

**CITY OF WOODLAND
COUNCIL AGENDA**

**MONDAY, SEPTEMBER 12, 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 August 8, 2011; Regular Council Meeting

B. Lake Minnetonka Communications Commission (LMCC) – 2012 Budget Approval

4. PUBLIC COMMENTS

5. PUBLIC HEARING

A. Hearing continued - 2700 Stone Arch Road; Special Use Permit (amendment) to add a parking pad along the driveway. Resolution No. 15-2011.

6. OLD BUSINESS

A. Stone Arch Project update

7. NEW BUSINESS

A. Bid Review for Recycling Service Agreement

B. Review Draft Amendment to Chapter 9 Zoning

• 900.14; Variance

• 900.15 Special Use Permits

C. Resolution No. 16-2011; 2012 Routine Road Maintenance

D. Resolution No. 17-2011; 2012 Snow Plow Agreement

E. Quote for Sewer Jet Cleaning

F. Quote for Gate Valve Repair

G. Adoption of the Proposed 2012 Budget and Tax Levy:

• Resolution No.18-2011

• Resolution No.19-2011

H. Fund Balance Policy

I. Consider a Resolution to Support the MCWD to manage Aquatic Invasive Species in the region

J. Discuss Options for Spring & Fall Clean Up

8. MAYOR'S REPORT

9. 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

10. ACCOUNTS PAYABLE

11. TREASURERS REPORT

12. 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, August 8, 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 Michael Jilek, Sliv Carlson, Chris Rich and John Massie.

Guests: Mr. Tom Newberry, Mr. John Dhamer, Mr. Jon Sonnek, and Mr. Steve Schroll.

CONSENT AGENDA

A. Minutes of the Council Meeting, July 11, 2011

B. 2011 Septic System Review

C. Resolution No. 13-2011; 2012 Septic Review Agreement (Kurt Larsen)

D. Resolution No. 14-2011; 2012 Septic Inspection Agreement (Metro West Inspection Services)

E. Select Date for Budget and Levy Hearing

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

PUBLIC COMMENTS

There were no comments from the floor.

PUBLIC HEARING

A. Special Use Permit Amendment, 2700 Stone Arch Road

Zoning Administrator Karpas reported that Steve and Tamala Schroll, 2700 Stone Arch Road, have requested an amendment to their previously approved Special Use Permit and site plan to add a 500 square feet parking pad. Karpas reported that the survey provided by the applicant included a flagstone pathway that had not been included on the original plan. The flagstone path increased the impervious coverage slightly over the amount noted on the amendment application. Staff sent a hearing notice to property owners within 500 feet of the subject property based on the impervious percentage stated on the application. Following consultation with the City Attorney Joel Jamnik, staff recommended that the public hearing be opened, considered and continued until the September 12 regular Council Meeting in order to distribute an amended notice to the neighbors clarifying the amount of impervious cover.

Mayor Doak opened the public hearing at 7:05PM.

Mr. John Sonnek, contractor for 2700 Stone Arch Road, presented pictures of the flagstone path to the lake, noting that the stones are irregular shape, surrounded by grass and set in a sand base allowing water to pass under the stones. Mr. Sonnek also presented pictures of the French drain system installed along the east property line to aid in capturing and directing stormwater to the pond on the property.

Mayor Doak noted that the flagstone walkway had not been included in the original plan. Mayor Doak stated that in order for the discussion to be clear, the staff will send an updated notice to residents clarifying the impervious cover requested as part of the amended Special Use Permit.

Mayor Doak stated that the enhanced stormwater management plan created on the property might justify the increased impervious surface specified in the application for amendment to the Special Use Permit.

Mr. Sonnek reported that the original plan included a rain garden capable of 43 cubic feet of storage capacity. Mr. Sonnek stated that the rain garden has been superseded by a stormwater run off plan that will have an additional 898 cubic feet of water storage capacity, capable of taking heavy rain water that once sat on the street. The site can now accommodate a total stormwater storage capacity of 3,300 cubic feet of rain water. The French drain system has a sump pump that will direct water to the large pond and is capable of pulling water from the street and the area just north of the tennis court on the neighboring property.

Mr. Sonnek suggested the City consider drain tiles along Stone Arch Road as part of the road restoration.

Mr. Tom Newberry, 2750 Stone Arch Road, distributed information from the Minnehaha Creek Watershed District (MCWD) and the Woodland City Newsletter regarding management of stormwater. Mr. Newberry stated that he appreciated the water mitigation efforts created on the property, however opposes the request to amend the Special Use Permit for additional impervious cover, given the recommendation of the MCWD and City to limit impervious cover and provide for stormwater management.

Council Member Jilek moved and Council Member Rich seconded the motion to continue the public hearing to the regularly scheduled Council meeting on September 12. Motion carried 5-0.

OLD BUSINESS

A. Sign Replacement Private Street

Council Member Rich reported that all street signs were inventoried. Cornerstone will replace several non-reflective regulatory signs this year. Council Member Rich stated that Woodland will be able to replace all non-reflective signs within the federally mandated timeframe.

Mayor Doak noted that the Council had agreed to replace only those signs that fail retroreflective standards. All new sign installed, beginning this year, will be replaced according to the manufactures warranty.

Council agreed that the City will not be replacing signs located on private streets. These signs will be the responsibility of the persons residing along those streets.

B. Stone Arch Repairs

Council Member Massie reported that he contacted all three contractors to rebid the Arch repairs.

Mr. Sonnek, contractor for the 2700 Stone Arch Road construction project, recommended that the Arch be sealed with a penetrating water based sealer. Mr. Sonnek stated that the City should consider application of a water based sealant every couple of years to further ensure the longevity of the Arch. Mr. Sonnek also suggested that the top of the Arch be treated with a weed killer and flashing be added to the top to prevent water infiltration.

Mr. John Dhamer, 2805 Stone Arch Road, suggested that Council amend the bid request to include the addition of flashing and future application of a maintenance sealer.

Council Member Massie stated that he will contact the bidders and request an updated bid to include the addition of flashing to the top of the Arch, but will not request a bid to reseal the Arch every 24 months with penetrating sealer. The future sealant application will be addressed at the time the sealer is needed.

Council Member Carlson moved to award the contract to the lowest bidder based on their rebid to add flashing to the top of the arch, with a maximum bid not to exceed \$8,600. Council Member Rich seconded the motion. Motion carried 5-0.

C. 2012 Budget

Council reviewed the draft General Fund and Water and Sewer Fund budgets. No changes were made to the draft budget. Council will adopt the proposed levy and budget at the September Council Meeting.

NEW BUSINESS

A. Stone Arch Road Improvement Plan

Council reviewed the approach recommended by the City Engineer that would include a topographic survey to establish drainage patterns and determine if the surface drainage can be improved along the roadway. Soil borings will determine if the existing soils have the strength to support the weight of thicker pavement and additional fill. Once the information is gathered, the City Engineer will develop options and costs and present them to the Council.

Council agreed that the once the restoration costs and options are known, the City will solicit feedback from the residents.

Mayor Doak stated that the City will make necessary repairs along Stone Arch Road prior to the winter season.

MAYORS REPORT

Stone Arch Restoration

Mayor Doak reported that the City has received two contributions to-date, toward the Arch restoration. Mayor Doak stated that he is hopeful that over the next several weeks more residents will support the project with a tax deductible contribution.

Mr. John Dhamer, 2845 Stone Arch Road, stated that his family is organizing an ice cream social to garner support of the Stone Arch restoration and landscape project.

League of Women Voters Mayor's Forum

Mayor Doak stated that he will join with area Mayors to speak at the League of Women Voters Forum in September. The forum will be held at the Shorewood Community Center.

Emergency Management Plan

Mayor Doak reported that he attended the Emergency Preparedness Meeting presented by the South Lake Police and Fire Departments. The meeting emphasized the need for city officials to establish their role in the event of a natural disaster. Mayor Doak suggested that in the coming months the Council consider adopting an Emergency Preparedness Ordinance that identifies a multi-agency coordination plan and chain-of-command to address the procedure for handling all aspects of a natural disaster.

Mayor Doak recommended placing information in the next newsletter regarding homeowner emergency preparedness for storm and natural disasters.

COUNCIL REPORTS

Ordinance, LMCD and Website

Council Member Jilek reported that Herb Suerth, Woodland's Lake Minnetonka Conservation District (LMCD) representative, will be stepping down from his participation in the LMCD following many years of service.

Council Member Jilek reported that the Lake Minnetonka Communications Commission (LMCC) is analyzing the data they have gathered regarding fiber to the home and will put together a business plan to present to cities. More information can be found on the LMCC website.

Roads, Signs and Trees

No report

Finance, Enterprise Funds, Intergovernmental & MCWD

Council Member Carlson suggested that County Commissioner Jan Callison attend an upcoming Council Meeting to provide an update on the completion of the County Road 101 construction project.

Public Safety

No report

Chief of Police Johnson presented the June and July incident 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 Carlson moved approval of the Treasurer's Report as submitted. Council Member Jilek seconded the motion. Motion carried 5-0.

ADJOURNMENT

Council adjourned by consent at 9:05PM.

ATTEST:

Shelley J. Souers, City Clerk

James S. Doak, Mayor



LMCC

LAKE MINNETONKA COMMUNICATIONS COMMISSION

9-12-11
Approval by Council

4071 SUNSET DRIVE • BOX 385 • SPRING PARK, MN 55384-0385 • 952.471.7125 • FAX 952.471.9151 • lmcc@lmcc-tv.org

August 23, 2011

RE: Approval of LMCC 2012 Budget

DEEPHAVEN

Dear Mayor and Council Members:

EXCELSIOR

The Lake Minnetonka Communications Commission (LMCC) passed the enclosed budget for 2012, at the last full LMCC meeting on August 16, 2011.

GREENWOOD

This budget is not funded with tax dollars, but rather a cable company franchise fee paid annually to the LMCC. We are also receiving a PEG (public, educational, governmental) access fee for community use of the production studio.

INDEPENDENCE

LONG LAKE

I am submitting the budget to all city members of the LMCC for review and approval according to our Joint Powers Agreement. A particular item to note is the expenditure for agenda parsing. This was due to surveying the cities and having ten cities respond that they would support funding for this service. Please send me the minutes or resolution of your actions regarding the LMCC Budget as we keep a record of approval on file at the LMCC Offices.

LORETTO

MAPLE PLAIN

MEDINA

If you would like me to attend your council meeting to answer any questions please let me know the date and time of the meeting or the time I would be placed on the agenda. The LMCC needs approval of the majority of the cities to proceed with the proposed budget. We would appreciate your approval at your September Council meeting.

MINNETONKA BEACH

MINNETRISTA

Thank you for your continued support and use of the television facilities and your participation in our programming on Tonka Report, with your city events and with any election coverage of candidates.

ORONO

ST. BONIFACIUS

Sincerely,

SHOREWOOD

LAKE MINNETONKA COMMUNICATIONS COMMISSION

SPRING PARK

TONKA BAY

Sally Koenecke
Executive Director

VICTORIA

WOODLAND

Enclosure

**Lake Minnetonka Communications Commissions
2012 Proposed Budget.**

	Franchise Administration.	Studio Capital.	Total All Funds
<u>Revenues</u>			
Franchise Fees	175,500	312,877	488,377
PEG Fees		106,032	106,032
Mound Usage Fees		45,378	45,378
Studio Rental Dub Fees		2,000	2,000
Interest		2,200	2,200
Insurance Refund		250	250
Projected Total Revenue	175,500	468,737	644,237

<u>Expeuses</u>			
Projected Total Fr. Exp. And Studio Salaries	175,346	309,406	484,752
Projected Total Studio Capital Expenses		112,740	112,740
Communications Education and Assessment			18,000
Carpet and Furniture Capital Replacement			23,400
Franchise Fee Audit			14,000
Franchise Renewal Expense			20,000
<u>Capital Equipment Budget</u>			
Proposed 2012 Capital Budget			15,550
Projected Total Expenses (Fr.Exp. Stu.Salaries, Stu.Cap., Cap.Equip.)			688,442

Fund Balance

Projected 2012 Beginning Fund Balance	509,138	
Projected 2012 Revenues	<u>644,237</u>	
Total Fund Balance and 2012 Revenues	1,153,375	
Projected Total Expenses	<u>688,442</u>	
Projected Fund Balance Before Contingency	464,933	
Contingency	<u>34,422</u>	
Projected 2012 Balance After Contingency	430,511	
Mortgage Payoff (one time expenditure)	<u>119,880</u>	To be reviewed in 2012
Projected 2012 Remaining Fund Balance	310,631	

Revenues do not include potential recovery of unpaid revenue due from prior years.

Assumptions:

Approval of \$46,574 (partial 2011 contingency) for lighting in 2011
Option to pay off the mortgage starting in June 2012

**Lake Minnetonka Communications Commission
2012 Proposed Budget**

Franchise Administration

Expenses

	2010 Adopted	2010 Actual	2011 Proposed	2011 6 Mo. Proj	2011 Projected	2012 Proposed
<u>Personal Services</u>						
101 Salaried Full-time	45,946	47,517	47,824	23,215	47,824	49,019
103 Salaried Part-time	22,309	23,282	33,000	14,000	28,000	33,825
121 Pera Cont.	4,790	5,866	5,819	2,909	5,819	6,012
122 FICA Cont.	5,660	6,803	6,415	3,207	6,415	6,970
131 Health Insurance	11,000	15,303	11,500	6,746	11,500	15,500
151 Workers Comp. Insurance	700	703	715	383	766	775
Total Personal Services	90,405	99,474	105,273	50,460	100,324	112,101
<u>Supplies</u>						
200 Office Supplies	1,300	1,495	1,300	600	1,200	1,500
210 Special Events/Meetings	300	356	525	263	525	525
220 Repair & Maint. Supplies	200	0	200	100	200	200
Total Supplies	2,000	1,851	2,025	963	1,925	2,225
<u>Professional Services</u>						
301 Accounting/Audit Fees	6,220	7,455	6,450	3,500	6,450	7,000
304 Legal Fees	3,000	8,412	10,000	3,500	9,000	10,000
314 Payroll Services	700	661	800	400	800	800
318 Janitorial Services	1,200	877	1,200	500	1,200	1,200
319 Security Services	470	415	470	235	470	470
325 Computer/Consulting	1,250	305	1,250	625	1,250	1,250
326 Training	400	200	400	150	400	400
Total Professional Services	13,240	18,325	20,570	8,910	19,570	21,120
<u>Other Services and Charges</u>						
309 Copier Expense	3,000	3,155	3,250	1,655	3,250	3,300
321 Telephone/Communications	1,100	1,024	1,100	550	1,100	1,100
322 Postage	1,300	990	1,300	480	1,300	1,300
331 Travel School & Conference	9,000	6,629	9,000	4,000	9,000	8,500
332 Mileage	670	2,428	680	340	680	680
350 Printing and Publishing	1,800	1,105	1,500	650	1,500	1,500
360 Insurance	2,000	1,823	2,200	1,737	2,000	2,000
380 Utilities	4,700	3,305	4,700	2,350	4,700	4,700
384 Refuse & Recycling Collection	400	398	500	380	500	500
401 Contracted Building Repair	1,500	1,593	2,000	600	2,000	2,000
404 Maint. Repair Equip.	250	755	250	300	400	400
411 Mortgage Interest Exp. (Formerly Rent)	3,186	2,786	3,050	1,200	3,000	0
413 Equipment Rental	300	0	200	50	200	200
433 Dues & Subscriptions	1,800	1,853	2,000	1,000	2,000	2,000
438 Property Taxes	0	0	0	0	0	0
439 Contingency	1,200	3,025	3,000	800	3,000	3,000
440 Advertising	300	13	300	150	300	400
395 Bank Finance fee	20	40	20	16	20	20
443 Licenses	200	174	100	250	250	250
Total Other Charges	32,726	31,096	35,150	16,508	35,200	31,850
<u>Capital Outlay</u>						
411 mortgage interest						3,050
599 Building Improvements	2,000	454	5,000	1,500	5,000	5,000
Total Expenditures	140,371	151,200	168,018	78,341	162,019	175,346

**Lake Minnetonka Communications Commission
2012 Proposed Budget**

Access Studio Operating

	2010 Adopted	2010 Actual	2011 Proposed	2011 6 Mo. Proj.	2011 Projected	2012 Proposed
<u>Personal Services</u>						
101 Salaried Full-time	173,555	177,568	201,700	100,850	201,700	206,742
103 Hourly Part-time	24,720	32,494	13,612	13,612	27,224	42,904
121 Pera Cont.	13,130	13,687	14,500	5,500	14,500	14,860
122 FICA Cont.	14,420	14,574	16,500	7,000	15,500	16,900
131 Health Insurance	25,417	26,056	25,417	12,000	25,417	27,000
151 Workers Comp. Insurance	815	914	920	498	996	1000
Total Personal Services	252,057	265,293	272,649	139,460	285,337	309,406
<u>Access Studio Capital</u>						
<u>Supplies</u>						
200 Office Supplies	1,160	1,495	1,200	550	1,200	1,500
210 Special Events/Meetings	1,160	832	1,200	400	900	1,200
220 Repair & Maint. Supplies	400	-	400	40	200	400
225 Studio Expendables	3,100	1,948	3,000	900	2,500	2,750
Total Supplies	5,820	4,275	5,800	1,890	4,620	5,850
<u>Professional Services</u>						
301 Acct. Fees	6,220	7,455	6,450	3,225	6,450	7,000
302 Access Contractors	25,825	22,765	26,000	13,000	26,000	26,000
304 Legal Fees	2,000	3,785	3,000	1,500	3,000	3,000
314 Payroll Services	1,850	1,542	1,900	650	1,300	1,500
318 Janitorial Services	2,575	2,045	2,575	1,100	2,250	2,575
319 Security Services	450	415	470	250	470	470
325 Consulting-computer	3,000	712	3,000	465	3,000	4,000
310 Training	600	200	600	150	500	600
Total Professional Services	42,520	38,919	43,995	20,340	42,970	45,145
<u>Other Services and Charges</u>						
309 Copier Expense	3,000	3,155	3,250	1,621	3,250	3,250
321 Telephone/Communicat	2,550	2,389	2,550	1,259	2,550	2,550
322 Postage	1,350	990	1,350	425	1,000	1,250
331 Travel School & Conference	4,770	3,215	4,770	1,500	4,500	4,770
332 Mileage	1,000	634	1,000	500	1,000	1,100
350 Printing and Publishing	1,800	1,105	1,800	400	1,400	1,600
360 Insurance	4,478	4,254	4,500	2,028	4,055	4,500
380 Utilities	10,000	7,711	10,500	4,500	9,500	1,000
384 Refuse & Recycling Collection	500	398	550	365	550	575
401 Contracted Building Repair	1,500	1,593	1,500	600	1,500	1,750
404 Maint. Repair Equip.	2,000	841	2,000	300	2,000	2,000
411 Mortgage Interest Expe	9,560	8,357	9,020	0	0	0
413 Equipment Rental	500	-	300	0	300	100
433 Dues & Subscriptions	1,800	1,853	2,250	900	1,900	2,100
438 Property Taxes	-	-	-	0	0	0
439 Contingency	1,300	3,025	1,300	640	1,300	2,000
440 Advertising	1,000	189	1,000	630	1,000	3,000
441 Van Operation	1,500	318	2,000	400	1,750	2,000
442 Webstreaming/Broadband	10,585	4,353	11,000	2,750	7,000	8,000
443 Licenses	350	521	350	360	660	700
Total Other Charges	59,543	44,901	52,070	19,178	45,215	42,245
Total Expenditures	107,883	88,095	101,865	41,408	92,805	93,240
Building Improvements	1,100	457	5,000	1,000	5,000	10,000
411 Mortgage Interest Expense				3,500	9,020	9500
Total	361,040	353,845	388,534	185,368	392,167	422,146

2012 Capital Budget

Qty:	Description:	Mfg.:	Part #:	Cost Each:	Tax Each:	x Qty	Total:
	Misc. Equipment Needs:						
2	Samsung DVD/VCR Recorders	Samsung	DVDVR375	\$179.99	\$13.50	2	\$386.98
4	Canon XL2 Batteries	Canon	BP-970G	\$155.00	\$11.63	4	\$666.52
4	Panasonic DVC Batteries	Panasonic	CGP-D28	\$53.00	\$3.98	4	\$227.92
10	25' XLR Cables	Whirlwind	MK4-25	\$21.00	\$1.58	10	\$225.80
2	15" LCD Monitors	Colby	TFTV1525	\$125.00	\$9.38	2	\$268.76
4	25' Grounded Extension Cords	Master Elec.	25lbe	\$12.99	\$9.74	4	\$90.92
2	After Effects Software	Adobe	After Effects CS5	\$999.99	\$75.00	2	\$2,149.98
4	Lav Microphones	Sony	ECM-44B	\$229.95	\$17.25	4	\$988.80
2	Routers for Final Cut Systems	Knox	RS4 x 4HB	\$940.00	\$70.50	2	\$2,021.00
1	4 Monitor LCD Panel Display - Van	Marshall	V-R44P	\$1,199.00	\$89.93	1	\$1,288.93
2	2 Monitor LCD Panel Display - Van	Marshall	V-R82DP	\$1,689.00	\$126.68	1	\$1,851.68
1	Replacement Laptop for Jim	Sony	370mi3	\$549.99	\$41.25	1	\$591.24
1	New Workstation for Control Room	HP	Phenom II 840T	\$599.00	\$45.00	1	\$644.99
1	Dry Erase Easel	MasterVision	BVCQR5507	\$719.99	\$54.00	1	\$773.99
	Agenda Parsing					Subtotal Misc:	\$12,177.51
1	Open Platform	Granicus		\$0.00	\$0.00	1	\$0.00
1	Government Transparency Suite	Granicus		\$2,012.50	\$150.94	1	\$2,163.44
1	Deployment	Granicus		\$500.00	\$37.50	1	\$537.50
1	Training	Granicus		\$500.00	\$37.50	1	\$537.50
1	Shipping	Granicus		\$125.00	\$9.38	1	\$134.38
	Note: Annual Fee of \$6000.00					Subtotal Agenda Parsing:	\$3,372.82
	Note: Add'l Staff Cost \$15000.00						
				Total Capitol Budget:			\$15,550.33

DT: July 14, 2011
TO: All LMCC Commissioners
FM: Sally Koenecke
RE: Budget Process Summary

At the February Full Commission Meeting I identified a need to clarify the LMCC yearly budget process, especially for new LMCC commissioners. The commission involvement part of the budget process begins in April of each year. This was established prior to my employment with the LMCC and had been implemented by the previous Executive Director. I have continued that part. The staff strategic planning is initiated by me in January every year to allow for staff planning prior to the Budget Committee meeting in May.

Outline of LMCC Budget Process:

January: Staff holds a strategic planning meeting and reviews the five-year equipment Proposal as well as creates a yearly strategic plan with goals to be achieved. Staff makes a list of considerations for future discussion and reviews the current year's budget considerations as well as makes other projections. Staff may identify areas that the commission had not taken action on for further consideration. These items are listed for consideration and submitted to the Budget Committee. Staff identifies conferences or seminars that may add information to the research that has been undertaken on all budgeted considerations. Staff begins to make the purchases that were approved for the current year's budget and implements the training and installation.

Feb., March, April: Staff continues to work on the implementation of the current year's budget and identifies and researches future needs to be considered by the committee.

May: The Budget Committee is established in April with the selection of a Chair. A preliminary meeting is set in May to have the committee meet, review the current budget, to look at the current franchise fees, to review expenditures of the current budget and to discuss any budgetary items that need further consideration. They also identify new areas of budget consideration. These generally originate from committees.

June: Completion of the yearly audit. These figures also help for budget accuracy. Executive Director does an analysis of the May financial statement for franchise fees and actual expenditures to formulate estimates on the potential costs for the next year. This serves to determine if we are on target and where we need to be for the current year or whether costs have escalated or declined. I then prepare a preliminary budget based on 1.) The staff's strategic plan, 2.) the budget committee recommendations, 3.) the five month actual figures. A meeting of the Budget Committee in June serves to refine the preliminary budget.

July: The Budget Committee meets in July to review the preliminary budget and make any further changes to the preliminary budget. The Executive Committee then reviews it at the Executive Committee meeting and makes any changes to the budget.

August: The budget goes to the Full Commission for approval.

September: The budget goes to the cities for approval. A summary letter with the explanation of the budget is sent with the budget. The Executive Director offers to attend city council meetings to present the budget if the cities want her attendance.

CONTINUED HEARING
PUBLIC HEARING NOTICE

5A

**Monday,
September 12, 2011
7:00 p.m.
City Hall Council Chambers
20225 Cottagewood Road**

Request to amend a previously approved special use permit by adding additional impervious surface in the form of a parking area adjacent to Stone Arch Road and a lakeside walkway

You are invited

The City Council invites you to a public hearing. You are given notice because you are within 500 feet of the subject property. The meeting will begin at **7:00 p.m.** The hearing may not start until later in the evening, depending on other agenda items that may precede this one.

What's being proposed?

Steve and Tami Schroll, 2700 Stone Arch Road are requesting the following:

- The applicants are requesting to amend the approved Special Use Permit resolution approving the construction of their home, including the amount of impervious surface. The applicants propose to construct a 20'X25' parking area along their driveway adjacent to Stone Arch Road and a lakeside walking path which increases the amount of impervious surface.
- Resolution 03-2010 approved an impervious surface area of 22.55%. The proposed impervious surface area with the parking area would be 23.74%, slightly above the approved percentage and below the percentage allowed by ordinance.

What happens at the meeting?

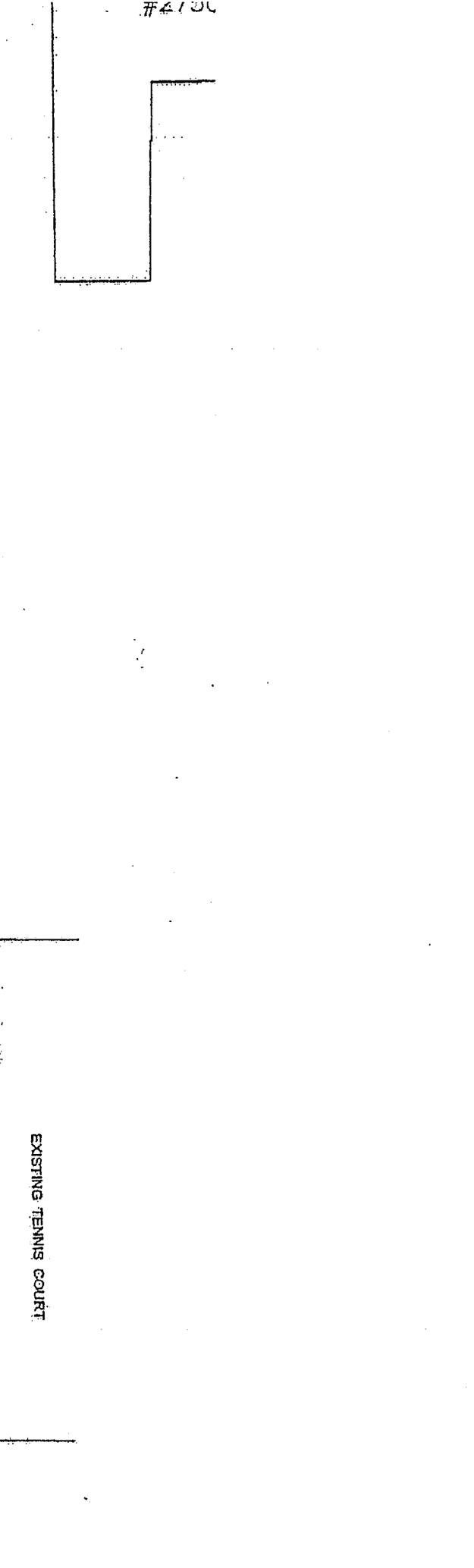
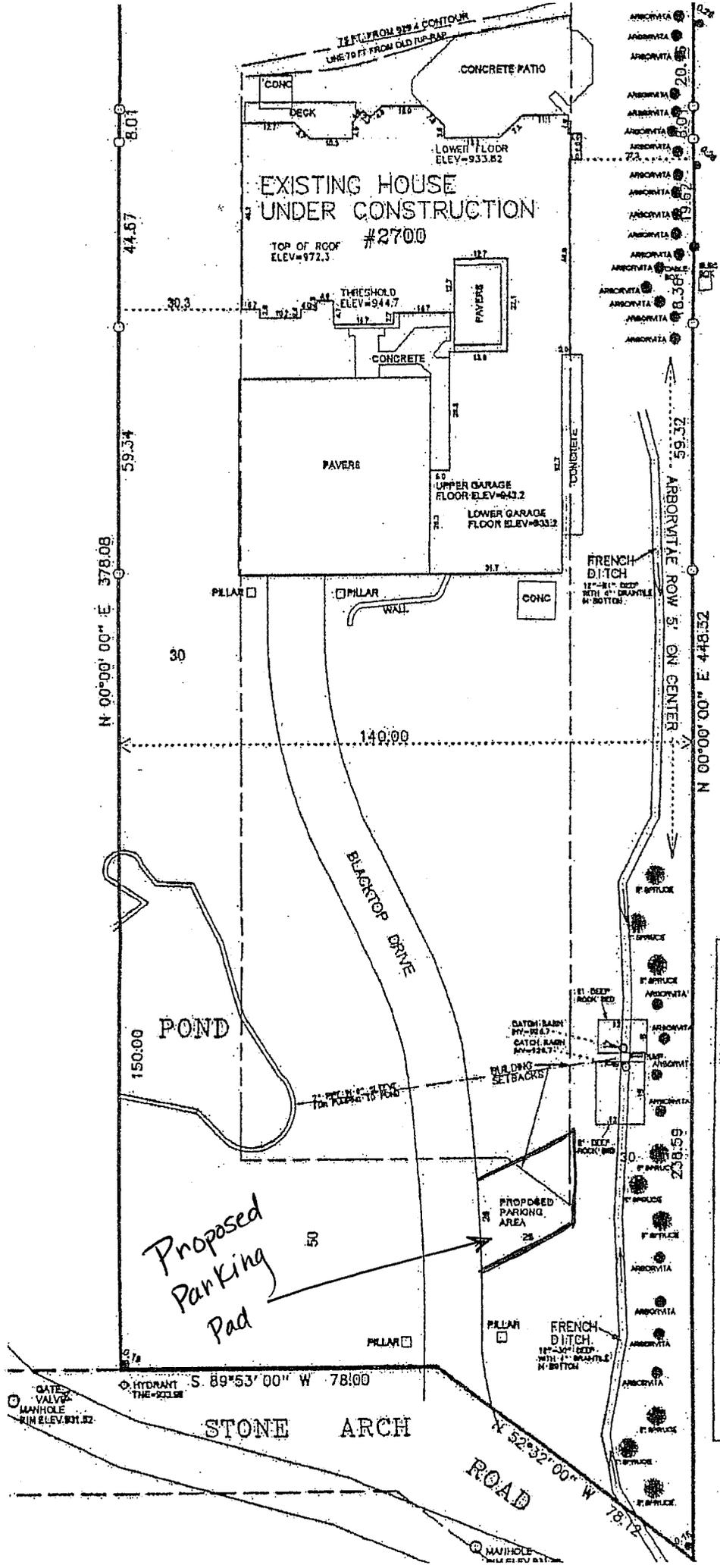
The City Council meets monthly to review zoning requests. The applicant or a representative of the applicant will present their case for the above mentioned request. The Council will give anyone wanting to speak the opportunity to do so. The Council requests that a spokesperson speak for a group with a consensus opinion. While resident input is highly valued, the Council legally cannot rely solely on resident opinions in making its decision. In addition, ordinance standards, laws, and city policies limit the Council's decisions. Public comments should address these standards. A copy of the standards may be obtained online or by calling the City Planner.

The decision by the City Council is final subject to the right of appeal, and subject to exceptions as may be provided for in the City Ordinance.

How can I stay informed?

If you have questions, would like further information, or cannot attend the hearing and would like to make comments, please contact Gus Karpas, the City Planner at (952) 474-4755 or by email at Guskarpas@mchsi.com

The agenda and staff report for this project will be available by **September 5th**.



Proposed Parking Pad

EXISTING TENNIS COURT

DRAFT

WOODLAND RESOLUTION NO. 15 – 2011

IN RE: The application of Steve and Tami Schroll for an amendment of the Special Use Permit approving the request to substantially alter the existing grade on the property to construct a new single family home by increasing the amount of approved impervious surface area at real property located at 2700 Stone Arch Road, Woodland, Minnesota (PID No. 07-117-22 44 0007)

Legal Description: Lot 2, Gilson First Addition

WHEREAS, the applicants made application to the City for a Special Use Permit for the construction of a new single family home which would require the alteration of grade greater than one foot; and

WHEREAS, the City Council approved the request for the alteration of the base grade by eight foot, ten inches based on the site plan submitted at their March 8, 2010 meeting; and

WHEREAS, the original site plan submitted by the applicants indicated the proposed setback and impervious surface area; and

WHEREAS, the applicants have submitted an application to amend the original approved impervious surface area through the addition of a lakeside stone walkway and parking area near Stone Arch Road; and

WHEREAS, notice of public hearing was published; notice given 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 August 8, 2011 and further discussed on September 12, 2011; and

WHEREAS, the City Council has received the staff report, and considered the application and comments of the applicant and the public.

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

FINDINGS OF FACT

1. That the real property located at 2700 Stone Arch Road, Woodland, Minnesota (PID No. 07-117-22 44 0007) is a single lot of record located within the R-1 Single Family District. This property is used for single family residential purposes.

2. The applicant is proposing to alter the approved impervious surface area through the addition of a stone walkway and parking area.
3. The City Council approved an impervious surface area 22.55%, based on the initial site plan from the applicant and included on Resolution 03-2010. The proposal would increase the impervious surface percentage by 1.19% for a total of 23.74% of impervious surface area on the lot.
4. Section 900.10(1) of the City Code allows a maximum permitted impervious surface area of twenty-five (25) percent. The calculations provided by the applicant indicates the proposed impervious surface on the property would be 23.74%. As presented, the proposed impervious surface area complies with the city's ordinance but since the original amount was approved by a Special Use Permit, the proposed increase must receive Council approval.
5. Section 900.07(a) requires minimum permitted lot area of 87,120 square feet. The survey submitted by the applicant indicates they have a lot area of 57,140 square feet. As presented, the applicant's lot area is below the city's ordinance requirement. Section 900.07(f) permits the construction of a new main building provided it contains a minimum lot area of one acre and there are no adjoining properties in common ownership. The applicants do not own adjacent property, therefore they are in compliance with the city's ordinance.

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

That the request to amend the current Special Use Permit to allow for an increase in the amount of impervious surface by 1.19%, for a total of 23.74% on the property in order to permit an additional lakeside stone walkway and parking area near Stone Arch Road, as presented for 2700 Stone Arch Road, be _____ and is hereby granted subject to the following findings;

**FINDINGS BASED ON THE CRITERIA FOR APPROVAL OF SPECIAL USE PERMITS
OUTLINED IN SECTION 900.15(2):**

Findings:

1. Effect of the proposed use on the character and development of the neighborhood:

The proposed increase in the amount of impervious surface area would not alter the essential character of the neighborhood.

2. Effect of the proposed use on the health, safety and welfare of occupants of the surrounding lands:

The applicant has taken steps to control the runoff on the property in conjunction with the increase in the amount of impervious surface. The City Engineer has had the opportunity

to review the proposed drainage and anticipates no negative impact due to the increase in impervious surface area.

3. The existing and anticipated traffic conditions, including parking.

There would be no impact on the existing and anticipated traffic conditions in the neighborhood.

4. The effect on property values in the surrounding area.

The proposal would not have an impact on the property values in the surrounding areas and the steps taken to mitigate neighborhood drainage issues may positively impact surrounding property values.

Conditions:

1. _____

ADOPTED THIS 12TH DAY OF SEPTEMBER, 2011 BY THE CITY COUNCIL OF WOODLAND, MINNESOTA.

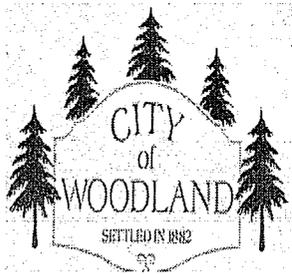
James S. Doak, Mayor

ATTEST:

Shelley J. Souers, City Clerk

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: September 12, 2011

FROM: Shelley Souers, City Clerk

SUBJECT: Bid for Recycling Services
Three Year Agreement for Collection

OVERVIEW

Woodland offers all residents bi-weekly recycling collection. Recycling collection is offered as valet service (collection of materials at the garage). Some residents do choose to bring their recycling container to the curb. All residents are provided a 64 gallon cart through the hauler. Materials can be co-mingled into the same container (single sort).

Woodland approved a 3 year agreement with Waste Management for Recycling Collection in 2008. The current 3 year agreement will expire December 31, 2011. Woodland sought bids from 3 providers. Waste Management provided a bid for service.

Current Cost: \$4.07 / household - \$781.44 / month.

The proposal submitted by Waste Management will maintain the current rate of \$4.07 / household for 2012 with an increase in years 2 and 3 equal to the CPI-U Midwest area, with a maximum of 3% increase.

If the bid is approved, Waste Management will prepare a updated contract for review in October.

CHANGES IN COUNTY FUNDING POLICY

Hennepin County is making changes to their recycling program policies and standards that may require changes to our current program. One of the changes under consideration is a cooperative purchasing contract for the processing of recyclables to reduce the costs of recycling service. The goal of the new funding policy is to increase participation and increase the amount of waste recycled. The County will be providing cities with a draft of the new funding policy in the coming weeks. The County intends to adopt a new funding policy by the end of the year.

Woodland receives a small amount of grant money from Hennepin County for participation in the recycling program. In order to continue to receive County grant monies, cities must meet County guidelines and standards in recycling collection.

Recycling costs Woodland: \$9,300 (2011)

Recycling Grant received: \$1,602

ACTION

Motion to approve the bid for continued recycling service with Waste Management.

The County suggests that Cities adopting new contracts at this time, consider adding a paragraph in the contract agreement that allows the City to amend their contract with recyclers to meet the new County funding policies and standards.



August 11, 2011

Ms. Shelley Souers, City Clerk
City of Woodland
20225 Cottagewood Road
Deephaven, MN 55331

RE: Recycling Collection Services

Dear Ms. Souers,

Waste Management is pleased to provide the City of Woodland with a proposal to continue providing residential recycling service to the residents of Woodland. The service that Waste Management currently provides in Woodland would remain the same, which conforms to the specifications provided in the request for bids letter, dated July 20, 2011. In addition, for those residents that have provided Waste Management with their phone numbers, we will do out-dials informing them when service will be delayed because of a holiday or other unforeseen circumstances that may arise.

The rate for service will remain at \$4.07/home/month (the current rate) for the first year of the contract. Waste Management respectfully requests an increase in years 2 and 3 equal to the CPI-U All Users Midwest Area, with a maximum of a 3 percent increase.

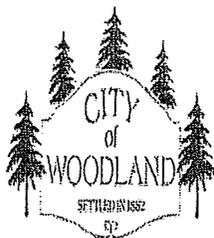
We appreciate your business and look forward to continuing providing recycling service for the residents of Woodland.

Please feel free to contact me with any question you may have.

Sincerely,

A handwritten signature in cursive script that reads "Darrell Hoekstra".

Darrell Hoekstra – dhoekstra2@wm.com
Municipal Marketing Manager
877-810-1256 – Office Direct
612-965-9620 – Mobile

REQUEST FOR ACTION**WOODLAND CITY COUNCIL**

MEETING DATE: September 12, 2011

FROM: Gus Karpas, Zoning Administrator

SUBJECT: Ordinance 9-21; Amendment of Section 900.14 of the Zoning Ordinance to Bring the City in Compliance with State Statutes.

OVERVIEW/BACKGROUND

On May 6, 2011 the new law regarding variance authority went into effect. The League of Minnesota Cities (LMC) suggests that an argument can be made that the statutory language pre-empts inconsistent local ordinance provisions, so cities can apply the new law immediately without necessarily amending the ordinance first. However, the LMC recommends that it would be best for cities to revisit their ordinance provisions and considering adopting language that mirrors the new state statute.

I have attached draft language which would be in compliance with the State Statutes. In addition I have expanded some sections and added additional sections to provide greater clarity for the applicant on the variance process.

COUNCIL ACTION: Staff recommends that the City Council review the proposed ordinance amendment and direct staff to schedule a public hearing for the October meeting.

900.14 Variances.

Subd. 1. Scope. This section applies to all exceptions to the requirements of this Code, except where the paragraph stating the requirement calls for a different permitting process, e.g., Special Use Permit. Any persons may request variances from the literal provisions of the zoning ordinance, shoreland management district ordinance, wetland ordinance and other applicable zoning regulation in instances where their strict enforcement would cause a practical difficulties because of circumstances unique to the individual property under consideration.

Subd. 2. Ordinance provisions to Which Variances May Be Granted. The City Council may consider variances to the following types of regulations under the zoning code, shoreland management district ordinance, wetland ordinance, and other applicable zoning regulations and no others:

1. To vary the applicable lot area, lot width, and lot depth.
2. To vary the applicable bulk regulations, including maximum height, lot coverage, and minimum yard requirements.
3. To vary off-street parking and off-street loading requirements.
4. To vary the regulations relating to restoration of damaged or destroyed nonconforming structures.
5. To interpret zoning district boundaries on official zoning maps and otherwise make interpretations of the zoning ordinance, shoreland management district ordinance, wetland ordinance and other related zoning regulations.

Subd. 2. Evidence. ~~The City Council may grant variances from the strict application of the provisions of this Chapter and impose conditions and safeguards in the variance so granted, but no variance shall be granted unless the evidence presented discloses all of the following facts:~~

~~(a) The subject matter of the application is within the scope of this Section.~~

~~(b) Strict enforcement would cause undue hardship because:~~

~~(1) The property cannot be put to a reasonable use without the variance.~~

~~(2) The circumstances causing the hardship were not created by the owner.~~

~~(3) The variance, if granted, will not alter the essential character of the locality; and~~

~~(4) Economic considerations alone are not the basis of the hardship.~~

~~(c) The circumstances causing the hardship are unique to the individual property under consideration.~~

~~(d) The granting of the variance is in keeping with the spirit and intent of the Code and consistent with the City's Comprehensive Plan.~~

Subd. 3. Practical Difficulties Standard. "Practical difficulties," as used in connection with the granting of a variance, means:

(a) that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

(b) the plight of the landowner is due to circumstances unique to the property not created by the landowner;

(c) and the variance, if granted, will not alter the essential character of the locality.

(d) Economic considerations alone do not constitute practical difficulties.

(e) For existing developments, not served with municipal sewer and water, a complying sewage treatment system is present for the intended use of the property. The variance, if issued, must require reconstruction of a nonconforming sewage treatment system.

Subd. 4. Variance Standard. A variance to the requirements of the zoning code, shoreland management district ordinance, wetland ordinance, and other related zoning controls shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

Subd. 5. Findings. The Council, in considering a request for a variance, shall adopt findings addressing the following questions:

(a) Is the variance in harmony with the purposes and intent of the ordinance?

(b) Is the variance consistent with the comprehensive plan?

(c) Does the proposal put property to use in a reasonable manner?

(d) Are there unique circumstances to the property not created by the landowner?

(e) Will the variance, if granted, alter the essential character of the locality?

Subd. 6. Conditions. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Council may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance. Violation of such conditions shall be a violation of the zoning code and subject to the enforcement provisions thereof.

Subd. 7. Application. Written application for a variance is to be made to the Clerk and accompanied by the filing fee in the amount stated in Section 305.02.

Subd. 8. Council Consideration. The Council will consider the application and hold a public hearing on the matter within 60 days after receipt of the application. The Council

will by motion grant or deny the application according to the provisions of Subdivision 2 3 of this Section and will make a record in the minutes stating its conclusions with respect to each of the findings required under Subdivision 3.

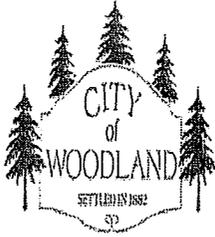
Subd. 9. Required Vote. No variance shall be granted by the Council except upon an affirmative majority vote of the entire City Council of appeals.

Subd. 5 10. Notice. The Clerk will publish notice of the Council meeting at which the variance application will be heard in the City's official newspaper at least 10 days prior to the Council meeting, and will mail such notice at least 10 days prior to the Council meeting to all persons who own property within 500 feet of the perimeter of the lot in question, to the applicant and to the Council Members. Failure of a property owner to receive notice shall not invalidate any proceedings on a variance request provided a bonafide attempt has been made to comply with the notice requirements of this ordinance.

Subd. 11. Reconsideration. Whenever an application for a variance has been considered and denied, a similar application for a variance affecting the same property by the applicant, their successors or assigns, shall not be considered a second time by the City Council, acting as the Board of Adjustments and Appeals, for at least six (6) months from the date of its denial; unless the Board of Adjustment and Appeals vote for reconsideration of the matter upon a vote of not less than four-fifths of the entire Board of Adjustments and Appeals.

Subd. 12. Recovery of Legal and Administrative Costs. In addition to the initial application fee as may be established from time to time by the city council, the applicant in making any application for variance agrees to pay all legal fees, engineering fees, consultant fees, and other administrative costs the city may incur in conjunction with the processing of the variance application. No building permit shall be issued on a granted variance until such costs have been paid in full.

Subd. 6 13. Expiration. If a variance is granted for a property and the construction of the structure for which it was granted is not commenced within one year after the date of the Council Resolution approving the variance, the variance will expire and will be of no further force and effect. If the applicant does not commence the authorized use or improvement within one year of the date the variance is issued; or unless before the expiration of the of the one year period; the applicant shall apply for an extension thereof by completing and submitting a request for an extension, including the renewal fee as established in 305. The request for extension shall state facts showing a good faith attempt to complete or utilize the approval permitted in the variance. A request for an extension not exceeding one year shall be subject to the review and approval of the Council and Zoning Administration.



REQUEST FOR ACTION

WOODLAND CITY COUNCIL

MEETING DATE: September 12, 2011

FROM: Gus Karpas, Zoning Administrator

SUBJECT: Ordinance 9-22; Amendment of Section 900.15(7) of the Zoning Ordinance to Include Expiration Language in the Special Use Permit Provisions.

OVERVIEW/BACKGROUND

The City of Woodland has discussed the inclusion of an expiration clause for Special Use Permits and currently have a fee in place. The ordinance itself has not been drafted. I have attached draft language which would require the use for which a special use permit was issued be in place within one year, unless an extension is granted. Absent an extension, the approval is null and void.

COUNCIL ACTION: Staff recommends that the City Council review the proposed ordinance amendment and direct staff to schedule a public hearing for the October meeting.

900:15 Special Use Permits.

Proposed Amendment with Changes Shown

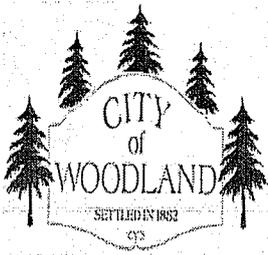
Subd. 7. Expiration. ~~If a special use permit is granted and the structure for which it was granted is not constructed or erected within one year after the special use permit is granted, †The special use permit will expire and will be of no further force or effect, if the applicant does not commence the authorized use or improvement within one year of the date the special use permit is issued; or unless before the expiration of the of the one year period; the applicant shall apply for an extension thereof by completing and submitting a request for an extension, including the renewal fee as established in 305. The request for extension shall state facts showing a good faith attempt to complete or utilize the approval permitted in the special use permit. A request for an extension not exceeding one year shall be subject to the review and approval of the Council and Zoning Administration.~~

Proposed Amendment as it Would Appear in the Ordinance

Subd. 7. Expiration. The special use permit will expire and will be of no further force or effect, if the applicant does not commence the authorized use or improvement within one year of the date the special use permit is issued; or unless before the expiration of the of the one year period; the applicant shall apply for an extension thereof by completing and submitting a request for an extension, including the renewal fee as established in 305. The request for extension shall state facts showing a good faith attempt to complete or utilize the approval permitted in the special use permit. A request for an extension not exceeding one year shall be subject to the review and approval of the Council and Zoning Administration.

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: September 12, 2011

FROM: Shelley Souers, City Clerk

SUBJECT: Routine street maintenance, mowing and miscellaneous work to the public roads, signs and rights-of-way throughout Woodland.

OVERVIEW/BACKGROUND

The City of Woodland has a contract with the City of Deephaven for routine road maintenance and public works service on an as-needed basis and as requested by the City Council. The 2012 rate for services provided by the Deephaven Public Works Department would be \$81.26 per hour (man & vehicle).

The City of Woodland has a contract with Cornerstone Industries for snow plowing service. In 2011 Woodland approved an agreement with Cornerstone Industries to provide the City with routine street maintenance, mowing and miscellaneous work to the public roads, signs and rights-of-way throughout Woodland. This was the first year using an independent contractor for this routine work.

Cornerstone has again provided the City with a bid for maintenance services as delineated in the Agreement (Exhibit A).

Right-of-Way Mowing & Weed Whipping Around Signs

Year	Vehicles
2011	\$66/hr man & truck
2012	\$435 per occurrence (Typically mow before July 4 th holiday and before Labor Day holiday)

Asphalt Patching & Other Street Work

Year	Vehicles
2011	\$66/hr man & truck
2012	\$68/hr man & truck

* Asphalt patching will be a 2 hour minimum charge
All necessary materials for repair and maintenance will be an additional charge based on the market rate.

Street Sign Repair & Replacement

2011	\$40 replace signs \$65 replace posts
2012	\$40 replace signs \$60 replace posts

COUNCIL ACTION Motion to adopt Resolution No. 16-2011; approving the quote from Cornerstone for miscellaneous road patching, mowing and sign installation per standards of the agreement.

PURCHASING POLICY – adopted March 2007

The City adopted a policy whereby services with an existing contractor may be renewed at Council's discretion without seeking additional quotes, upon demonstration of satisfactory performance and reasonable price.

CITY OF WOODLAND

RESOLUTION NO. 16-2011

**A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT
WITH CORNERSTONE INDUSTRIES, LLC FOR ROUTINE PUBLIC WORKS
MAINTENANCE FOR 2012 (1 YEAR)**

WHEREAS, the City of Woodland desires to enter into an agreement with Cornerstone Industries, LLC, for routine maintenance to include, but not limited to, street sign replacement, right-of-way mowing, asphalt patching, and minor street repairs as requested. Services and repairs will be conducted according to the agreement for services with Cornerstone Industries, LLC, as delineated in Exhibit A: 2012 Right-Of-Way Mowing, Asphalt Patching, Street Repairs and Other Summer Work.

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes entering into the Agreement with Cornerstone Industries, LLC, for routine maintenance work as directed by the City Council for 2012 and that the Woodland City Council hereby authorizes the City Clerk to sign the agreement on behalf of the City of Woodland.

ADOPTED this 12th of September, 2011 by the City Council of the City of Woodland, Minnesota, upon a vote of _____ ayes and _____ nays.

James S. Doak, Mayor

ATTEST:

Shelley Souers, City Clerk



CORNERSTONE INDUSTRIES, INC

Year 2012

EXHIBIT A

PO Box 374
Excelsior, MN 55331

612 226 8344

City Clerk
City of Woodland

Right-of-Way Ditch Mowing, Asphalt Patching, Street Repair, and Other Summer Road Work Proposal- Summer of 2012

Right-of-Way Mowing

Right-of-way mowing of approximately 3.5 miles of streets in the City of Woodland as described by the City will be performed as follows:

Mowing of all right-of-way areas not normally maintained by residents in order to keep overgrowth clear of streets and to maintain visibility of corners, hills, and intersections. Will also include weed-whipping around signs, fire hydrants, etc. This service can be performed for \$435.00 per occurrence. Cornerstone owns and maintains multiple sizes and styles of commercial lawn mowers, weed whippers, etc., and should have all the equipment necessary to perform the work.)

Asphalt Patching

Asphalt patching to be performed using commercial grade hot-mix and compacted using motorized plate compactors or rollers as necessary depending on the size of the patch. All pot-holes will be cleaned out, re-filled, and compacted, unless further cutting and/or milling is necessary depending on the condition of the street around the patch. These services can be performed for \$68/man hour with a 2 hour minimum in order to allow time to go and purchase asphalt hot-mix. Hot-mix will be charged to the city at the exact rate Cornerstone pays at the plant as this price varies from day to day with oil pricing. An Estimate will be given to the city in the spring.

Other Street Work

Other Street Repair and Road Work such as sign repair installation, post repair and installation, shoulder, gravel, dirt work, and drainage projects, etc. can all be performed for \$68/man hour plus the cost of materials. Or Sign repair as follows: Replace sign for \$40.00 and replace post for \$60.00.

BY SIGNING BELOW, CUSTOMER AGREES TO THE SERVICES LISTED ABOVE. THIS IS AN AGREEMENT FROM DATE OF SIGNING, WITH PAYMENTS MADE AS DESCRIBED WITHIN. ANY CHANGES MADE IN PRICING OR SERVICES MUST BE ACCOMPANIED BY A SIGNED CHANGE ORDER TO THIS CONTRACT. CORNERSTONE INDUSTRIES, INC. CARRIES FULL WORK COMPENSATION AND LIABILITY INSURANCE AND WILL LIST THE CITY OF WOODLAND AS AN ADDITIONAL INSURED. AN OFFICIAL COPY OF THIS INSURANCE WILL BE MAILED TO YOU.

X _____ DATE _____

City of Woodland Representative

X  _____ DATE 8-31-11

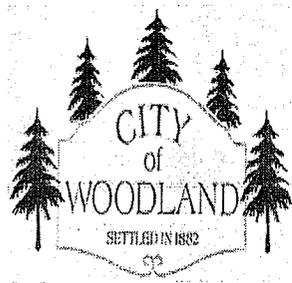
Tim Lovett, President

Cornerstone Industries, Inc.

7D

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: September 12, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Snow Plowing 2011-2012 season

Season - November 1 to April 30 (2011-2012)

Background

<u>Year</u>	<u>Vehicles</u>	<u>50/50 salt-sand</u>
2011/2012	\$68/hr	\$87/ton *
	\$85/hr large track machine & bobcat with blower	
2010/2011	\$66/hr all trucks	\$87/ton
2009/2010	\$66/hr all trucks	\$87/ton
2008/2009	\$66/hr all trucks	\$79/ton
2007/2008	\$65/hr all trucks	\$78/ton
2006/2007	\$60-65/hr	\$80/ton

Previous years costs:

2011	YTD	\$31,370
2010		\$18,393
2009		\$18,706
2008		\$24,156
2007		\$22,686
2006		\$18,716
2005		\$ 9,061
2004		\$ 9,618
2003		\$15,709
2002		\$22,899
2001		\$24,010
2000		\$14,600
1999		\$11,871
1998		\$12,132

ACTION: Motion to adopt the Resolution No. 17-2011; approving the Agreement with Cornerstone Industries, LLC for plowing and sanding of City streets for 2011-2012 snow plowing season.

CITY OF WOODLAND

RESOLUTION NO. 17-2011

**A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT FOR SNOW
PLOW AND SANDING SERVICES FOR 2011 - 2012 (1 YEAR SEASON)**

WHEREAS, the City of Woodland contracts with a private company for snow plow and sanding services each year; and,

WHEREAS, the City of Woodland desires to continue their agreement for snow plow and sanding services with Cornerstone Industries, Inc. and said services will be conducted according to the agreement for services with Cornerstone Industries, Inc., as delineated in Exhibit A: Snow Plow and Sanding Contract 2011-0012.

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes entering into the Agreement for snow plowing and sanding services with Cornerstone Industries, Inc. for the winter season beginning 2011 and ending spring 2012, and that the Woodland City Council hereby authorizes the City Clerk to sign the agreement on behalf of the City of Woodland.

ADOPTED this 12 day of September, 2011 by the City Council of the City of Woodland, Minnesota, upon a vote of ____ ayes and ____ nays.

James S. Doak, Mayor

ATTEST:

Shelley Souers, City Clerk



PO Box 374

Excelsior, MN 55331

612 226 8344

City Clerk
City of Woodland

Snow Plow and Salting Contract 2011-2012

Snowplowing

Plowing of approximately 3.5 miles of streets in the City of Woodland as described by the City will be performed as follows:

Plowing for all snowfalls of 1" or more.

Opening up of all major roads will be performed by 5:00 AM for all overnight snowfalls that continue in to the next day. All roads will be completed when snowfall stops.

Opening up of all roads will be performed every 2"-3" for snowfalls that accumulate throughout the day, and then completed when snowfall stops. This will ensure passage for residents in the event of a big snowfall.

Sanding/Salting

Sanding of approximately 3.5 miles of streets in the City of Woodland will be performed as follows: Sanding of Stop signs, hills and dangerous corners will be performed after every snowfall unless weather is above 35 degrees and natural melting will occur.

Sanding of all major roads will be performed in the event of an ice storm or icy conditions. Sanding may also be performed in the event of a snowfall event of less than 1" if conditions are slippery. All sanding will be done using straight salt or salt sand mixture depending on weather conditions.

Equipment and Pricing

All equipment used by Cornerstone is kept well maintained and in safe working condition.

Our billing will be at \$68/hr for all of our trucks this season.

50% / 50% salt sand mix will be billed at \$87.00/ton plus truck time, Straight salt will be billed at \$138/ton plus truck time. In the event of another salt shortage – market rates will apply.

As with last year, bobcat and dump truck services are available at \$68/hr each for snow build-up removal- large track machine and bobcat with snow-blower will be billed at \$85/hr. NOTE: snow removal and relocation will be done at Tim Lovett's discretion this year unless otherwise requested.

Cornerstone will always have a truck within 20 minutes of Woodland when it is snowing.

BY SIGNING BELOW, CUSTOMER AGREES TO PAY THE AGREED PRICE FOR THE AGREED SERVICES LISTED ABOVE. THIS IS AN AGREEMENT FROM DATE OF SIGNING, WITH PAYMENTS MADE AS DESCRIBED WITHIN. ANY CHANGES MADE IN PRICING OR SERVICES MUST BE ACCOMPANIED BY A SIGNED CHANGE ORDER TO THIS CONTRACT. CORNERSTONE INDUSTRIES, INC. CARRIES FULL WORK COMPENSATION AND LIABILITY INSURANCE AND WILL LIST THE CITY OF WOODLAND AS AN ADDITIONAL INSURED. AN OFFICIAL COPY OF THIS INSURANCE WILL BE MAILED TO YOU.

X _____

DATE _____

City of Woodland Representative

X  _____

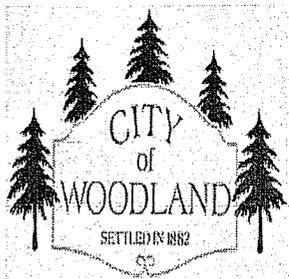
DATE 8-31-11

Tim Lovett, President

Cornerstone Industries, Inc.

7E

WOODLAND CITY COUNCIL



MEETING DATE: September 12, 2011
FROM: Shelley Souers
SUBJECT: Jet Cleaning Sewer Line

BACKGROUND

The sewer and water system was installed in 1997 via connection to the City of Minnetonka service lines. Woodland's agreement with Minnetonka dictates maintenance requirements for the municipal system which included jet cleaning sewer lines every three years.

The intent of sewer line cleaning is to remove foreign materials from the lines and restore the sewer to a minimum of 95% of the original carrying capacity

High-Velocity Jet Equipment will be used, capable of removing dirt, grease, rocks, sand, and other materials and obstructions from the sewer lines and manholes.

If tree roots are found in the sewer lines, the roots would be removed in the sections where root intrusion is a problem. Any work done to remove roots will be documented; noting the location in the pipe segments and it will be noted in the municipal maintenance log.

HISTORY OF JET CLEANING COSTS

Year	Cost
2000	\$2,550
2005	\$2,405
2008	\$2,312
2011	

QUOTES RECEIVED

The City Engineer sought quotes for jet cleaning services. Two quotes were received.

- Midwest Trenchless Technologies \$3,200
- Infratech Technologies \$3,500

BUDGET IMPACT

Jet cleaning costs are taken from the sewer fund budget. Maintenance costs are paid for by users of the system. The 2011 budget includes \$2,500 for jet cleaning. The quotes came in over budget.

ACTION

Motion to approve the bid from Midwest Trenchless Technologies for jet cleaning services.

MIDWEST TRENCHLESS

TECHNOLOGIES INC.

Job Proposal - Estimate

7/29/2011

Prepared for:

City of Woodland

Attn: Art Taylor

Work Description –

1. To clean 3500' designated 8" sanitary sewer lines.

Total Bid Price = \$3200.00 or \$.91 per foot

Should the City decide to do less footage than the above noted amount the price will be \$1.00 per foot

Note:

1. If any root cutting is required it will be an additional \$175.00 per hour.
2. Water is to be supplied by the City for cleaning via hydrants close to the work area.

Acceptance of Bid:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **PAYMENT TERMS DUE ON COMPLETION**

Notice of Lien Rights:

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company has not been paid for the contributions.

Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

Signer/Owner: _____ **Date:** _____

Midwest Trenchless Technologies Inc.
25648 – 200th Street
Belle Plaine, MN 56011
Office: 952-873-3292 Fax: 952-873-3112
www.midwesttrenchless.com

Proposal
John Herbert Selvog

INFRATECH

Infrastructure Technologies, Inc.
21040 Commerce Blvd.
Rogers, Minnesota 55374

www.infratechonline.com
john@infratechonline.com
612-747-2748

website
e-mail
cell

763-428-6488 / 800-533-4244 / FAX 763-428-6489

Date: 8/12/11

Attention: Art

Organization: Bolton Menk

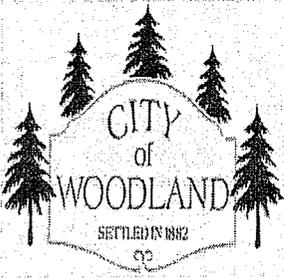
Reference: Jet/Vac Services Woodland

Hi Art,

Please review the following information and let me know if you have any questions.

- 3,500lf- 8" sanitary sewer cleaning services
Provided @ .97/per lf
- Hourly rate is \$220.00/per hour

John Herbert Selvog
Infratech

WOODLAND CITY COUNCIL

MEETING DATE: September 12, 2011
 FROM: Shelley Souers
 SUBJECT: Water Gate Valve Repair

BACKGROUND

The municipal water system has a series of gate valves located at key intersections and junctions throughout the system. These gate valves are located in the roadway along the water main line and allow water to be shut off to an entire section of homes. In addition to the main gate valves, each home has an individual curbstop located in the property's yard or driveway that allows water to be shut off specifically for that property only.

The City conducted routine maintenance of the gate valves by exercising each gate valve (turning them on/off) to ensure they are operational. During this year maintenance one gate valve was found to be immovable (could not be turned off). Council agreed to have the gate valve repaired to keep the system in good shape and ensure future use of this valve.

QUOTES RECEIVED

The City Engineer sought quotes for the gate valve repair. Two quotes were received.

- Schneider Excavating & grading \$5,500
- Widmer Construction \$5,700

BUDGET IMPACT

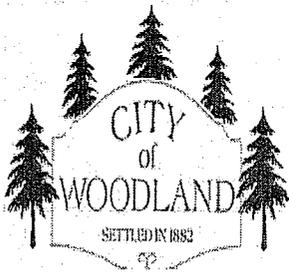
Gate valve and curbstop repair costs are taken from the water fund budget. Maintenance costs are paid for by the users of the system through a quarterly maintenance fee added to each user's utility bill. The cost for this year's gate valve exercise was \$735. The 2011 budget includes \$1,590 for gate valve exercise and repairs. The quotes for repair of the gate valve do not include cost for the engineer's work and inspection, which will be in addition to the quotes noted above. The quotes received exceed the budget amount.

The water fund is currently operating with a negative cash balance. The auditors projected the water fund would run a negative balance through the year with a very modest positive cash flow projected at the end of the year, based on bi-

annual assessments received from the County. The projected fund balance did not include extensive gate valve repair costs this year. The water fund anticipates receiving approximately \$4,200 in maintenance revenues in 2011. To-date the water system maintenance costs are approximately \$4,100. This gate valve repair will put the water fund significantly over budget for 2011 and will cause a negative cash balance at the end of the year.

ACTION

Motion to approve the quote from the low bidder, Schneider Excavating & Grading for \$5,500 to make necessary repairs to the gate valve and street repair located along Center Road.



**WOODLAND CITY COUNCIL
COUNCIL ACTION REQUIRED**

MEETING DATE: September 12, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: 2012 Proposed Property Tax Levy
and Budget

RECOMMENDED ACTION

- 1) Motion to adopt Resolution No. 18-2011; approving the proposed 2012 General Fund Budget
- 2) Motion to adopt Resolution No. 19-2011; approving the proposed Tax Levy to fund the 2012 budget.

SUMMARY

The proposed 2012 budget reflects an effort to address current operating needs during a period of decreasing revenues and limited taxing ability. The Council has worked to maintain core services at current levels and continue ongoing maintenance and improvements to the public infrastructure while controlling the city's tax burden

Recent economic challenges have had a direct impact on building permit revenues, coupled with cuts of all State and County aid have had an impact on anticipated revenue.

The proposed 2012 general fund expenditures are estimated to be \$328,460, an increase of \$14,557 from \$313,903 budgeted in 2011. The City expects a modest increase in contracted services, which include police, public works, clerical, snow plowing and audit services. As a result, the overall expenditures increased 4.63% from 2011.

The City has very limited sources of revenue, leaving the majority of the funds necessary to balance the budget to be provided by the tax levy. The tax levy required to fund the proposed 2012 budget is \$308,224. This is an increase of \$7,015 (2.5%) over the 2011 levy.

The County has provided an estimate of Woodland's tax capacity for 2012, based on annual property valuations conducted by the City Assessor. It is estimated that the City's tax capacity (or tax base) has decreased by approximately 6%. Applying the proposed 2012 tax levy to the estimated tax capacity results in a tax rate of 9.5 %; this is an increase from the 2011 level of 8.75%.

ADOPTION OF PRELIMINARY BUDGET & TAX LEVY

The City is required to adopt a proposed budget and tax levy, so that the levy can be certified to the County by September 15. After adoption of the proposed levy, the levy cannot be increased. The levy can be reduced prior to adoption of the final budget and levy in December. Resolutions adopting the proposed 2012 budget and tax levy are attached for Council adoption.

HISTORY OF TAX LEVY FROM YEAR TO YEAR

YEAR	LEVY
2002	175,000
2003	195,000
2004	196,701
2005	208,748
2006	219,000
*2007	234,774
2008	264,451
2009	288,799
2010	299,975
2011	300,682
2012	308,224

* established a Road Improvement Fund for future street repairs and major road improvements

What is a tax levy?

Each year the local governments go through a budget process to determine what services they will provide, how much they will cost and where they will get the money. After taking into account other sources of revenue, (state and county aid, permit fees, etc.) the balance is levied on taxable properties. The tax rate for each taxing district is determined by the county auditor by dividing this levy by the taxable value of the property in the district.

Individual property owner's share of the levy is based on the value of their property relative to the value of all other property

The actual value of your property is determined by the assessor. This reflects the estimated fair market value of the property as of January 2 of the year before taxes are due.

CITY OF WOODLAND

RESOLUTION NO. 18-2011

A RESOLUTION ADOPTING THE PROPOSED 2012 BUDGET

WHEREAS, The City Council of Woodland has prepared a proposed line item budget based on expected receipts and expenditures for 2012 (Exhibit A), and

WHEREAS, The City of Woodland has posted notice fixing the time and place of the Council meeting to pass the proposed budget for 2012.

THEREFORE BE IT RESOLVED, That the City Council of the City of Woodland, County of Hennepin, Minnesota hereby approves and adopts the proposed balanced General Fund budget for 2012.

Adopted this 12th day of September, 2012 by the City Council of the City of Woodland upon a vote of ___ ayes and ___ nays.

ATTEST:

James S. Doak, Mayor

Shelley Souers, City Clerk

CITY OF WOODLAND

RESOLUTION NO. 19-2011

RESOLUTION ADOPTING THE PROPOSED PROPERTY TAX LEVY,
COLLECTIBLE IN 2012

WHEREAS, The City Council has given approval of the proposed operating budget for 2012. The proposed budget requires monies to be raised from property taxes on taxable property in the City of Woodland.

BE IT RESOLVED THAT the Council of the City of Woodland, County of Hennepin, Minnesota that that the following sum of money be levied for the current year, to be collectible in 2012, upon taxable property in the City of Woodland, for the following purpose:

General Fund \$ 308,224
(Three Hundred Eight Thousand Two Hundred Twenty Four Dollars)

BE IT FURTHER RESOLVED, that the proposed property tax levy be certified to the County Auditor of Hennepin County on or before September 15, 2011.

Adopted this 12 day of September, 2011 by the City Council of the City of Woodland upon a vote of ___ ayes and ___ nays.

ATTEST:

James S. Doak, Mayor

Shelley Souers, City Clerk

REVENUES

	2007	2008	2009	2010	2011	2011	2011	2012	
	Actual	Actual	Actual	Actual	YTD	% of Budget	Budget	Proposed Budget	
Taxes									
Current Ad Valorem	234,491	257,432	287,839	294,507	148,663	49.44%	300,682	308,224	
Delinquent Ad Valorem	0	766	3,242	11,709	4,995	0.00%	0		
Penalties	0	0	0	0		0.00%	0	0	
Total Taxes	234,491	258,198	291,081	306,216	153,658	51.10%	300,682	308,224	Increase of \$7,542 - 2.5% from 2011
Licenses and Permits									
Professional License	550	700	600	275	550	110.00%	500	500	Tree Trimmers license
Building Permit Fees	11,276	42,926	8,001	12,232	16,625	415.63%	4,000	8,000	Contract w/ Deepraven
Animal License	25	75	600	25	75	150.00%	50	75	Multiple dog permits/dangerous dog fee
Parking Permits	410	335	360	300	180	60.00%	300	300	Parking permits
Other Permits/Misc.	282	1,297	1,178	830	20	5.00%	400	200	Septic Permits
Total Licenses and Permits	12,543	45,333	10,739	13,662	17,450	332.38%	5,250	9,075	3,825
Intergovernmental Aid									
Gov. Aid - LGA	3346	3322	0	0	0	0.00%	0	0	
Hennepin County Road Aid	0	0	0	0	0	0.00%	1,271	2,661	Total of \$2,661 in accrued Aid 2yrs
Recycling Grant	1415	1591	1578	1618	0	0.00%	1,500	1,500	
Total Intergovernmental Aid	4761	4,913	1,578	1,618	0	0.00%	2,771	4,161	1,390
Charges for Service									
Zoning & Subdivision	1650	800	1,625	500	450	90.00%	500	500	Application fees
False Alarm Fees	4750	1,250	1,750	2,250	1,000	66.67%	1,500	1,500	Fire Call charges
Total Charges for Service	6400	2,050	3,375	2,750	1,450	72.50%	2,000	2,000	

REVENUES

	2007	2008	2009	2010	2011	2011	2011	2012	
	Actual	Actual	Actual	Actual	YTD	% of Budget	Budget	Proposed Budget	
Finest & Forfeitures	3048	2,853	1,490	8,026	1,554	129.50%	1,200	3,000	1,800
Miscellaneous Income									
Special Assessments	323	0	0	0	0	0.00%	0	-	
Interest Income	7,000	8,864	1,064	512	1,232	123.20%	1,000	1,000	divided by acct. balance end of yr
Other Income 101-36220	2121	2,161	1,842	2,031	3,174	0.00%	1,000	1,000	Ins. Dividend, GHA sweeping reimburse, reimb. water test fee/kt
Total Misc. Income	9,444	11,025	2,906	2,543	4,406	220.30%	2,000	2,000	
	2007	2008	2009	2010	2011	2010	2,011		
	Actual	Actual	Actual	Actual	YTD	% of Budget	Budget		
Total Revenues	270,687	324,372	311,169	334,815	178,518	57%	313,903	328,460	

EXPENDITURES

City Council	2007	2008	2009	2010	2011	% Budget	2011	2012	
	Actual	Actual	Actual	Actual	YTD		Budget	Budget	
Council Salaries	240	240	240	240	0	0.00%	240	240	Mayor \$80 - Council \$40
FICA Contributions	15	15	15	15	0	0.00%	15	15	
Medicare Contributions	4	4	4	4	0	0.00%	5	5	
Training/Conferences/mtg	60	240	285	70	47	15.67%	300	200	Training for Council - LMC conf.
Council/Contingency/Dues	217	0	48.95	15	285	142.50%	200	200	Mayors Breakfast/ School Dist. Lunch - Misc.
Total	536	499	593	344	332	43.68%	760	660	

Elections	2007	2008	2009	2010	2011	% Budget	2011	2012	
	Actual	Actual	Actual	Actual	YTD		Budget	Budget	
Election Salaries	0	1,253	0	1,224	0	0.00%	0	1,300	16 judges (Primary & General)
Forms/Printing/Publication	28	348	25	203	82	205.00%	40	350	notices/print ballots - Registration cards/forms
Operating Supplies	60	77	0	0	0	0.00%	50	50	machine tape, supplies, etc..
Minor Equipment/Other	0	183	0	0	0	0.00%	75	75	battery-ink-machine cards
Other Professional Services	0	240	0	257	0	0.00%	0	300	public works set-up
Equipment Maintenance	320	292	136	301	301	92.62%	325	325	Machine Mtrc Agree./HAVA machines (ADA)
Postage	6	3	87	0	0	0.00%	15	50	absentee voting via mail
Meals	0	179	0	186	0	0.00%	0	200	total 16 judges
Polling Place Rental	0	200	0	200	0	0.00%	0	200	Polling location
Election/Contingency	0	68	0	29	0	0.00%	0	0	Misc. election
Total	414	2,843	248	2,400	383	75.84%	505	2,850	

EXPENDITURES

General	2007	2008	2009	2010	2011	% Budget	2011	2012	
	Actual	Actual	Actual	Actual	YTD		Budget	Budget	
Office/operational Supplies	8	236	387	91	0	0.00%	350	300	letterhead/envel/rcpt books/bank checks/ pkg cards
Forms/newsletters	1,011	583	592	680	358	59.67%	600	600	newsletter /fax notices/lnst apps
Zoning Coordinator	2,406	2,153	2,409	1,653	491	22.32%	2,200	2,600	Zoning review -hourly
Other Professional Services	119	119	119	119	119	95.20%	125	125	Website / Misc. Svc.
Clerical Services	34,632	35,743	36,892	36,892	26,413	58.33%	45,280	45,655	Clerk/Treasurer- office space, equip, copies, ph
Postage	374	324	308	407	153	30.60%	500	500	
Publish/Legal Notices	2,341	1,680	1,290	1,437	457	30.47%	1,500	1,500	Ordinances, municipal requirements
Training/Misc. contingency	155	0	22	0	46	61.33%	75	75	LMC training courses /mileage/ meetings clerk/staff
Assessor Contract	8,012	8,252	8,501	8,739	5,054	59.46%	8,500	8,850	2 yr agreement thru aug. 2012
Legal Services/General	8,038	4,939	9,925	5,998	446	4.46%	10,000	8,000	
Legal Services/Prosecution	1,244	1,260	3,593	916	942	47.10%	2,000	2,000	
Audit	8,357	9,527	9,813	13,607	10,410	100.00%	10,410	10,723	monthly agreement
Total	66,697	64,816	73,851	70,539	44,889	55.05%	81,540	80,928	

EXPENDITURES

Public Safety	2007		2008		2009		2010		2011		2011	2012
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	YTD	% Budget		
Jail/Workhouse Fees	135	0	72	0	0	0	0	0	0	0	0.00%	0
Law Enforcement Contract	90,957	101,321	93,686	101,321	98,370	101,321	98,370	101,321	59,104	58.33%	102,233	
Fire Protection	17,634	23,166	10,583	23,166	38,069	23,166	23,508	24,063	23,166	100.00%	24,063	
Prof Svc. Fire Marshall	0	0	434	0	0	0	0	0	0	0.00%	0	
Engineering Fees	5,641	12,000	7,462	12,000	13,325	12,000	9,617	10,000	5,671	47.26%	10,000	
Total	114,367	136,487	112,237	136,487	149,764	136,487	131,495	136,296	87,941	64.43%	136,296	

Public Works	2007		2008		2009		2010		2011		2011	2012
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	YTD	% Budget		
Street Improvement Project Transfer	0	30,000	40,000	30,000	50,000	30,000	40,000	30,000	0	0%	30,000	
Hennepin Co. Road Aid Transfer to Rd Fund	0	1,271	0	1,271	0	1,271	0	2,661	0	0%	2,661	
Road Maintenance	15,467	0	0	0	0	0	0	0	0	0%	0	
Street Signs	34	350	826	350	125	350	0	1,700	0	0%	1,700	
Sweeping & minor road repairs (pothole patching)	3,025	4,000	2,006	4,000	1,076	4,000	6,002	6,000	6,726	168%	6,000	
Storm Sewer/Misc. cleanup	136	150	0	150	0	150	1,045	200	0	0%	200	
Snow Plowing	22,686	25,000	24,156	25,000	21,031	25,000	30,744	33,000	31,370	125%	33,000	
Tree removal & mowing	7,165	8,000	6,977	8,000	8,469	8,000	8,902	8,000	1,199	15%	8,000	
Septic Review & new septic inspections	3,960	5,000	5,155	5,000	4,283	5,000	5,382	5,200	0	0%	5,200	
Total	52,473	73,771	79,120	73,771	84,984	73,771	92,075	86,761	39,295	53%	86,761	

Major Rd Projects (sealcoat, overlay, striping) Includes soft costs (engineer) - Transfer - end of year (JE)
 Transfer to rd fund once receive from County (2 years \$2661- accrued)
 Rd mtc under Misc. roads line item
 new signs / labor (15+ signs & labor)
 minor Rd mtrnc/pothole repair / sweeping / Misc.
 culverts/ misc stormwater cleanup
 Cornerstone snowplowing (4yr avg. = \$26,825)
 mowing June/Sept - Trim trees/brush
 Annual Reviews \$65/HH + mileage + MetroWest Insp. new system

EXPENDITURES

Misc. Expenses	2007	2008	2009	2010	2011	% Budget	2011	2012	
	Actual	Actual	Actual	Actual	YTD		Budget	Budget	
Misc. Professional Service & deer control	1,227	1,657	0	75	0	0.00%	800	500	deer removal
Recycling Contract	9,101	9,101	9,101	9,354	5,470	56.68%	9,650	9,960	contract 3 yrs (3% increase)
Insurance	3,078	3,132	2,805	2,739	2,805	87.66%	3,200	3,200	
Dues & Subscriptions	6,677	6,981	7,200	7,145	3,056	45.68%	6,690	6,805	LMCD \$6,288 LMC 515
Contingency/Misc.	954	-530	7	1717	5	1.00%	500	500	water kits/ misc (refund ptrk permit)
Total	21,037	20,341	19,113	21,030	11,336	54.40%	20,840	20,965	

	2007	2008	2009	2010	2011		2011	2012	
Total General	Actual	Actual	Actual	Actual	YTD	% Budget	Budget	Budget	
Fund Expenditures	255,524	279,856	328,553	317,883	184,176	58.67%	313,903	328,460	

	Actual 2007	Actual 2008	Actual 2009	2010 Actual	2011 YTD		2011 Budget	2012 Budget	
Revenue	270,687	324,372	311,169	334,815	178,518		313,903	328,460	
Expenditures	255,524	279,856	328,553	317,883	184,176		313,903	328,460	\$14,557 = 4.63% Increase in overall budget
Fund Balance (Rev-Exp)	15,163	44,516	(17,384)	16,932	(5,658)				
Cash Balance, Beginning	173,887	189,050	228,624	211,236	227,906				
Cash Balance, Ending	189,050	228,624	211,236	227,906	222,246				
Percentage of Cash Reserves	73.99%	81.69%	64.29%	71.69%	120.67%				

STREET IMPROVEMENT FUND

REVENUES	2008 Actual	2009 Actual	2010 Actual	2011 YTD	2011 Budget	2012 Budget	Comments
Street Improvement INTERFUND TRANSFER	40,000	50,000	40000	30,000	30,000	30,000	
Interest Income	300	165	32	0	0	30	
State/County/Aid INTERFUND TRANSFER	0	4229	0		1271	2661	County Aid transferred from General Fund Revenue (accrued amt. \$ 2,661)
Total Revenue	40,300	54,394	40,032	30,000	31,271	32,691	

EXPENSES	2008 Actual	2009 Actual	2010 Actual	2011 YTD	2011 Budget	2012 Budget	
Street Improvement Project	0	65,853	31,825	0	30,000	30,000	Major Road Projects (sealcoat, overlay, striping)
Prof. Services /Engineering	0	4,179	1,725	471	8,000	6,000	20% estimate soft costs - inspections are additional (hrly charge)
Total Expenses	0	70,032	33,550	471	38,000	36,000	

Fund Balance	Actual	Actual	Actual	YTD	2011 Budget	2012 Budget	
Revenue	0	54,394	40,032	30,000		32,691	
Expenditures	0	70,032	33,550	471		36,000	
Fund Balance (Rev-Exp)	-	(15,638)	6,482	29,529		(3,309)	
Cash Balance, Beginning	0	40,000	24,362	30,844		60,373	
Cash Balance, Ending	40,000	24,362	30,844	60,373			

WATER Utility Charges (pass through to Minnetonka)						
	2010 Actual	2011 Budget	2011 YTD	2012 Budget		
Revenues						
Use Charge \$37.81/HH/Qt. (minimum use)	11,196	\$ 7,144	\$ 3,858	\$ 7,260		
Delinquent Utilities	358	\$ -	\$ 378	\$ -		
TOTAL	11,554	\$ 7,144	\$ 4,236	\$ 7,260		
Expenditures						
Water Charge \$37.81/HH/Qt.	11,903	\$ 7,144	\$ 5,980	\$ 7,260		
TOTAL	11,903	\$ 7,144	\$ 5,980	\$ 7,260		

WATER Assessment / User fee & Bond payment						
	2010 Actual	2011 Budget	2011 YTD	2012 Budget		
Revenues						
Tax Settlement (1997 Spec. Assess.)	15,050	\$ 13,739	\$ 5,801	\$ 13,172		
Water User Fee \$22.05/HH/Qt.	3,528	\$ 3,948	\$ 2,037	\$ 4,145		
Interest Earnings / cash balance	14	\$ -	\$ -	\$ 30		
TOTAL	18,592	\$ 17,687	\$ 7,838	\$ 17,347		
Expenditures						
Water Bond Principal	12,500	\$ 12,500	\$ 12,500	\$ 12,500		
Water Bond Interest 2 payments	5,977	\$ 5,273	\$ 5,273	\$ 4,569		
TOTAL	18,477	\$ 17,773	\$ 17,773	\$ 17,069		

WATER System Maintenance						
	2010 Actual	2011 Budget	2011 YTD	2012 Budget		
Revenues						
water permits / misc	0	\$ -	\$ -	\$ -		
Water Minc Fee \$33.75/HH/Qt.	1,328	\$ 4,230	\$ 2,100.00	\$ 6,345		
TOTAL	1,328	\$ 4,230	\$ 2,100.00	\$ 6,345		
Expenditures						
Operational Supplies/ forms/Equip-meters	364	\$ 200	\$ 577	\$ 2,500		
PW & Engineer	6,417	\$ 500	\$ 1,715	\$ 500		
Curb Stops - Minc. & repairs	8,964	\$ 2,500	\$ -	\$ 1,000		
Fire Hydrant mtrnc/repairs	2,480	\$ 1,800	\$ 1,050	\$ 1,500		
Equip Mtrnc/repair (exercise gate valves)	0	\$ 1,590	\$ 735	\$ 800		
Postage	11	\$ 60	\$ 21	\$ 60		
TOTAL	18,236	\$ 6,650	\$ 4,098	\$ 6,360		

2012 Water Sewer Fund Budget

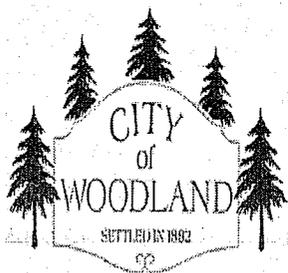
SEWER Utility Charges (pass through to Minnetonka)	2010 Actual	2011 Budget	2011 YTD	2012 Budget
Revenues				
Use Charge \$60.95/HH/Qt	16,905	\$ 11,500	\$ 6,160	\$ 11,702
Delinquent utilities	817	\$ -	\$ 757	\$ -
TOTAL	17,722	\$ 11,500	\$ 6,917	\$ 11,702
Expenditures				
Sewer Charge \$60.95/HH/Qt	17,683	\$ 11,500	\$ 9,582	\$ 11,702
TOTAL	17,683	\$ 11,500	\$ 9,582	\$ 11,702

SEWER Assessment / User fee & Bond payment	2010 Actual	2011 Budget	2011 YTD	2012 Budget
Revenues				
Tax Settlement (1997 Spec Assess.)	7,647	\$ 4,580	\$ 1,925	\$ 4,391
Prepayment of assessment	0	\$ -	\$ -	\$ -
Interest Earnings / cash balance	217	\$ 200	\$ -	\$ 100
Sewer User Fee \$61.74/ HH/Qt	9,878	\$ 11,054	\$ 5,634	\$ 11,607
TOTAL	17,742	\$ 15,834	\$ 7,559	\$ 16,098
Expenditures				
Sewer Bond Principal	31,931	\$ 32,760	\$ 15,812	\$ 33,612
Sewer Bond Interest	7,877	\$ 7,047	\$ 3,588	\$ 6,196
TOTAL	39,808	\$ 39,807	\$ 19,400	\$ 39,808

25% assessment allocation

SEWER System Maintenance	2010 Actual	2011 Budget	2011 YTD	2012 Budget
Revenues				
Permits	0	\$ -	\$ -	\$ -
Sewer Mthnc Fee \$38.12/HH/Qt	5,562	\$ 6,514	\$ 3,421	\$ 7,167
TOTAL	5,562	\$ 6,514	\$ 3,421	\$ 7,167
Expenditures				
Operational Supplies/forms	0	\$ 50	\$ 22	\$ 50
Professional Service PMW/ Engineer	2,272	\$ 500	\$ -	\$ 1,000
Postage	11	\$ 60	\$ 22	\$ 60
Equipment Mthnc/repair (Jet Clean & manhole insp	354	\$ 2,500	\$ -	\$ 1,500
Infiltration (&I) repair/mthnc	0	\$ 2,000	\$ -	\$ 3,000
TOTAL	2,637	\$ 5,110	\$ 44	\$ 5,610

Build fund - Jet cleaning/relining in 2014
 build fund - future repair for line breaks

REQUEST FOR ACTION**WOODLAND CITY COUNCIL**

MEETING DATE: September 12, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Fund Balance Policy

OVERVIEW

In February 2009, Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which is effective for fiscal periods that begin after June 15, 2010. This accounting standard creates new classifications for fund balance based on a new focus on the constraints placed on the use of current fund balance and also redefines governmental fund type definitions.

Implementation of GASB 54 by local governments is required for the first fiscal year ending June 30, 2011. Most Minnesota local governments, Woodland included, report on a calendar year, so the first required year for implementation is the year ending December 31, 2011.

Governmental funds are identified based on a hierarchy of the constraints placed on the use of the financial resources within governmental funds. The objective of GASB Statement No. 54 (GASB 54) is to enhance the usefulness of fund balance information and provide clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. (see chart for classifications).

The Auditors will begin the preliminary audit work in December and therefore Woodland should implement the new GASB standard with the adoption of the attached policy, prior to the end of this year in preparation for the 2011 financial statements.

The Auditor recommends that Woodland adopt the attached fund balance policy, establishing guidelines to maintain an adequate fund balance to provide cash flow throughout the year and classifying fund balances into categories. In consultation with the Auditors, I have set 50% as the recommended fund balance minimum in the General Fund at the close of the year. This means that Woodland's General Fund balance will be no less than 50% of the budgeted expenditures.

- 2012 budgeted expenditures = \$328,460
- Minimum maintained General Fund balance = \$164,230
- Woodland has routinely maintained a balance exceeding 65% of the expenditures.

The policy should be reviewed annually to determine if the percentage of unrestricted fund balance should be adjusted or if funds need to be reclassified.

ACTION

Motion to adopt the Fund Balance Policy

Fund Balance Classifications/Definitions for Governmental Funds

The fund balances of a local government's governmental funds should be reported in the new classifications based on the definitions in the following table:

<i>Fund Balance Reporting</i>			
<i>Classification</i>	<i>Definition</i>	<i>Examples</i>	
Nonspendable	"Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact." ³	<ul style="list-style-type: none"> • Inventories, • Prepaid items, • Long-term receivables, and • Permanent principal of endowment funds. 	
Restricted	"Fund balance should be reported as restricted when constraints placed on the use of resources are either: <ol style="list-style-type: none"> Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or Imposed by law through constitutional provisions or enabling legislation."⁴ 	<ul style="list-style-type: none"> • Restricted by state statute, • Unspent bond proceeds, • Grants earned but not spent, • Debt covenants, • Taxes dedicated to a specific purpose, and • Revenues restricted by enabling legislation. 	
Unrestricted	Committed	"Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority" ⁵	<ul style="list-style-type: none"> • The governing board has decided to set aside \$1M for a new city hall. • Property tax levies set for a specific purpose by resolution.
	Assigned	"Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed" ⁶	<ul style="list-style-type: none"> • Governing board has set aside \$2 million for a county hospital and the county manager may amend this up to \$100,000. • Governing body delegates the authority to assign fund balance to the finance officer. • Governing board has appropriated fund balance usually titled "subsequent year's expenditures"⁷ • Positive residual balances in governmental funds other than the general fund.
✱	Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned. ⁸	

³ GASB Statement No. 54, ¶ 6

⁴ GASB Statement No. 54, ¶ 8

⁵ GASB Statement No. 54, ¶ 10

⁶ GASB Statement No. 54, ¶ 13

⁷ See appropriated fund balance section of this document.

⁸ GASB Statement No. 54, ¶ 17

CITY OF WOODLAND, MN

FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Woodland will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Woodland will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. **Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. **Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. **Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. **Assigned**

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Clerk and Treasurer.

5. **Unassigned**

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - i. The City will maintain an unrestricted fund balance in the General fund of an amount not less than 50% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

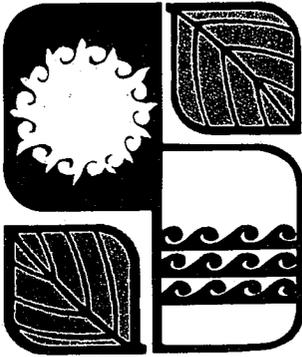
IV. MONITORING AND REPORTING

The City Clerk and Treasurer shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.



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CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD • SHOREWOOD, MINNESOTA 55331-8927 • (952) 960-7900
FAX (952) 474-0128 • www.ci.shorewood.mn.us • cityhall@ci.shorewood.mn.us

August 25, 2011

Shelley Souers, Administrator
City of Woodland
20225 Cottagewood Rd
Deephaven, MN 55331

Dear Ms. Souers,

The City of Shorewood City Council discussed the issue of Aquatic Invasive Species (AIS) and the entity best suited to provide leadership and management in the control and prevention of AIS on the water bodies in our communities. The Council recognized there are many different groups, from lake associations to the Army Corps of Engineers, discussing and working on ways to manage, control, and prevent the spread of AIS.

The Shorewood Council believes a single entity covering a more regional area is best suited to take on this task. To that end, the Shorewood Council believes the Minnehaha Creek Watershed District (MCWD) is positioned to lead the management AIS activities.

The MCWD represents a larger area of impact, possesses the staff resources to address AIS on a broader scale, and can leverage greater financial resources and partnerships that will be necessary in dealing with AIS.

The Shorewood City Council respectfully requests your city to consider adopting a Resolution, similar to the one enclosed, and forwarding it on to the MCWD.

Should you have questions, please feel free to contact me at 952-960-7905.

Sincerely,



Brian Heck
City Administrator
City of Shorewood

Enclosure

CITY OF SHOREWOOD

RESOLUTION NO. 11-048

A RESOLUTION IN SUPPORT OF THE MINNEHAHA CREEK WATERSHED DISTRICT (MCWD) TO MANAGE THE AQUATIC INVASIVE SPECIES (AIS) EFFORTS IN THE REGION

WHEREAS, the City of Shorewood recognizes aquatic invasive species (AIS) in lakes pose real, tangible, and negative impacts; and

WHEREAS, potential new AIS, yet to infest our lakes, pose substantial threats to water quality and ecosystems; and

WHEREAS, existing AIS management and prevention efforts are inadequate due to the many agencies at the state, regional, and local level; and

WHEREAS, to be effective, AIS must be addressed and managed on a regional, if not statewide basis; and

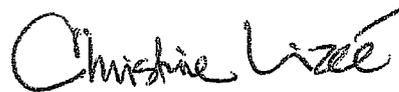
WHEREAS, the City of Shorewood recognizes the Minnehaha Creek Watershed District (MCWD) has the staffing capability, scientific expertise, and financial capacity to manage AIS on a regional basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Shorewood that it hereby recommends and supports empowering the MCWD to manage AIS in the region.

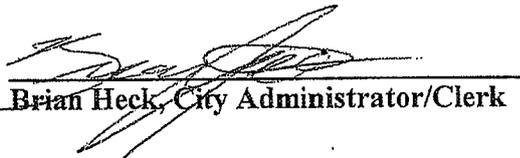
BE IT FURTHER RESOLVED that the City Council of the City of Shorewood endorses and supports the MCWD take on the leadership in coordinating and implementing a comprehensive AIS program throughout the watershed as a model for metro or statewide implementation.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 22nd day of August, 2011.

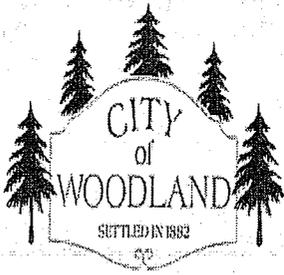
ATTEST:



Christine Lizée, Mayor



Brian Heck, City Administrator/Clerk



WOODLAND CITY COUNCIL

MEETING DATE: September 12, 2011
FROM: Shelley Souers, City Clerk
SUBJECT: Spring & Fall Clean Up Options

OVERVIEW

COMPOST

Presently, Woodland residents must arrange to have yard waste, brush and leaves and garden compost taken away by a private contractor or haul it to a designated compost site.

Many Communities offer curbside collection of compost materials or a city compost site for residents to dispose of compost materials.

Woodland does not have a site within the city boundaries to place compost. We have checked with the City of Minnetonka and they will not allow Woodland residents to share the City compost site.

Woodland is considering options to have a curbside clean up day in the spring and fall for yard compost and brush, similar to that offered by our neighboring communities.

HOUSEHOLD DEBRIS CLEAN UP

Woodland is also considering the idea of a once-a-year curbside household pick-up or drop off of these materials. Residents would pay for the materials based on each item or truck load.

- Drop off site – need to find a site to drop off. Consider working with Deephaven for a shared drop off date each spring in the City Hall Parking Lot.
- Curbside – more convenient for residents, but deciding how to charge residents and collect is not as convenient in this option. Also opens up the City to persons driving through communities looking for items at the curb.

Curbside Clean Up of household debris

Several cities offer annual clean up options for their residents to bring household debris to a designated location for drop-off.

DEEPHAVEN - Spring Clean up Day. One designated day in the spring residents can bring household debris to the City Hall. The garbage hauler is available to take a wide variety of materials.

Cost: Residents pay at the time of drop-off, based on the items brought.

Yard Waste: Spring and Fall pick-up at the curb. No cost to residents.

GREENWOOD – Spring Clean up Day. First Saturday in May residents can set out household debris. City provides a list of acceptable materials.

Cost: No direct cost to residents. Paid for through the General Fund. Budget \$2,900 for 2012

Yard Waste: Spring Clean up Day, in conjunction with the household waste collection
No direct cost to residents.

WAYZATA - Spring Clean up Day. One designated day in the spring residents can set out household debris. City provides a list of acceptable materials.

Cost: No direct cost to residents. Paid for through the General Fund.

Yard Waste: Residents can bring compost materials and brush to the Plymouth public works drop-off location. No direct cost to residents.

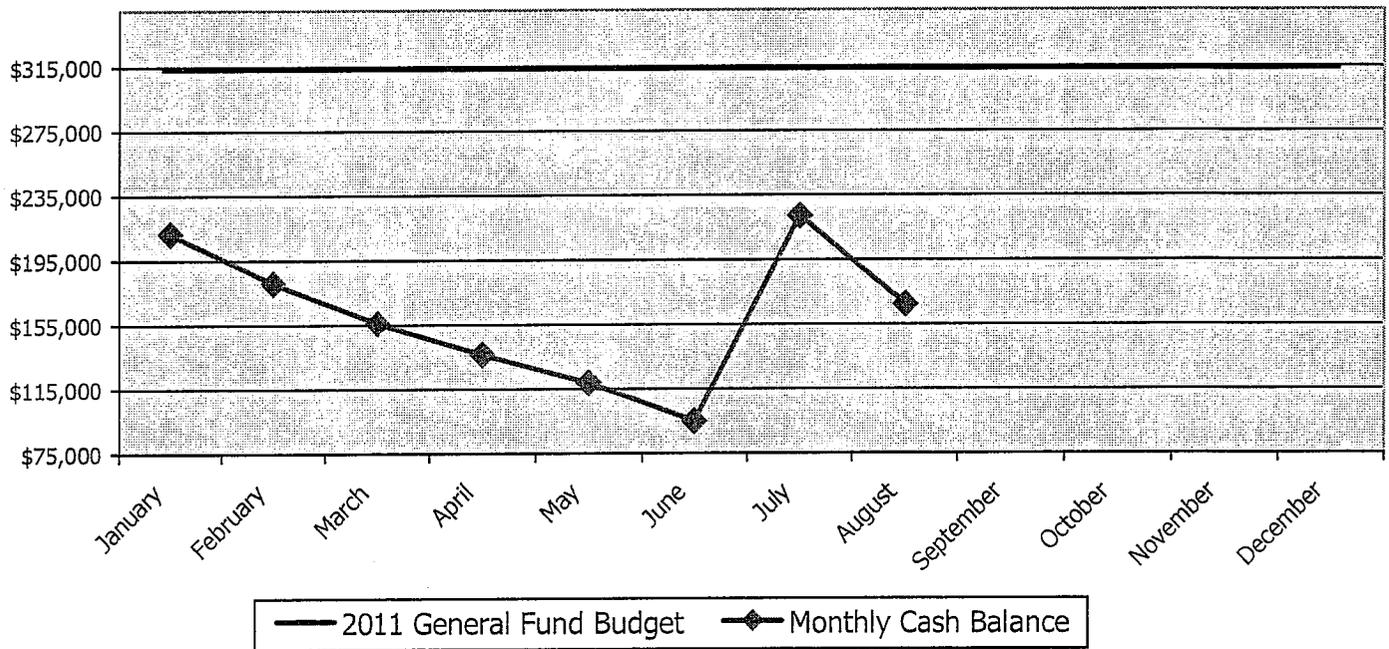
LONG LAKE & ORONO- Spring Clean up Day. One designated day in the spring residents can bring household debris to the Orono City Hall. The garbage hauler is available to take a wide variety of materials.

Cost: Residents pay at the time of drop-off, based on the items brought.

Yard Waste: Residents can bring compost materials and brush to the Plymouth public works drop-off location. No direct cost to residents.

Treasurer Report

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	\$222,246	\$313,903	70.80%
August	\$167,493	\$313,903	53.36%
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

CITY OF WOODLAND TREASURERS REPORT

AUGUST 2011

						TOTAL	
FUND		ASSETS		LIABILITIES		FUND BALANCE	
101	GENERAL	\$	167,493.55	\$	-	\$	167,493.55
401	STREET IMPROVEMENT	\$	60,372.41			\$	60,372.41
601	WATER	\$	200,670.36	\$	105,843.00	\$	94,827.36
602	SEWER	\$	699,424.62	\$	283,767.64	\$	415,656.98
		\$	1,127,960.94	\$	389,610.64	\$	738,350.30
EXCESS FUNDS				\$	738,350.30		
BALANCE				\$	1,127,960.94		
				CHECKING ACCOUNT		FUND ACCOUNT	
BEGINNING BALANCE		\$	9,955.40	##	\$	399,442.11	
TOTAL DEPOSITS		\$	7,525.90		\$	-	
COURT FINES - ACH DEP		\$	78.39				
INTEREST		\$	0.45		\$	33.36	
ACH UTILITY PMTS RECEIVED		\$	2,848.63				
HENNEPIN CNTY SETTLEMENT		\$	-				
TRNFR - FUND TO CKG		\$	46,234.03		\$	(46,234.03)	
TRNFR -CKG TO FUND		\$	(9,681.29)		\$	9,681.29	
TOTAL CHECKS		\$	(46,880.19)		\$	-	
DEP SLIP ORDER FEE		\$	(44.73)				
ACH UTILITY BILL SVC FEE		\$	(2.75)				
ENDING BALANCE		\$	10,033.84		\$	362,922.73	
GENERAL FUND CASH		\$	167,493.55				
STREET IMPROVEMENT		\$	60,372.41				
WATER FUND CASH		\$	(7,595.10)				
SEWER FUND CASH		\$	152,735.71				

CITY OF WOODLAND
 TREASURER'S REPORT
 FUND CASH BALANCES
 8/31/2011

Fund	7/31/2011 Cash Balance	Monthly Revenues	Monthly Expenses	Monthly * Liabilities	8/31/2011 Cash Balance
General Fund	\$ 222,246.00	\$ 2,619.00	\$ 57,372.00	\$ -	\$ 167,493.00
Street Improvement	\$ 30,372.00	\$ 30,000.00	\$ -	\$ -	\$ 60,372.00
Water * Water Loan - Principal	\$ (10,202.00)	\$ 2,750.00	\$ 143.00	\$ -	\$ (7,595.00)
Sewer * Sewer Loan - Principal	\$ 167,031.00	\$ 5,118.00	\$ 19,413.00	\$ -	\$ 152,736.00
Total	\$ 409,447.00	\$ 40,487.00	\$ 76,928.00	\$ -	\$ 373,006.00