANCING SOURCES              | .00                  | .00               | 30,000.00           | 30,000.00           | .0             |
| <b>TOTAL FUND REVENUE</b>            | <b>.00</b>           | <b>.00</b>        | <b>32,691.00</b>    | <b>32,691.00</b>    | <b>.0</b>      |
|                                      |                      |                   |                     |                     |                |
| <u>EXPENDITURES</u>                  |                      |                   |                     |                     |                |
| STREET IMPROVEMENT FUND EXPENSES     | 30.00                | 60.00             | 36,000.00           | 35,940.00           | .2             |
| <b>TOTAL FUND EXPENDITURES</b>       | <b>30.00</b>         | <b>60.00</b>      | <b>36,000.00</b>    | <b>35,940.00</b>    | <b>.2</b>      |
|                                      |                      |                   |                     |                     |                |
| <b>NET REVENUE OVER EXPENDITURES</b> | <b>( 30.00 )</b>     | <b>( 60.00 )</b>  | <b>( 3,309.00 )</b> | <b>( 3,249.00 )</b> | <b>( 1.8 )</b> |

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

WATER FUND

|  | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE     | % OF<br>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        | 13,172.00        | ( 13,172.00) | .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        | 30.00            | ( 30.00)     | .00            |
| 601-36220 OTHER INCOME                   | .00              | .00        | .00              | .00          | .00            |
| TOTAL SPECIAL ASSESSMENTS                | .00              | .00        | 13,202.00        | ( 13,202.00) | .00            |
| <u>WATER USAGE REVENUE</u>               |                  |            |                  |              |                |
| 601-37101 WATER USE CHARGES              | .00              | 1,952.12   | 7,260.00         | ( 5,307.88)  | 26.89          |
| 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          | .00              | 1,934.76   | 8,560.00         | ( 6,625.24)  | 22.60          |
| 601-37171 WATER ADMIN FEE                | .00              | .00        | .00              | .00          | .00            |
| 601-37172 WATER USER FEE                 | .00              | 947.10     | 4,145.00         | ( 3,197.90)  | 22.85          |
| TOTAL WATER USAGE REVENUE                | .00              | 4,833.98   | 19,965.00        | ( 15,131.02) | 24.21          |
| <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                       | .00              | 4,833.98   | 33,167.00        | ( 28,333.02) | 14.57          |

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

|  |  | WATER FUND |            |        |          |        |
|--|--|------------|------------|--------|----------|--------|
|  |  | PERIOD     |            | BUDGET | % OF     |        |
|  |  | ACTUAL     | YTD ACTUAL | AMOUNT | VARIANCE | BUDGET |

TRANSFERS

|               |                     |     |     |     |     |     |
|---------------|---------------------|-----|-----|-----|-----|-----|
| 601-49300-720 | OPERATING TRANSFERS | .00 | .00 | .00 | .00 | .00 |
|               | TOTAL TRANSFERS     | .00 | .00 | .00 | .00 | .00 |

WATER FUND EXPENSES

|               |                                |       |           |           |           |        |
|---------------|--------------------------------|-------|-----------|-----------|-----------|--------|
| 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       | 500.00    | 500.00    | .00    |
| 601-49400-219 | OPERATIONAL SUPPLIES-OTHE      | .00   | .00       | .00       | .00       | .00    |
| 601-49400-229 | R&M SUPPLIES-OTHER             | .00   | .00       | .00       | .00       | .00    |
| 601-49400-303 | ENGINEERING FEES               | .00   | 352.00    | 1,500.00  | 1,148.00  | 23.47  |
| 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       | 2,500.00  | 2,500.00  | .00    |
| 601-49400-319 | EQUIPMENT MNTCE-FIRE HYDRANTS  | 81.26 | 81.26     | 2,000.00  | 1,918.74  | 4.06   |
| 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       | 1,000.00  | 1,000.00  | .00    |
| 601-49400-322 | COMMUNICATIONS-POSTAGE         | .00   | 10.56     | 60.00     | 49.44     | 17.60  |
| 601-49400-381 | UTILITY SERVICES-ELECTRIC      | .00   | .00       | .00       | .00       | .00    |
| 601-49400-382 | UTILITY SVC-WATER              | .00   | 2,299.44  | 7,260.00  | 4,960.56  | 31.67  |
| 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   | 2,460.94  | 4,569.00  | 2,108.06  | 53.86  |
|               | TOTAL WATER FUND EXPENSES      | 81.26 | 17,704.20 | 32,889.00 | 15,184.80 | 53.83  |

DEPRECIATION

|               |                      |     |     |     |     |     |
|---------------|----------------------|-----|-----|-----|-----|-----|
| 601-49970-420 | DEPRECIATION EXPENSE | .00 | .00 | .00 | .00 | .00 |
|               | TOTAL DEPRECIATION   | .00 | .00 | .00 | .00 | .00 |

TOTAL FUND EXPENDITURES

|  |  |       |           |           |           |       |
|--|--|-------|-----------|-----------|-----------|-------|
|  |  | 81.26 | 17,704.20 | 32,889.00 | 15,184.80 | 53.83 |
|--|--|-------|-----------|-----------|-----------|-------|

NET REVENUES OVER EXPENDITURES

|  |  |           |               |        |               |              |
|--|--|-----------|---------------|--------|---------------|--------------|
|  |  | ( 81.26 ) | ( 12,870.22 ) | 278.00 | ( 43,517.82 ) | ( 4,629.58 ) |
|--|--|-----------|---------------|--------|---------------|--------------|

CITY OF WOODLAND  
 REVENUES/EXPENDITURES COMPARED TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2012

WATER FUND

|                                      | PERIOD ACTUAL    | YTD ACTUAL           | BUDGET           | UNEARNED         | PCNT           |
|--------------------------------------|------------------|----------------------|------------------|------------------|----------------|
| <u>REVENUE</u>                       |                  |                      |                  |                  |                |
| TAXES                                | .00              | .00                  | .00              | .00              | .0             |
| LICENSES & PERMITS                   | .00              | .00                  | .00              | .00              | .0             |
| SPECIAL ASSESSMENTS                  | .00              | .00                  | 13,202.00        | 13,202.00        | .0             |
| WATER USAGE REVENUE                  | .00              | 4,833.98             | 19,965.00        | 15,131.02        | 24.2           |
| OTHER FINANCING SOURCES              | .00              | .00                  | .00              | .00              | .0             |
| <b>TOTAL FUND REVENUE</b>            | <b>.00</b>       | <b>4,833.98</b>      | <b>33,167.00</b> | <b>28,333.02</b> | <b>14.6</b>    |
| <u>EXPENDITURES</u>                  |                  |                      |                  |                  |                |
| TRANSFERS OUT                        | .00              | .00                  | .00              | .00              | .0             |
| WATER FUND EXPENSES                  | 81.26            | 17,704.20            | 32,889.00        | 15,184.80        | 53.8           |
| DEPRECIATION                         | .00              | .00                  | .00              | .00              | .0             |
| <b>TOTAL FUND EXPENDITURES</b>       | <b>81.26</b>     | <b>17,704.20</b>     | <b>32,889.00</b> | <b>15,184.80</b> | <b>53.8</b>    |
| <b>NET REVENUE OVER EXPENDITURES</b> | <b>( 81.26 )</b> | <b>( 12,870.22 )</b> | <b>278.00</b>    | <b>13,148.22</b> | <b>(629.6)</b> |

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**SEWER FUND**

|  | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE      | % OF<br>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              | .00              | 2,945.93   | 11,702.00        | ( 8,756.07 )  | 25.17          |
| 602-34402 LATE CHARGES & PENALTIES       | .00              | .00        | .00              | .00           | .00            |
| 602-34408 0                              | .00              | .00        | .00              | .00           | .00            |
| TOTAL SEWER USAGE REVENUE                | .00              | 2,945.93   | 11,702.00        | ( 8,756.07 )  | 25.17          |
| <u>SPECIAL ASSESSMENTS</u>               |                  |            |                  |               |                |
| 602-36100 SP ASSMTS - 97 IMPROVE PROJECT | .00              | .00        | 4,391.00         | ( 4,391.00 )  | .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        | 100.00           | ( 100.00 )    | .00            |
| TOTAL SPECIAL ASSESSMENTS                | .00              | .00        | 4,491.00         | ( 4,491.00 )  | .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          | .00              | 1,840.69   | 7,167.00         | ( 5,526.31 )  | 22.89          |
| 602-37171 SEWER ADMIN FEE                | .00              | .00        | .00              | .00           | .00            |
| 602-37172 SEWER USER FEE                 | .00              | 2,651.88   | 11,607.00        | ( 8,955.12 )  | 22.85          |
| 602-37270 SAC-CITY PORTION               | .00              | .00        | .00              | .00           | .00            |
| TOTAL SEWER USAGE REVENUE                | .00              | 4,292.57   | 18,774.00        | ( 14,481.43 ) | 22.86          |

CITY OF WOODLAND  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2012

SEWER FUND

|                                     | PERIOD<br>ACTUAL | YTD ACTUAL   | BUDGET<br>AMOUNT | VARIANCE          | % OF<br>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            |
| <br>TOTAL FUND REVENUE              | <br>.00          | <br>7,238.50 | <br>34,967.00    | <br>( 27,728.50 ) | <br>20.70      |

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

|                                       |                              | 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             | 356.00           | 781.29              | 1,500.00            | 718.71              | 52.09           |
| 602-43200-309                         | PROFESSIONAL SVCS            | .00              | 2,290.00            | .00                 | ( 2,290.00)         | .00             |
| 602-43200-310                         | SEWER-CONTRACTURAL           | .00              | .00                 | .00                 | .00                 | .00             |
| 602-43200-319                         | EQUIPMENT MAINTENANCE-OTH    | .00              | .00                 | 2,500.00            | 2,500.00            | .00             |
| 602-43200-322                         | COMMUNICATIONS-POSTAGE       | .00              | 10.56               | 60.00               | 49.44               | 17.60           |
| 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            | .00              | 3,272.36            | 11,702.00           | 8,429.64            | 27.96           |
| 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              | 16,222.55           | 33,612.00           | 17,389.45           | 48.26           |
| 602-43200-611                         | ACCRUED INTEREST EXPENSE     | .00              | .00                 | .00                 | .00                 | .00             |
| 602-43200-612                         | IMPROVE BOND-INTEREST        | .00              | 3,177.45            | 6,196.00            | 3,018.55            | 51.28           |
| 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>356.00</b>    | <b>25,754.21</b>    | <b>58,620.00</b>    | <b>32,865.79</b>    | <b>43.93</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>      |
| <u>TOTAL FUND EXPENDITURES</u>        |                              |                  |                     |                     |                     |                 |
|                                       |                              | <b>356.00</b>    | <b>25,754.21</b>    | <b>58,620.00</b>    | <b>32,865.79</b>    | <b>43.93</b>    |
| <b>NET REVENUES OVER EXPENDITURES</b> |                              | <b>( 356.00)</b> | <b>( 18,515.71)</b> | <b>( 23,653.00)</b> | <b>( 60,594.29)</b> | <b>( 78.28)</b> |

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2012**

**SEWER FUND**

|                                      | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u>    | <u>BUDGET</u>        | <u>UNEARNED</u>     | <u>PCNT</u>     |
|--------------------------------------|----------------------|----------------------|----------------------|---------------------|-----------------|
| <b><u>REVENUE</u></b>                |                      |                      |                      |                     |                 |
| TAXES                                | .00                  | .00                  | .00                  | .00                 | .0              |
| LICENSES & PERMITS                   | .00                  | .00                  | .00                  | .00                 | .0              |
| SEWER USAGE REVENUE                  | .00                  | 2,945.93             | 11,702.00            | 8,756.07            | 25.2            |
| SPECIAL ASSESSMENTS                  | .00                  | .00                  | 4,491.00             | 4,491.00            | .0              |
| SEWER USAGE REVENUE                  | .00                  | 4,292.57             | 18,774.00            | 14,481.43           | 22.9            |
| OTHER FINANCING SOURCES              | .00                  | .00                  | .00                  | .00                 | .0              |
| <b>TOTAL FUND REVENUE</b>            | <b>.00</b>           | <b>7,238.50</b>      | <b>34,967.00</b>     | <b>27,728.50</b>    | <b>20.7</b>     |
| <b><u>EXPENDITURES</u></b>           |                      |                      |                      |                     |                 |
| SEWER FUND EXPENSES                  | 356.00               | 22,576.76            | 52,424.00            | 29,847.24           | 43.1            |
| DEPRECIATION                         | .00                  | .00                  | .00                  | .00                 | .0              |
| <b>TOTAL FUND EXPENDITURES</b>       | <b>356.00</b>        | <b>22,576.76</b>     | <b>52,424.00</b>     | <b>29,847.24</b>    | <b>43.1</b>     |
| <b>NET REVENUE OVER EXPENDITURES</b> | <b>( 356.00 )</b>    | <b>( 15,338.26 )</b> | <b>( 17,457.00 )</b> | <b>( 2,118.74 )</b> | <b>( 87.9 )</b> |

CITY OF WOODLAND  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2012

STREET IMPROVEMENT FUND

|                                | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE      | % OF<br>BUDGET |
|--------------------------------|------------------|------------|------------------|---------------|----------------|
| <u>INTERGOVERNMENTAL AID</u>   |                  |            |                  |               |                |
| 401-33610 STATE/COUNTY AID     | .00              | .00        | 2,661.00         | ( 2,661.00 )  | .00            |
| TOTAL INTERGOVERNMENTAL AID    | .00              | .00        | 2,661.00         | ( 2,661.00 )  | .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        | 30,000.00        | ( 30,000.00 ) | .00            |
| TOTAL OTHER FINANCING SOURCES  | .00              | .00        | 30,000.00        | ( 30,000.00 ) | .00            |
| TOTAL FUND REVENUE             | .00              | .00        | 32,691.00        | ( 32,691.00 ) | .00            |

2012 TCF Interest Earned

|           | Investment<br>balance | Interest |
|-----------|-----------------------|----------|
| January   | \$416,374.79          | \$35.29  |
| February  | \$397,164.56          | \$31.48  |
| March     | \$360,092.00          | \$30.47  |
| April     | \$334,974.98          | \$27.49  |
| May       |                       |          |
| June      |                       |          |
| July      |                       |          |
| August    |                       |          |
| September |                       |          |
| October   |                       |          |
| November  |                       |          |
| December  |                       |          |
| TOTAL     |                       | \$124.73 |

Bank TCF - Folder

# 2012 PERMIT ACTIVITY

## CITY OF WOODLAND

Report Period: Year to Date

| Month<br>Permit<br>Issued | Type of Permit | Permit<br>Number | Job Address                | Value of Job        | Permit Fee        | Type of Job       |
|---------------------------|----------------|------------------|----------------------------|---------------------|-------------------|-------------------|
| March                     | Building       | 212001           | 2835 West Road             | \$6,800.00          | \$234.76          | Basement Finish   |
| April                     | Building       | 212002           | 2765 Maplewood Road East   | \$147,000.00        | \$2,078.97        | Remodel           |
| April                     | Building       | 212003           | 17945 Breezy Point Road    | \$12,500.00         | \$228.25          | Re-roof           |
| <b>Yearly</b>             |                |                  |                            |                     |                   |                   |
| <b>Building</b>           |                |                  |                            |                     |                   |                   |
| <b>Permit Total</b>       |                | <b>3</b>         |                            | <b>\$166,300.00</b> | <b>\$2,541.98</b> |                   |
| February                  | Electrical     | 212001           | 2835 West Road             | \$500.00            | \$40.00           | Basement Remodel  |
| April                     | Electrical     | 212002           | 2770 East Road             | \$500.00            | \$40.00           | Bath Remodel      |
| April                     | Electrical     | 212003           | 2750 Woolsey Lane          | \$10,500.00         | \$251.25          | Multiple Remodels |
| April                     | Electrical     | 212004           | 2765 Maplewood Circle East | \$8,000.00          | \$196.25          | Service Upgrade   |
| <b>Yearly</b>             |                |                  |                            |                     |                   |                   |
| <b>Electrical</b>         |                |                  |                            |                     |                   |                   |
| <b>Permit Total</b>       |                | <b>4</b>         |                            | <b>\$19,000.00</b>  | <b>\$487.50</b>   |                   |
| March                     | Heating        | 212001           | 2835 West Road             | \$270.00            | \$40.00           | Additions         |
| April                     | Heating        | 212002           | 2856 Gale Road             | \$1,500.00          | \$40.00           | AC                |
| <b>Yearly Heating</b>     |                |                  |                            |                     |                   |                   |
| <b>Permit Total</b>       |                | <b>2</b>         |                            | <b>\$1,770.00</b>   | <b>\$80.00</b>    |                   |
| March                     | Plumbing       | 212001           | 2770 East Road             | \$1,500.00          | \$40.00           | 3 Fixtures        |
| April                     | Plumbing       | 212002           | 2765 Maplewood Circle East | \$1,000.00          | \$6,800.00        | 8 Fixtures        |
| <b>Yearly</b>             |                |                  |                            |                     |                   |                   |
| <b>Plumbing</b>           |                |                  |                            |                     |                   |                   |
| <b>Permit Total</b>       |                | <b>2</b>         |                            | <b>\$2,500.00</b>   | <b>\$6,840.00</b> |                   |
| <b>Year to Date</b>       |                | <b>11</b>        |                            | <b>\$189,570.00</b> | <b>\$9,949.48</b> |                   |

Number of Permits Issued in January - 0  
 Number of Permits Issued in February - 1  
 Number of Permits Issued in March - 3  
 Number of Permits Issued in April - 7