

CITY OF WOODLAND COUNCIL AGENDA

MONDAY, JULY 11, 2011

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.

A. Minutes June 13, 2011; Regular Council Meeting

4. PUBLIC COMMENTS

5. OLD BUSINESS

A. Review Revised Quotes for Stone Arch Structure Repairs

B. Eagle Scout Project Update – John Dhamer

C. Approve Cornerstone's Quote for Street Sign Installation

D. National Night Out Discussion

E. Water Gate Valve Follow Up

6. NEW BUSINESS

A. 2700 Stone Arch Road; Consider the Process to Add a Parking Pad

B. 2011 Septic System Reviews; Kurt Larsen

C. Resolution No. 11-2011; Resolution Accepting Donations to "Restore the Arch" on Stone Arch Rd

D. Resolution No. 12-2011; Designating an Alternate Representative to the Lake Minnetonka Communications Commission (LMCC)

E. 2012 Preliminary Budget 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, Intergovernmental Relations & MCWD

D. Council Member Massie - Public Safety & Deer Management

9. ACCOUNTS PAYABLE

10. TREASURERS REPORT

11. ADJOURNMENT

CONSENT AGENDA

15 minutes will be allotted for public comments. If the full 15 minutes is not needed, the City Council will continue with the agenda.

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.

CITY COUNCIL MINUTES**Monday, June 13, 2011****7:00 P.M.****CALL TO ORDER & PLEDGE OF ALLEGIANCE**

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

ROLL CALL

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

Absent: Council Member Michael Jilek

Guests: Mr. John Dhamer, Mrs. Maria Saulsbury, John Dhamer (son), Mr. Tom Newberry

CONSENT AGENDA**A. Minutes of the Council Meeting, May 9, 2011**

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

PUBLIC COMMENTS

None.

NEW BUSINESS**A. Stone Arch**

Council reviewed quotes from three companies for repair of the Stone Arch structure.

Mayor Doak stated that the city engineer reviewed the Arch and reported that the Arch is sound, but deteriorating. There is a risk of stones falling from the Arch facade. Mayor Doak stated that the Council must decide whether to remove or repair the Arch. Ignoring a potential hazard would be unacceptable.

Mr. John Dhamer, 2805 Stone Arch Road, stated that the Arch distinguishes Stone Arch Road and the neighborhood and believes the Arch is an asset to the community.

Mrs. Maria Saulsbury, 2805 Stone Arch Road, stated that without the Arch structure, Stone Arch Road is just a road.

Mayor Doak noted that the distinction between the stone Arch and the pillars in Maplewood is that the Maplewood's Association maintains and pays for repairs to the stone pillars. The city ended up with the Arch by default because it was within the road right-of-way. Mayor Doak suggested that the Arch be considered as a back drop to the landscaping, and not a conduit to walk through. The Arch is an attractive amenity to Stone Arch Road; however, the majority of the city is not impacted by the structure. The cost of repairs have not been budgeted and are significant.

Council Member Rich expressed support for the preservation of the Arch because of its long history. Council Member Rich stated that although the repair costs are unbudgeted and would be a sizable amount relative to the City budget, the repairs should preserve the Arch for another 40-50 years. Council Member Rich suggested the City solicit resident support and possible monetary donations.

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Mayor Doak agreed that there is merit to repairing the Arch and supported the restoration, if there is strong support from the residents of Stone Arch Road. Support could be shown by a willingness to contribute to the cost of preserving the Arch. A city-wide solicitation will be considered.

Mr. Dhamer stated that he had spoken with the residents along Stone Arch Road and they support maintaining the Arch.

Staff will contact the auditor and city attorney regarding the appropriate process to accept donations for the Arch restoration.

Mayor Doak and Council Member Massie will meet with Wachholz Masonry and R.J. Valek Construction to discuss their quotes and proposed repairs.

Council Member Rich stated that he would like to solicit a quote from a contractor with whom he has experience.

Council suggested that John Dhamer speak with the residents along Stone Arch Road and McKenzie Point Road to gather support and possible donations.

B. Eagle Scout Project Update -- John Dhamer

John Dhamer reported that now that school is out, he will begin working on a budget and landscape plan over the next couple weeks.

C. Sign Retroreflectivity Inventory

Council Member Rich and Council Member Jilek created a sign inventory denoting the type and location of each sign using GPS coordinates. The inventory spreadsheet included the general condition of each sign, post and the visual reflectivity of each sign. Council Member Rich stated that he would like to help, to the extent possible, with the installation of replacement signs.

The Council plans to begin the sign replacement this fall. As much as 1/3 of the regulatory signs will be replaced annually until all signs meet the federal retroreflectivity standards by the January 2015 deadline. Staff will work with Cornerstone to get a quote for installation. Woodland will not be using the services of Bolton and Menk to measure reflectivity, and signs will be visually inspected each year. This will gradually be simplified in the future by the manufacturer warranty on signs replaced in place of visual inspections. Council will discuss this matter again in July.

D. Review of Hydrant Flushing & Gate Valve Exercise

Infratech completed the annual hydrant flushing and gate valve exercising throughout Stone Arch Road and Groveland Association. Two issues were noted during the routine flushing work. Council directed staff to contact Infratech to return and clean out the debris in two of the gate valve channels and to attempt to turn the gate valve that was determined to be inoperable.

NEW BUSINESS

A. LMCIT 2011/2012 Liability Insurance Renewal

Workers Compensation for Elected Officials; Resolution No. 07-2011

Accident Coverage for Volunteers; Resolution No. 08-2011

Council reviewed the annual liability insurance, optional accident coverage for city volunteers and workers compensation coverage for elected officials.

Council Member Carlson moved to approve the annual liability coverage and adopt Resolution No. 07-2011; approving workers compensation coverage for elected official. Council Member Rich seconded the motion. Motion carried 4-0.

Council Member Rich moved to adopt Resolution No. 08-2011; approving accident coverage for volunteers. Council Member Massie seconded the motion. Motion carried 4-0.

Council Member Rich moved to amend the motion to include the addition of medical coverage as part of the accident coverage insurance. Council Member Massie seconded the amended motion. Motion carried 4-0.

B. Contract for Services with Deephaven; Resolution No. 09-2011

Council reviewed the 2012 contract for police, clerical, building, public works and zoning services with Deephaven.

Council Member Carlson moved to adopt Resolution No. 09-2011; approving the 2012 contract for services with the City of Deephaven. Council Member Rich seconded the motion. Motion carried 4-0.

C. National Night Out

Mayor Doak noted that resident participation at the National Night Out has been very poor over the last two years. He suggested, in lieu of National Night Out, the Council consider hosting an open house to meet with community leaders and the police and fire personnel starting about 6:00PM, prior to a Council meeting. The Council would convene the regularly scheduled meeting at 7:00PM. This initiative will be explored further and again discussed at the next Council meeting.

D. Approve Resolution No. 10-2011; supporting Hennepin County Sheriff's New Regional 911 Emergency Communications facility

Council reviewed Resolution No. 10-2011, demonstrating local support for the new 911 Emergency Communications Facility.

Mayor Doak stated that the resolution is a general expression of support for the call center.

Council Member Carlson stated that she will contact County Commissioner Callison regarding the Council's concern about the possibility of additional fees or charges to off-set the cost of the call center.

Council Member Rich moved and Council Member Carlson seconded the adoption of Resolution No. 10-2011; supporting Hennepin County Sheriff's New Regional 911 Emergency Communications Facility.

MAYOR'S REPORT

Mayor Doak reported that CenterPoint Energy will be replacing the gas line along Breezy Point Road and Maplewood Road in the coming months. Architectural details are not yet available.

Mayor Doak reported that the high water declaration has been removed. Mayor Doak reported that the LMCD is considering several options with regard to quiet waters and high lake levels. Several options being considered include, designating the whole lake as quiet waters, and limiting the maximum speed for boats of a certain size. No decisions have been made at this time.

Mayor Doak reported that the City sent a notice to the owners of a property where noxious weeds have been identified and the grass height exceeds the limit outlined in the ordinance. The notice outlined the violation and a timeframe to abate the violation. Council Member Rich reported that the Maplewood's

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Association has offered to help with lawn maintenance at the property with the agreement of the homeowners.

COUNCIL REPORTS

Public Safety

No report

Ordinance, LMCD and Website

No report

Roads, Signs and Trees

No report

Finance, Enterprise Funds, Intergovernmental & MCWD

Council Member Carlson reported that she has been reading the Minnehaha Creek Watershed District rules amendments and believes there will be little impact to the City of Woodland.

ACCOUNTS PAYABLE

Council Member Massie moved approval of the Accounts Payable as submitted. Council Member Carlson seconded the motion. Motion carried 4-0.

TREASURER'S REPORT

Council Member Massie moved approval of the Treasurer's Report as submitted. Council Member Carlson seconded the motion. Motion carried 4-0.

ADJOURNMENT

Council adjourned by consent at 9:20 P.M.

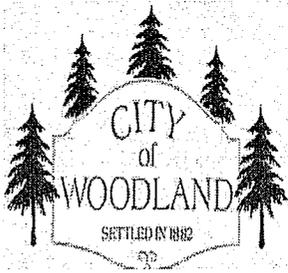
ATTEST:

Shelley J. Souers, City Clerk

James S. Doak, Mayor

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Quotes for Stone Arch Repairs

OVERVIEW

Woodland received 3 quotes for repairs to the Stone Arch.
All quotes include sealing stone arch.

- R. J. Valek Construction \$9,000.00
- Tuthill & Sons Masonry \$9,300.00
- Wachholz Masonry Inc. \$9,390.00

BUDGET

The City had not budgeted in 2011 for repairs to the Stone Arch.

The City has several fund options that the Council may consider to cover repairs made to the arch.

The 2011 budget includes:

- Miscellaneous line item - \$500.
- Professional Service line item - \$800
(professional contractors hired for work in the City, i.e. deer removal).
- Road Improvement Fund - \$30,000.

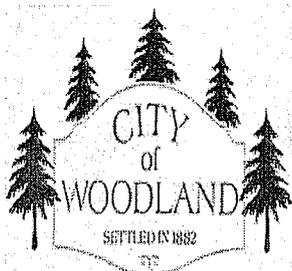
Optional funding source: monetary donations received from residents to be used for repairs to the Stone Arch.

ACTION

Consider the quotes for Arch repairs and move to approve a contractor for repairs.

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Quote for Sign Work Regarding Regulatory Street Sign Replacement

Review and approve the Quote from Cornerstone for sign work in the City of Woodland

OVERVIEW

Council Member Rich and Council Member Jilek inventoried the signs throughout Woodland. Tim Lovett with Cornerstone provided the City with a quote for sign work as directed by the Council.

Council Member Rich and Council Member Jilek recommended that:

12 Signs be replaced
6 new posts be installed
6 signs be removed

List of New Signs

3 stop signs
4 no parking signs
3 dead end signs
1 speed limit sign
1 Local Traffic Only sign

Posts

6 posts

Signs to be Removed

1 Wayzata/Minneapolis
1 Slow Children Sign
2 East Road – Informational signs
2 No Parking Signs

Staff is working to confirm the size of each sign recommended to be replaced and length of the posts to be replaced. Staff will obtain a quote for the recommended signs and posts and for approval at the August Council meeting.

Quote from Tim Lovett for Sign / Post Installation:

1. Removal of old sign and installation of new sign.
\$40 per sign
2. Removal of old sign and installation of new sign and straightening of sign post.
\$65 total for sign and post work.
3. Removal of old sign and post, and installation of new sign and post.
\$100 total for sign and post work.

*Posts that require removing will be dug down and the post will be cut below grade and new post will be inserted immediately next to old post.

BUDGET IMPACT

The City had budgeted \$350 in the 2011 for sign replacement. New signs and posts in addition to labor for install and removal will exceed the 2011 budget.

ACTION

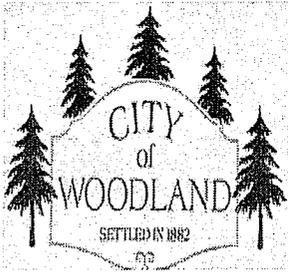
Motion to approve the quote from Cornerstone to work with the City to replace signs and posts as needed and determined by the City Council for 2011.

Compliance Dates:

January 22, 2012 - Establish and implement a sign maintenance and management program (a written policy).

January 22, 2015 - Cities must comply with the new retroreflectivity requirements by replacing all regulatory signs, warning and ground mounted guide signs that do not meet the established minimum levels.

January 22, 2018 - Cities must replace all street name signs and overhead guide signs that do not meet the established minimum levels.



REQUEST FOR ACTION

WOODLAND CITY COUNCIL

MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Water Gate Valves

OVERVIEW

Infratech completed routine hydrant flushing and gate valve exercise throughout Groveland and Stone Arch Road.

2 gate valve channels had debris (sand) in the valve channel that prohibited Infratech from accessing the valve. 1 gate valve located on the south end of Center Road was accessible but unable to be easily turned.

Council approved Infratech to come back out and clean out the valve channel and attempt to exercise the stuck valve.

The City Engineer' field staff (Art Taylor) met Infratech on site to test the valve.

Infratech cleaned and operated the gate valves located on West Road and East Road. These are both functioning properly and operational. The stuck gate valve on Center Road was unable to be fully opened due to its rigid condition. Art Taylor left the valve open.

BUDGET

The 2011 water fund budget includes \$1,800 for hydrant flushing and valve exercising and \$1,590 for gate valve repairs.

Hydrant Flushing and gate valve exercising costs to-date: \$1,050.

(The final invoice for cleaning the valve channels has not been received).

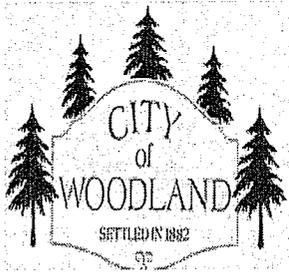
ACTION

Council discuss future repairs to the valve on Center Road (south end).

6A

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: 2700 Stone Arch Road
Consider the process to add a parking pad

OVERVIEW

Steve & Tami Schroll, 2700 Stone Arch Road, applied for a special use permit in 2009 to alter the grade at the aforementioned property and construct a new home.

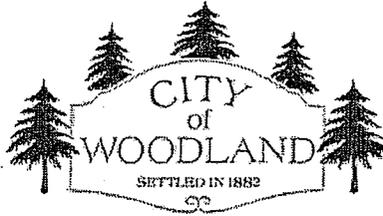
The City approved a Special Use Permit with conditions in March of 2010: Resolution No. 03-2010.

The new home construction project is complete and the final landscape and rain gardens are being completed.

The contractor has asked the City the process to add a small parking pad along the south end of the driveway nearer to Stone Arch Road, to accommodate on-site parking.

The City has changed the process for grade alteration, now requiring a variance for changes to grade that exceed 3 feet.

The staff is checking with the City Attorney to confirm if any change or alteration to the current plan and approved Special Use Permit would require a new public hearing to amend the current special use permit or require a variance process.



NOTICE OF SEPTIC SYSTEM REVIEW

June 23, 2011

RE: Annual Septic System Reviews

Dear Resident:

Kurt Larsen, Woodland's septic inspector, will once again be conducting annual reviews of ½ of the septic systems in Woodland. This letter serves as a notice that Kurt Larsen will be visiting your property to conduct a review of your septic system. If you do not want Kurt to review your septic system, please contact the City Hall at 952-474-4755. If you choose not to have Kurt review your system, you will need to provide proof of septic pumping within the previous 24 months to the City Hall.

The septic reviews will begin on Monday, July 11 and continue through Friday, July 15. There is no direct charge for the septic review.

The septic review will include a site visit by Kurt. You do not need to be home for the routine inspection. Kurt will knock on your door to let you know that he is on-site prior to starting the septic inspection. Kurt will be wearing a safety vest, have a photo ID badge and his vehicle is marked as the Woodland Inspector.

Kurt will be walking around each property and area of the septic system looking down the septic system tanks and drainfield risers. Kurt will be measuring the sludge levels to determine if the tank(s) need to be pumped and if there are any signs of effluent (sewage) leaking on the surface or if other issues exist that may pose a problem. Kurt will need to look down the manhole covers on the septic tanks.

- If your septic tank manhole cover is at grade and visible, you will not need to do anything further prior to the septic review.

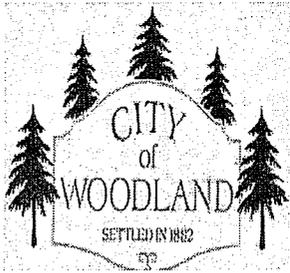
You are not required to be home during the review. However, if you have any questions for Kurt, or would like to meet with Kurt while he is conducting your septic review, please contact Shelley at the City at 952-474-4755 to set up a time during the dates Kurt is conducting reviews. (July 11-15).

Shelley Souers
City Clerk
952-474-4755

Kurt Larsen
Septic Inspector
(507) 247-4169

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Resolution No. 11-2011;
Accepting Donations

OVERVIEW

The City is proposing to make repairs to the Stone Arch, located along Stone Arch Road. The Council has discussed the possibility of seeking and accepting donations from residents to be used to off-set the cost of repairs.

The State Statutes requires that monetary or real or personal property donations be accepted by resolution.

All donors will be given a copy of the resolution referencing the donor's name and confirming the amount of contribution made to be used for the Arch repairs as a tax deductible contribution to the City.

ACTION

Move to approve Resolution No. 11-2011; establishing a resolution for Woodland to receive monetary donations to be used for the Stone Arch repairs.

CITY OF WOODLAND

RESOLUTION NO. 11-2011

RESOLUTION ACCEPTING DONATION

WHEREAS, Minnesota Statutes Section 465.03 requires that donations of real or personal property be accepted by a resolution of the City Council adopted by a two-thirds majority of its members, and;

WHEREAS, Woodland has a stone arch structure located along one of its public streets (Stone Arch Road) which is in need of repair and the Council plans to make repairs to the structure, and;

WHEREAS, in order to assist the City raise funds for the repair, a "Restore the Arch" fundraising program has been established.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland that monetary donations will be accepted and dedicated to fund repairs to the Stone Arch:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, MINNESOTA:

ADOPTED this 11 day of July, 2011 by the City Council of the City of Woodland, Minnesota, upon a vote of _____ ayes and _____ nays.

James Doak, Mayor

ATTEST:

Shelley Souers, City Clerk

CITY OF WOODLAND

RESOLUTION NO. 12-2011

**A RESOLUTION DESIGNATING AN ALTERNATE REPRESENTATIVE BE
APPOINTED TO THE LAKE MINNETONKA COMMUNICATIONS COMMISSION
(LMCC) FOR 2011**

WHEREAS, the City of Woodland appoints an annual representative to the Lake Minnetonka Communications Commission (LMCC); and

WHEREAS, the City Council has appointed Council Member Mike Jilek as the liaison/representative to the LMCC; and

WHEREAS, the LMCC recommends that the City appoint an alternate representative to the LMCC to be eligible to participate and vote on decisions in the event that the primary designated appointee cannot attend meetings with the LMCC; and

WHEREAS, the City Council appoints Mayor James Doak as the alternate representative to the LMCC, entitling him to participate and vote at LMCC meetings on behalf of the City of Woodland, in lieu of Council Member Mike Jilek; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Woodland that the appointment of Mayor James Doak, as the alternate LMCC representative, is hereby approved for 2011.

Adopted by the City Council of the City of Woodland, Minnesota, this 11 day of July 2011.

James S. Doak, Mayor

ATTEST:

Shelley Souers, City Clerk

6E

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: July 11, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: **Preliminary** 2012 Budget Review

OVERVIEW

The Preliminary 2012 Budget is attached for review. The majority of Woodland's revenue comes from the tax levy, since we have few sources of income and little government aid.

This is an early look at the budget needs for 2012. The budget is a balanced budget and, as shown, would require a tax levy of \$328,056 to balance the budget and fund the anticipated expenditures. The draft budget represents an increase in the levy by 9% a \$23,374 increase from the 2011 levy.

Woodland budgets for future major road improvements through the general fund. To prepare for future road improvements, I have included 48,000 to the 2012 budget in anticipation of road overlays, seal coating and engineering fees. The Road Improvement Fund currently has just over \$30,000 in reserve to be used in 2011 or held until 2012. The City has not started any sealcoats or overlays for 2011. Routine pothole repair costs come out of the line item budget for road repairs and sweeping expenses, separate from the major road project improvements (taken out of the Road Improvement Fund).

The contract with Deephaven for clerical services increased by .08% and increased by 1% for police and zoning services. The fire contract amount with the City of Wayzata has not been provided to Woodland at this time however, it is anticipated to be similar to that of 2011.

The forecast for building permit revenue is again modest for 2012, even though 2011 has exceeded the anticipated budget amount, in large part to the completion of 3 new home construction projects. All of which will be completed in 2011.

Year 2012 will be an election year. Woodland will have a primary in August and General Election in November. The budget includes anticipated election expenses.

There is also an increase projected for audit services and snow plowing costs.

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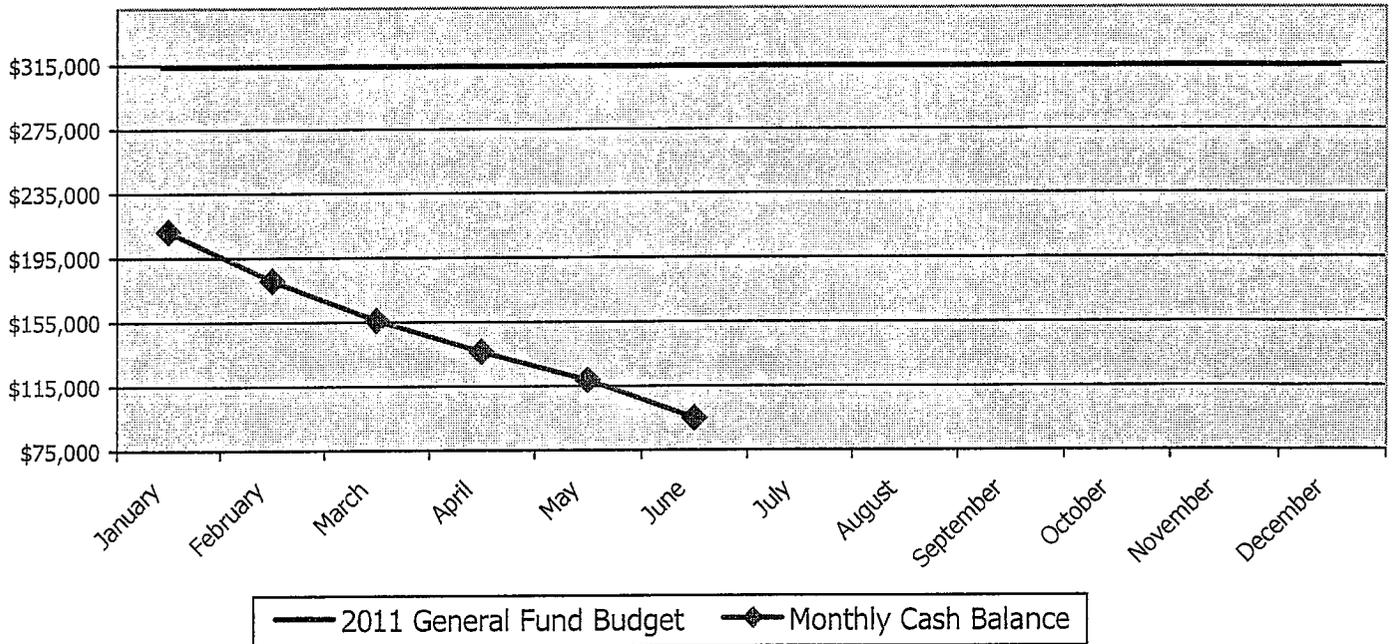
The City will need to adopt a preliminary Budget and proposed Levy at the September 12 Council meeting. The final budget and levy will be adopted in December.

The Water & Sewer Fund Budgets are not part of the General Fund Budget and do not require tax levy monies to operate. The Water and Sewer Funds are enterprise funds and are self-supporting. The enterprise fund budgets will be reviewed at the August Council Meeting.

ACTION

Review the preliminary draft budget for 2012. Make recommendations to staff for changes to the budget. The 2012 budget discussions will continue at the August Council Meeting. The proposed budget and levy will be adopted at the September 12 Council meeting.

City of Woodland General Fund Cash Balance vs. Budget



Month	Cash Balance	General Fund Budget	% of Budget
January	\$211,437	\$313,903	67.36%
February	\$180,840	\$313,903	57.61%
March	\$156,004	\$313,903	49.70%
April	\$136,405	\$313,903	43.45%
May	\$118,700	\$313,903	37.81%
June	\$95,174	\$313,903	30.32%
July		\$313,903	0.00%
August		\$313,903	0.00%
September		\$313,903	0.00%
October		\$313,903	0.00%
November		\$313,903	0.00%
December		\$313,903	0.00%

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