

**CITY OF WOODLAND  
City Council Agenda**

**TUESDAY, November 13, 2012  
7:00 P.M.**



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

**2. ROLL CALL**

**3. CONSENT AGENDA**

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

- A.** Minutes October 8, 2012; Regular Council Meeting
- B.** Appoint LMCD representative to Woodland; Resolution No. 24-2012

**4. PUBLIC COMMENTS**

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

**5. PUBLIC HEARING**

- A.** Subdivision, 2845 & 2855 Woolsey Lane: Final Plat Review
- B.** Chris & Mindy Keenan, 17737 Maple Hill Road, (Hendel Homes) request variances to alter the existing grade and modify existing impervious cover to construct a new home.

**6. NEW BUSINESS**

- A.** Snow Removal – Breezy Heights Road
- B.** 2013 Tree Service Agreement (Review RFPs)
- C.** Canvass the November 6 Municipal Election; Resolution No. 25-2012

**7. OLD BUSINESS**

- A.** Load Limit Permit Discussion continued
- B.** Coal Tar Sealant Discussion – Draft Ordinance Review
- C.** Status of Request by Denny & Mary Newell

**8. MAYOR'S REPORT**

**9. COUNCIL REPORTS**

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

**10. ACCOUNTS PAYABLE**

**11. TREASURER'S REPORT**

**12. ADJOURNMENT**

- 15 minutes will be allotted for public comments. If the full 15 minutes is not needed, the City Council will continue with the agenda.
- **Next meeting: December 10, 2012**

WOODLAND  
CITY COUNCIL MINUTES  
Monday, October 8, 2012

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

Present: Mayor Jim Doak; Council Members Sliv Carlson, John Massie, Mike Jilek,  
Chris Rich

Staff: Zoning Administrator Gus Karpas and City Clerk Shelley Souers.

Guests: Tom Newberry, Greg and Karen Felton, Denny and Mary Newell, John Adams,  
Mark Gronberg, Fred & Christine Meyer, Marlene Doak, Dr. Richard Salmela,  
Andrea Bassett, Eric Evenson

**CONSENT AGENDA**

**A. Minutes September 10, 2012; Regular Council Meeting**

**B. 2012 Deer Management Permit**

*Council Member Carlson moved to approve the consent agenda. Council Member Massie seconded the motion. Motion carried 5-0.*

**PUBLIC COMMENTS**

Denny and Mary Newell, 2650 Marshland Road, requested to speak to the Council regarding the easement agreement granted by the City allowing them to moor their watercraft along Woolsey channel.

Mayor Doak moved this request to New Business as Item B.

**PUBLIC HEARING**

**A. Preliminary Plat Review; Subdivision, 2845 & 2855 Woolsey Lane**

Mayor Doak recused himself from the Council and turned the meeting over to Council Member Jilek as acting Mayor Pro Tem.

Zoning Administrator Karpas stated that Greg and Karen Felton, 2855 Woolsey Lane and Jim and Marlene Doak, 2845 Woolsey Lane, request consideration of a four lot Preliminary Plat. The applicants are proposing to combine and plat their common properties into four buildable lots. All proposed lots meet the 2 acre minimum. 2855 Woolsey Lane contains a total of 336,287 square feet (7.72 acres) of area. Of that area 321,987 square feet (5.33 acres) area is "dry" and 14,300 square feet is wetland. 2845 Woolsey Lane contains a total area of 85,813 square feet (1.97 acres). The combined property area would be 422,100 square feet (9.7 acres), of that, 407,800 square feet (9.36 acres) of the area is dry.

Lot 3 will be the only developed lot in the Plat when it is filed. The reconfigured lot 3 would exceed the maximum permitted impervious surface area due to the inclusion of a tennis court on the property. The applicants have indicated the tennis court would be removed once the final plat has been approved. With the exception of a historic barn located on Lot 4, all other

lots would be vacant and be reviewed on a lot by lot basis for impervious surface coverage at the time a building permit application is filed.

Lot 2 would contain a driveway easement which would provide access to Lot 1. This easement area will not be permitted to be included in the lot area calculation of lot area for impervious surface purposes.

The City Engineer, Dave Martini, has reviewed the grades on Lots 1 and 4. The slope on Lot 1 is not considered a steep slope. Lot 4 is not considered a bluff because it does not drain towards the lake, however it does contain a steep slope and can be developed with proper engineering.

Zoning Administrator Karpas noted that the Fire Chief and Fire Marshal have reviewed the proposed plat and recommend the owners consider adequate driveway area to turn emergency vehicles on the property. The homeowners may need to sprinkle the home to satisfy insurance requirements.

Zoning Administrator Karpas stated that he recommends approval of the preliminary plat as it complies with all dimensional code requirements and the Comprehensive Plan. Primary and secondary septic locations have been denoted for each lot. Zoning Administrator Karpas recommended that Mr. Felton work with the Wayzata with Fire department to ensure and adequate turn around area for emergency vehicles on Lot 1. Karpas stated that a written comment was received from an adjoining resident suggesting that the existing driveway be removed prior to the final plat.

Mayor Pro Jilek opened the public hearing for comments.

Andrea Bassett, 2670 Woolsey Lane, stated that she supports the proposed plat. Mrs. Bassett stated that the proposed lots are of similar size to the surrounding properties and she supports the shared driveways, limiting the number of driveways converging on Woolsey Lane.

Council Member Massie agreed with the design and supports the shared driveway access versus a separate road for the property.

Council Member Carlson was supportive of the plan and believes it will be an asset to the City.

Council Member Rich agreed the plan was well done.

Mayor Pro Jilek stated that he supports the division and the design. The plat meets the ordinance guidelines and all the findings of the code. There being no further discussion, Mayor Pro Tem Jilek closed the hearing portion of the meeting.

*Council Member Carlson moved to direct staff to prepare a resolution approving Woolsey Mountain Preliminary Plat as presented and direct the applicant to submit a final plat for Council consideration containing the required information outlined in Chapter 8 of the City Code. The property owner has met the criteria for the approval of a Preliminary Plat. There being no conditions. Council Member Rich seconded the motion. Motion carried 5-0.*

Mayor Doak rejoined the Council as chair.

**B. Resolution No. 22-2012; Approving Certification of Delinquent Water and Sewer Charges to the 2013 Property Tax Rolls.**

Mayor Doak opened the public hearing to approve certification of all delinquent utility charges to the 2013 tax rolls.

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

*Council Member Jilek moved to adopt Resolution No. 22-2012; adding penalties, per the ordinance, to delinquent water and sewer charges and certifying all unpaid water and sewer charges to the 2013 tax rolls. Council Member Carlson seconded the motion. Motion carried 5-0.*

**5. NEW BUSINESS**

**A. Eric Evenson, Minnehaha Creek Watershed District Administrator**

Mayor Doak welcomed and introduced MCWD District Administrator Eric Evenson. Mr. Evenson reported on several restoration efforts in the watershed. Mr. Evenson stated the AIS program is a main focus of the watershed and they have been working on a long term plan with other entities.

Mr. Evenson stated that the MCWD is working on a super users pass program to train on issues with AIS. The MCWD will also be creating an on-going training for lake service providers. Trained service providers will be recognized with a certificate of completion.

Mr. Evenson reported that the MCWD has purchased a 12,000 square foot building and will be moving out of their rental office space in the coming months. Mr. Evenson stated that the Watershed Heroes event is next Thursday and encourages the Council to attend. Woodland resident Herb Suerth will be recognized with the lifetime achievement award.

Mr. Evenson stated that the dam is managed through an agreement with the DNR. The DNR determines the water elevations and operates the dam to balance the water levels on Lake Minnetonka as well as the water levels downstream in the creek quarters.

Mayor Doak agreed that Aquatic Invasive Species (AIS) leadership is essential and supports the MCWD efforts to control the forward motion with AIS management.

Mr. Newell, 2670 Marshland Road, stated that he believes transient watercraft are bringing in the AIS and would support a service charge to boaters using the lake. Mr. Newell stated that the use of RFID tags would indicate the lakes where the boats are coming from and those boats could be subject to more detailed inspections if they have been in an infested lake.

Council Member Jilek asked an increased sense of urgency amongst lake owners and users exists.

Mr. Evenson responded noting that there is an increase awareness and urgency, specifically from residents that are living on other non-contaminated lakes in the area. The MCWD will

continue to work with the LMCD, LMA and citizen groups to increase management efforts of the AIS.

Council thanked Mr. Evenson for his time and information.

**B. Mutual Release Easement Agreement – Denny and Mary Newell**

Denny and Mary Newell, 2670 Marshland Road, addressed the Council regarding the Mutual Release Agreement dictating their use of the City property abutting Woolsey channel.

Mr. Newell stated that the easement agreement relates to two lots in Woolsey channel to maintain the waterway. Certain regulations were established in 2005 by the City in relation to the placement of their dock. Mr. Newell stated that it is not their intention to challenge any of those statutes. The agreement precludes any overnight tie up on their dock. Mr. Newell stated he believes the intent of the language was not to restrict navigation. The Newells feel the language is restrictive and would like the City to consider allowing an overnight tie off. Mr. Newell stated that they have access to 400 lineal feet and would like the option for a small watercraft that would not impact the neighbors or navigation like a jet ski or small boat.

Mr. Newell noted that the language addressing the city's tax exempt status is unclear and if the City's tax exempt status changes, the taxes would need to be paid by the Newells. Mr. Newell stated they would like notice of any change regarding the tax exempt status, prior to any change.

Mayor Doak stated that the City is under no legal obligation to change the terms of the Settlement Release Agreement. The Settlement Agreement grants exclusive dock easements in perpetuity, but expressly does not grant riparian rights. The Agreement was adopted after Mr. Newell had lost the suit against the City to establish riparian rights on Lots 13 and 14. The Settlement represents a careful balancing of interests of Mr. Newell, the City and the residents that abut Woolsey Pond and depend on the Woolsey Channel for access.

Mayor Doak stated that Lots 13 and 14 were deeded to the City with the understanding that they would provide unfettered access to Woolsey Pond. The lots are tax exempt given their public nature. The lots are a small border of land that abuts Mr. Newell's land.

Mayor Doak purposed to table discussion of Mr. Newell's request until the November Council meeting to give all Council persons an opportunity to review the history of the concerns of pond property owners, various attempts at resolution, the litigation and its result along with the Settlement Agreement. A site visit is also important.

Mayor Doak noted that in November the Council can decide if they would like to alter the Agreement. If so, the Council must be totally transparent and inform all residents, especially property owners on Woolsey Pond. A public hearing can be held.

Mayor Doak stated that the Newell's have been good users of the channel and of the agreement. Mayor Doak noted that Lot 13 and 14 had been dredged out and originally owned collectively by the Woolsey channel residents. The residents let the lots go and both lots were awarded to the City. The lots were deeded to the City in trust, to preserve free navigation into Woolsey pond and for the use of everyone and therefore are tax exempt. The City granted an

exclusive easement to the Newells to dock on this land, however, they were not give riparian rights to Lots 13 and 14. Mayor Doak cautioned that changes to the Settlement Agreement may jeopardize the tax exempt status and the Newells use of the lots. This matter must be carefully considered.

Mr. Newell stated that he wants an open discussion with the Council and there is give and take on both sides.

Mrs. Newell stated that, in her opinion, some of the language is unclear and they are asking to have certain language in the Agreement clarified.

Mayor Doak stated that the Council must balance the interest of all the parties involved.

Mayor Doak stated that the Council can consider the request at the November Council meeting. The City is under no obligation to change the agreement.

Council Member Jilek stated that he appreciates the Newell's efforts in bringing the request forward and agrees that it is important for the Council to familiarize them with the history of the issue prior to making any decisions.

*Mayor Doak moved to table discussion to the November Council meeting. Council Member Massie seconded the motion. Motion carried 5-0.*

## **6. OLD BUSINESS**

None

## **MAYORS REPORT**

Mayor Doak noted that Woodland's tax rate was 9.6%, comparatively lower than most other communities.

Mayor Doak reported that several items of old business, including regulation of coal tar-based sealants, a tree service contractor and load limit language, will be discussed at the November Council meeting. The Council will discuss, at a future meeting, the merits of impervious pavers as an option to reduce hardcover limitation.

Mayor Doak reported that he attended a School District meeting along with other City leaders and noted that the Minnetonka School District continues to do an excellent job.

## **COUNCIL REPORTS**

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

Council Member Jilek reported that the Council will review language regarding load limits and fees at the November Council meeting. Load limit fees would be designated to the road fund and collected through the building permit process. Council will also consider additional language to address damage to City streets from construction projects.

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

Council Member Rich reported an area along the culvert under Blaine Avenue has started washing out and the asphalt in this area is also breaking down. Cornerstone has provided an

estimate for \$1,950 to make necessary repairs. It is not clear the age of the culvert is or why it was put in place, there appears to be no drainage issues along the road. Council Member Rich stated that he will work with Cornerstone to repair the washout.

Council Member Rich reported that Cornerstone has provided an agreement for snow plowing service in 2012-2013. There is no change to the cost of the plows or salt and sand mixture.

### **Snow Plow Contract Service for 2012-2013**

*Council Member Carlson moved to adopt Resolution No. 23-2012; adopting the snow plow contract with Cornerstone for the 2012-2013 season. Council Member Jilek seconded the motion. Motion carried 5-0.*

Council Member Rich reported that the City will be seeking proposals for tree removal services. The RFP outlining the required tree services will be sent out and bids will be reviewed at the November Council Meeting.

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

Council Member Carlson reported that she attended a Metropolitan Council meeting

Council Member Carlson reported that the Water Enterprise Fund continues to be at a negative balance. Carlson stated that she will work with City staff to determine the necessary rate increase for 2013.

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

Council Member Massie reported that the Fire Marshall had recommended that residents with security gates speak to the fire department regarding access through the gates in the event of an emergency. Staff will work with the Fire Chief and Fire Marshal regarding information to residents with security gates.

Council Member Massie reported that a dog residing in Woodland has bit two separate people and the dog has been declared a dangerous dog. The owners are appealing the dangerous dog classification at this time.

### **ACCOUNTS PAYABLE**

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

### **TREASURER'S REPORT**

*Council Member Massie 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 9:15 P.M.

ATTEST:

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

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

**CITY OF WOODLAND**

**RESOLUTION NO. 24-2012**

**A RESOLUTION APPOINTING FRED MEYER AS WOODLAND'S REPRESENTATIVE TO THE  
LMCD BOARD OF DIRECTORS AND AUTHORIZING HIS APPOINTMENT TO THE  
LMCD BOARD**

**WHEREAS**, the Woodland City Council appointed Fred Meyer to serve as the City of Woodland's representative on the Lake Minnetonka Conservation District (LMCD) Board of Directors by Resolution No. 09-2012; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Woodland, Hennepin County, Minnesota, appoints Fred Meyer as Woodland's representative to the LMCD Board of Directors to serve on behalf of the City of Woodland. In an effort to allow the LMCD to stagger Board Members terms amongst Cities, Woodland's appointment will be from February 1, 2013 to January 31, 2014.

**Adopted by the Council of the City of Woodland this 13 day of November, 2012.**

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

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



# LAKE MINNETONKA CONSERVATION DISTRICT

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

October 11, 2012

TO: LMCD Member Cities  
FROM: Greg Nybeck, Executive Director *GN*  
SUBJECT: Appointment of 2013 Board Members

It is approaching the time of the year when terms for some members of the Lake Minnetonka Conservation District (LMCD) Board of Directors will expire. Terms on the LMCD Board run from February 1<sup>st</sup> through January 31<sup>st</sup> of the following year. The state enabling LMCD legislation calls for Board members to be appointed by their respective member city for a three-year term. There is no applicable term limits for Board members.

Because the application of the LMCD ordinances are inherently unique and it takes some period of time for new Board members to come up to speed, it would be difficult and undesirable to have all terms expire at the same time, possibly ending up with a completely, or mostly, new Board. The LMCD has, therefore, requested the 14 cities to stagger the terms by appointing five members the first year, five the second year, and four the third year (5-5-4). We realize that some of the cities prefer to make all their appointments yearly; however, this is not consistent with the LMCD enabling act. The cities do have the ability to recall their member anytime and appoint another for the remainder of a 3-year term if the need arises.

Below is a list of the current Board members; under which the year in January their term expires:

**2013**

Dan Baasen – Wayzata  
Doug Babcock – Tonka Bay  
David Gross – Deephaven  
Gary Hughes – Spring Park  
Anne Hunt – Minnetrista  
Steve Johnson – Mound  
Dennis Klohs – Minnetonka Beach  
Andrew McDermott – Orono  
Fred Meyer – Woodland  
William Olson – Victoria  
Sue Shuff – Minnetonka

**2014**

Kelsey Page- Greenwood  
Mark Sylvester - Shorewood

**2015**

Jeff Morris - Excelsior



**In order to achieve the goal of staggering Board member appointments to the fullest extent possible, the LMCD requests the following cities appoint Board members for the terms noted. All terms will begin in February, 2013:**

Deephaven	1 Year
Minnetonka	3 Years
Minnetonka Beach	3 Years
Minnetrista	3 Years
Mound	3 Years
Orono	1 Year
Spring Park	3 Years
Tonka Bay	2 Years
Victoria	2 Years
Wayzata	2 Years
Woodland	1 Year

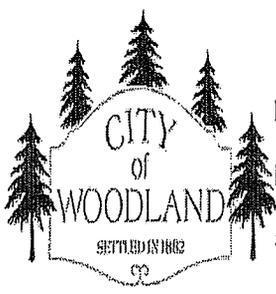
**No action needs to be taken by the Cities of Excelsior, Greenwood, and Shorewood.**

Please advise our office if for some reason your records are not in agreement with ours. Also, enclosed is a spreadsheet that summarizes each Board member's attendance through September 2012. This information is intended for review by your city council.

Your prompt attention and cooperation in processing this important appointment is appreciated.

REQUEST FOR ACTION

WOODLAND CITY COUNCIL



MEETING DATE: November 13, 2012  
 FROM: Gus Karpas, Zoning Administrator  
 SUBJECT: Final Plat, Felton Welsch Estate a.k.a. Woolsey Mountain, 2844 and 2855 Woolsey Lane

**Agenda Item:** Consider Four Lot Final Plat Request, Greg and Karen Felton, 2855 Woolsey Lane and Jim and Marlene Doak, 2845 Woolsey Lane.

**Summary:** The City Council reviewed the Preliminary Plat for Woolsey Mountain at their October 8<sup>th</sup> meeting. Since his property was included as part of the plat and he directly benefited from the request, Mayor Doak recused himself from the Council during the discussion and motion. Since that meeting, the applicant has renamed the plat from Woolsey Mountain, LLC to Felton Welsch Estate. The name change does not require the applicant to re-submit a new Preliminary Plat application.

The Council reviewed the staff report, considered the comments of the applicant and the public and made the following motion on the Preliminary Plat;

***The Council unanimously directed staff to draft a resolution approving Woolsey Mountain Preliminary Plat as presented and directed the applicant to submit a final plat for Council consideration containing the required information outlined in Chapter 8 of the City Code. The property owner has met the criteria for the approval of a Preliminary Plat.***

As in reviewing the Preliminary Plat, the City Council must consider the criteria outlined in Section 800.10 of the Subdivision Ordinance in reviewing the Final Plat request:

- (a) Compliance of the subdivision with Section 800.09 and the zoning provisions of this code.
  - (Section 800.09)
  - (a) Every subdivision must comply with all applicable provisions of State law, including without limitation the provisions of Minn. Rules 6120.3500, as from time to time revised and this code.
  - (b) Every subdivision which requires the dedication of a new street or a change in an existing street, must also show the grade of all streets and the mean grade of the front and rear lines of each lot.
  - (c) The resulting impact on the use and enjoyment of surrounding properties or other properties in the community;
- (b) The suitability of the subdivision from the standpoint of community planning.
- (c) The adequacy of streets and conformity with existing and planned streets in surrounding areas.
- (d) The suitability of street grades in relation to the grades of lots.

- (e) The estimated cost (including engineering and inspection expenses) of grading, graveling and permanently surfacing streets, installing street signs, and construction of curb and gutter and any storm sewers which may be necessary.
- (f) Compliance with the requirements of Minnesota Statutes, Chapter 505; and
- (g) The suitability and adequacy of the subdivision from the standpoint of flooding, drainage, water supply or sewage treatment facilities.

**Council Action:** Action required by January 11, 2013. Possible motions ...

- 1) I move the Council direct staff to draft a resolution approving Felton Welsch Estate Final Plat as presented to the Council. The proposal complies with the criteria for the approval of a Final Plat outlined in Chapter 8 of the City Ordinances. The motion is conditioned \_\_\_\_\_.
- 2) I move the Council asks the applicant to provide written approval for a further extension for a decision on their request to permit the Council more time to render a decision on the request.
- 3) I move the Council deny Felton Welsch Estate Final Plat for the following reasons  
\_\_\_\_\_.

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

# City of Woodland

# Subdivision Application



20225 Cottagewood Road  
Deephaven, MN 55331  
952-474-4755 fax: 952-474-1274  
[www.cityofwoodlandmn.org](http://www.cityofwoodlandmn.org)

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

Property address 2845 Woolsey Lane & 2855 Woolsey Lane  
 Property Identification Number (PIN) 07-117-22-43-0020 & 07-117-22-43-0008  
 Date Property Acquired \_\_\_\_\_ (Check one) Abstract 2845 or Torrens 2855

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

Applicant (individual or company name): Woolsey Mountain LLC & Times Sand Marlene G. Daak

Contact for Business: Gregory Felton Title: President, Woolsey Mountain LLC

Address: 412 Rice Street E City: Wayzata State: MN Zip: 55391

Phone (work): 832-051-0086 Phone (home): 832-496-3435

Email address: gfeltonix@yahoo.com Fax: \_\_\_\_\_

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

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

### EXISTING LAND USE:

Current Number of Tax Parcels: 2 I (Do) (Do Not) also own other adjacent parcel land

Current Lot Size:

<u>407,800</u>	Square feet Dry Land
<u>14,300</u>	Square feet Wet Land
<u>422,100</u>	TOTAL Square feet, all parcels

### PROPOSAL FOR:

- \_\_\_\_\_ Division for Tax Purposes
- \_\_\_\_\_ Lot Line Rearrangement Only (no new building sites)
- X Subdivision for New Building Sites

4 Total Number of Building Sites Created by Subdivision

Lot Size (Square Feet) of Dry Bulldable Land for Each Site			
Lot 1	Lot 2	Lot 3	Lot 4
130,680	92,350	87,120	87,120
Square Feet of Wetland for Each Site			
Lot 1	Lot 2	Lot 3	Lot 4
0	0	0	13500
Street Access for each lot: <u>Woolsey Lane</u>			
Road Frontage of Each Lot (feet)			
Lot 1	Lot 2	Lot 3	Lot 4
41' FBMT	123	390	349 Breezy Pt. Rd 270 Woolsey Ln.
Lot Width of Each Lot at the Front Building Line (Ord. 900.08) 100 feet minimum			
Lot 1	Lot 2	Lot 3	Lot 4
300	232	340	337 Breezy Pt Rd 336 Woolsey Lane
Lot width of Each Lot at the Ordinary High Water Level (929.4) Lake Frontage (Ord. 900.08) 100 feet minimum			
Lot 1	Lot 2	Lot 3	Lot 4
220	N/A	N/A	N/A

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

This application should be processed in my name, and I am the party whom the City should contact about this application. The applicant certifies that the information supplied is true and correct to the best of his/her knowledge.

The undersigned also acknowledges that she/he understands that before this request can be considered and/or approved, all required information and fees, including any deposits, must be paid to the City, and if additional fees are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees. Ord. 805.05 (Copy of City Ordinance, Chapter 8, has been provided)

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

Applicant's Signature: [Signature] Date: Sept 12, 2012

Applicant's Signature: [Signature] Date: Sept 13, 2012

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

The owner further acknowledges and agrees to this application and further authorizes reasonable entry onto the property by City Staff, Consultants, agents and Council Members for purposes of investigation and verification of this request.

Owner's Signature: [Signature] Date: Sept 12, 2012

Owner's Signature: [Signature] Date: Sept 13, 2013

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

Lot Size (Square Feet) of Dry Buildable Land for Each Site			
Lot 1 130,680	Lot 2 92,350	Lot 3 87,120	Lot 4 87,120
Square Feet of Wetland for Each Site			
Lot 1 0	Lot 2 0	Lot 3 0	Lot 4 13500
Street Access for each lot: <u>Woolsey Lane</u>			
Road Frontage of Each Lot (feet)			
Lot 1 41' FSMT	Lot 2 123	Lot 3 390	Lot 4 349 Breezy Pt. Rd 270 Woolsey Ln.
Lot Width of Each Lot at the Front Building Line (Ord. 900.08) 100 feet minimum			
Lot 1 300	Lot 2 252	Lot 3 340	Lot 4 337 Breezy Pt Rd 336 Woolsey Lane
Lot width of Each Lot at the Ordinary High Water Level (929.4) Lake Frontage (Ord. 900.08) 100 feet minimum			
Lot 1 220	Lot 2 N/A	Lot 3 N/A	Lot 4 N/A

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

This application should be processed in my name, and I am the party whom the City should contact about this application. The applicant certifies that the information supplied is true and correct to the best of his/her knowledge.

The undersigned also acknowledges that she/he understands that before this request can be considered and/or approved, all required information and fees, including any deposits, must be paid to the City, and if additional fees are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees. Ord. 805.05 (Copy of City Ordinance, Chapter 8, has been provided)

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Applicant's Signature: Mairene Doak Date: Sept 12, 2012

Applicant's Signature: [Signature] WOODSEY MOUNTAIN LLC PRESIDENT / CHIEF MANAGER Date: 9/13/12

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

The owner further acknowledges and agrees to this application and further authorizes reasonable entry onto the property by City Staff, Consultants, agents and Council Members for purposes of investigation and verification of this request.

Owner's Signature: Mairene Doak Date: Sept 12, 2012

Owner's Signature: [Signature] WOODSEY MOUNTAIN LLC (PURCHASER) PRESIDENT / CHIEF MANAGER Date: 9/13/12

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



**DATA PRIVACY ADVISORY**

In accordance with Minnesota State Statute 13.04, Subd. 2, "Rights of subjects of data", we would like to inform you that your request for a permit or license from the City of Woodland or any of its departments may require you to furnish certain private or confidential information.

You are notified that:

- 1) The information that you furnish will be used to determine your qualifications for a permit, approval or license requested.
- 2) You may refuse to supply data, but refusal may require that the City deny the permit, approval or license.
- 3) The information you provide may be shared with other local, state or federal agencies to the extent necessary to process the permit, approval or license.
- 4) If your requested permit, approval or license requires Council action, the information may become public. A copy of your application, permit, approval or license will be placed in your public property file.
- 5) You have certain rights under Minnesota Statute, Section 13.04 to review private data on yourself.
- 6) Your full name is required to process this application or permit.

Applicant: Woodsey Mountain LLC / James S. and Marelene G. Doak

NAME: First	Middle	Last
412 Rice Street E	2845 Woodsey Lane	
Address	City	State
Wayzata, MN 55391	Woodland, MN	55391
832-657-0800	Zip	Phone
		952-473-1308

I understand my rights as stated above

Applicant Signature	Date
<i>[Signature]</i>	August 12, 2017
Applicant Signature	Date
<i>[Signature]</i>	Sept 12 2017

Owner: Dorsey and Whitney LLC, as counsel for the Trustees to the Donald Winston and Elizabeth M. Winston Trusts

NAME: First	Middle	Last
150 South Sixth Street, Suite 1500, Attn. Colleen Winkler		
Address	City	State
Minneapolis	MN	55402
	Zip	Phone
		(612) 492-6541

I understand my rights as stated above

Owner Signature	Date
<i>[Signature]</i>	9-13-12



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- 1) The information that you furnish will be used to determine your qualifications for a permit, approval or license requested.
- 2) You may refuse to supply data, but refusal may require that the City deny the permit, approval or license.
- 3) The information you provide may be shared with other local, state or federal agencies to the extent necessary to process the permit, approval or license.
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- 5) You have certain rights under Minnesota Statute, Section 13.04 to review private data on yourself.
- 6) Your full name is required to process this application or permit.

Applicant: Woolsey Mountain LLC / James S. and Marelene G. Dook

NAME:	First	Middle	Last
	412 Rice Street E	2845 Woolsey Lane	
Address	Wayzata, MN 55391	Woodland, MN 55391	832-657-0886
City	State	Zip	Phone

I understand my rights as stated above

Applicant Signature *James S. Dook* Date Sept 12, 2012  
*Marelene G. Dook* Date Sept 12 2012

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Owner: WOOLSEY MOUNTAIN LLC

NAME:	First	Middle	Last
	412 RICE STREET E		
Address	Wayzata	MN 55391	832-657-0886
City	State	Zip	Phone

I understand my rights as stated above

Owner Signature *[Signature]* PRESIDENT & CHIEF MANAGER Date 9/13/12

# WOODLAND

## HARDCOVER CALCULATION WORKSHEET

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

Ordinance 900.02, Subd. 20

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

Ordinance 900.10

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

Property Address 2845 Woolsey Lane & 2855 Woolsey Lane Date 9/12/12

Existing Hardcover				Proposed Hardcover			
House	_____	x	_____	House	_____	x	_____
	Length		Width		Length		Width
		x	=			x	=
			Sq. Feet				Sq. Feet
Garage	_____	x	_____	Garage	_____	x	_____
Other Buildings	<u>16.4</u>	x	<u>26.4</u>	Other Buildings	_____	x	_____
		x	=			x	=
			<u>433</u>				_____
Driveway	<u>12,710</u>	x	<u>3820</u>	Driveway	_____	x	_____
		x	=			x	=
			<u>16,530</u>				_____
Sidewalks	_____	x	_____	Sidewalks	_____	x	_____
		x	=			x	=
			<u>430</u>				_____
Patio	_____	x	_____	Patio	_____	x	_____
		x	=			x	=
			_____				_____
Decks	<u>50</u>	x	<u>.9</u>	Decks	_____	x	_____
		x	=			x	=
			<u>45</u>				_____
			90%				90%
Other landscape	_____	x	_____	Other landscape	_____	x	_____
		x	=			x	=
			<u>80</u>				_____
Total	_____		_____	Total	_____		_____

Total Existing & Proposed Impervious Cover = 20,408 Square Feet  
 Total Lot Area = 410,770 Square Feet EXCLUDING BREEZY PT. RD. R.O.W.

Hardcover 20,408 ÷ Lot Area 410,770 x 100 = 4.97 %  
 (Existing & Proposed square feet)

Signature Mark S. Harvey Date 9-12-12  
GROENBAG & ASSOCIATES, INC.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# FELTON WELSCH ESTATE

R.T.DOC.NO. \_\_\_\_\_

C.R.DOC.NO. \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS: That Woolsey Mountain, L L C, a Minnesota limited liability corporation, fee owner of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

That part of Government Lot 3, Section 7, Township 117, Range 22, described as follows: Commencing at the intersection of the West line of Breezy Heights, with the center line of public road between Lots 15 and 16 of said plat; thence Northerly along the West line of said plat to its intersection with the meander line of Lake Minnetonka; thence Northwesterly along said meander line to its intersection with a line parallel to and 200 feet Westerly at right angles from said West line of Breezy Heights; thence Southerly along said parallel line to a point therein 338 feet Northerly measured along said line from the Southeasterly corner of Lot 11 of Maplewood Subdivision (now partially vacated); thence Southwesterly to a point in the Easterly line of Woolsey Lane in said plat 270 feet Northerly, measured along said line from the Southwesterly corner of Lot 11 of said plat, thence along said line Southerly 270 feet to said corner, and along an extension of said line 33 feet to the center line of the public road South of said Lot; thence Easterly along the center line of said road to the place of beginning.

And that James S. Doak and Marlene G. Doak, husband and wife, fee owners of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

That part of Lot 11, "Maplewood Subdivision", according to the recorded plat thereof, Hennepin County, Minnesota, described as follows: Beginning at a point in the Easterly line of said Lot 11 distant 338.00 feet Northerly of the Southeast corner thereof; thence Northerly along the Easterly line of said Lot 11 a distance of 623.27 feet; thence Westerly deflecting to the left 90 degrees, a distance of 100 feet; thence Southerly deflecting to the left 90 degrees, a distance of 221.17 feet; thence Westerly deflecting to the right 90 degrees a distance of 50 feet to the westerly line of said Lot 11; thence Southerly along said Westerly line to a point 279 feet Northerly of the Southwest corner of said Lot 11 as measured along said Westerly line; thence Northeasterly to the point of beginning.

Have caused the same to be surveyed and platted as FELTON WELSCH ESTATE, and do hereby donate and dedicate to the public for public use forever the public way and the drainage and utility and drainage easements as shown on the plat.

In witness whereof said Woolsey Mountain, L L C, a Minnesota limited liability corporation, has caused these presents to be sign by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and said James S. Doak and Marlene G. Doak, husband and wife, have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED  
WOOLSEY MOUNTAIN, L L C

By \_\_\_\_\_, its \_\_\_\_\_

James S. Doak

Marlene G. Doak

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, its \_\_\_\_\_, of Woolsey Mountain, L L C, a Minnesota limited liability corporation, on behalf of the corporation.

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_ Notary's printed name  
My commission expires \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by James S. Doak and Marlene G. Doak, husband and wife.

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_ Notary's printed name  
My commission expires \_\_\_\_\_

I, Mark S. Gronberg, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subd. 3 as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Mark S. Gronberg, Licensed Land Surveyor and Engineer  
Minnesota License Number 12755

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN ) The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Mark S. Gronberg, Licensed Land Surveyor and Engineer.

Notary Public, \_\_\_\_\_ County, Minnesota Notary's printed name  
My commission expires \_\_\_\_\_

WOODLAND, MINNESOTA

This plat of FELTON WELSCH ESTATE was approved and accepted by the City Council of Woodland, Minnesota, at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes, Section 505.03, Sub. 2

CITY COUNCIL OF THE CITY OF WOODLAND, MINNESOTA

\_\_\_\_\_, Mayor

\_\_\_\_\_, Clerk

TAXPAYER SERVICES DEPARTMENT, HENNEPIN COUNTY, MINNESOTA

I hereby certify that taxes payable in 20\_\_\_\_ and prior years have been paid for land described on this plat. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, HENNEPIN COUNTY AUDITOR

By \_\_\_\_\_, Deputy

SURVEY DIVISION, HENNEPIN COUNTY, MINNESOTA

Pursuant to MINN. STAT. Sec. 383B.565 (1969), this plat has been approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WILLIAM P. BROWN, HENNEPIN COUNTY SURVEYOR

By \_\_\_\_\_

REGISTRAR OF TITLES, HENNEPIN COUNTY, MINNESOTA

I hereby certify that the within plat of FELTON WELSCH ESTATE was filed in this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

RACHEL SMITH, ACTING REGISTRAR OF TITLES

By \_\_\_\_\_, Deputy

COUNTY RECORDER, HENNEPIN COUNTY, MINNESOTA

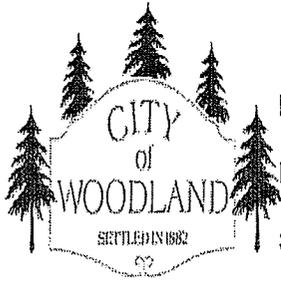
I hereby certify that the within plat of FELTON WELSCH ESTATE was recorded in this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

RACHEL SMITH, ACTING COUNTY RECORDER

By \_\_\_\_\_, Deputy

## REQUEST FOR ACTION

## WOODLAND CITY COUNCIL



MEETING DATE: November 13, 2012  
 FROM: Gus Karpas, Zoning Administrator  
 SUBJECT: Variance Requests, Chris Keenan, 17737 Maple Hill Road

**Summary:** Chris Keenan is requesting variances to remove an existing non-conforming single family home and construct a new single family home which would require the alteration of grade greater than three feet and would exceed the maximum permitted height based on the elevation of the lot as it existed on June 14, 2010. The applicant is requesting variances to rebuild the decking around the pool which would encroach into the required north side yard setback and exceed the maximum permitted accessory structure area. The applicant also proposes to remove and reconstruct an existing non-conforming lakeside accessory structure within the required lake and west side yard setback.

The applicant is proposing to remove the existing walkout structure located on the property and construct a new walkout structure. The existing grade on the property varies greatly throughout the lot. The applicant proposes a maximum grade alteration of eight feet near the southwest corner of the swimming pool. A portion of the grade alteration on the lot is necessary to comply with Section 900.13(2) of the ordinance which requires a minimum separation of three feet between the ordinary high water level of Shaver's Lake and bottom floor elevation.

The applicant indicates the increase in grade will be on the north side of the home between the swimming pool and the proposed home. There are a series of walls which will step up at approximately four foot intervals from the swimming pool to the north side of the home. The applicant also proposes to alter the grade by approximately four feet in some areas along the west side of the home to create a walkout area in what is currently a look out area in the existing home.

- **Ordinance Section 900.17(4)(a) permits a maximum grade alteration of three feet. The applicant is seeking to alter the grade a maximum of eight feet for the construction of a new home and is seeking a variance to alter the grade five feet above the permitted alteration.**

The proposed principal structure complies with all the required setbacks outlined in Section 900.09(4)(a).

The applicant proposes a structure height 31'-11" from the proposed grade which would normally comply with the height requirements in the city ordinance. But, the ordinance requires the measurement for to be taken from the grade as it existed on June 14, 2010. Based on that grade the applicant is proposing a height of 39'-11". That height reflects the eight feet of additional grade that is being proposed for the property.

- **Ordinance Section 900.13(1) permits a maximum structure height of thirty-five feet as measure by Ordinance Section 900.02(19), which requires the measurement be based on the grade of the lot on June 14, 2010. The applicant proposes a structure height of thirty-nine feet, eleven inches based on the June 14, 2010 elevation. The applicant is seeking a variance of four feet, eleven inches of the required structure height.**

The applicants are proposing to reconfigure and slightly enlarge the existing pool decking to a more rectangle shape and enlarge and relocate the pool house. Doing so would continue the existing encroachment into the required north side yard setback.

- **Ordinance Section 900.09(4)(a) requires a north side yard setback of thirty feet. The applicant proposes a north side yard setback of ten feet and is requesting a variance to encroach ten feet into the required north side yard setback to reconstruct the decking around the existing swimming pool.**

The reconfiguration and reconstruction of the pool house triggers the need for variance to exceed the maximum permitted accessory structure area. Section 900.04(b) includes "swimming pools and recreational sports courts" as assessor structures. Because of this, the existing tennis court, which is to be removed, is counted as an existing accessory structure which would bring the total existing accessory structure area to 9,398 square feet. The proposed accessory structure area is 2,701 square feet.

- **Ordinance Section 900.04(2)(b)(9) states that no accessory structure or combination of accessory structures shall exceed the lesser of 1,000 square feet of gross floor area, 1,000 square feet of footprint area or 30% of the area of the footprint of the principal structure on the lot. The lot is permitted a maximum permitted accessory structure area of 1,000 square feet of accessory structure area. The applicant proposes a total accessory structure area of 2,701 square feet in order to reconstruct the decking around the existing swimming pool. A variance is needed to exceed the maximum permitted accessory area by 1,701 square feet.**

Section 900.10 of the ordinance permits a maximum structure coverage of 10% of the lot area and 25% total impervious surface area. The applicant proposes an 8.9% structure area and a 19.6% impervious surface area. The existing impervious surface area on the property has been significantly reduced from 26.9% with the removal of the tennis court.

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

#### Practical Difficulty Standard

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

Economic considerations alone shall not constitute practical difficulties.

#### Findings

- (a) Is the variance in harmony with the purpose 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?

## STAFF RECOMMENDATION:

Staff recommends Approval for variance requests for the property located at 17737 Maple Hill Road.

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

### Findings

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

Section 900.01 outlines the purpose and intent of the ordinance as to preserve and protect the residential character of the City, preserve the property values within the City, and promote the health, safety and public welfare. The proposal maintains the residential character of the City, preserves the property values of the City and will not negatively impact the health, safety and public welfare of the City.

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

The request is consistent with the Comprehensive Plan in that it maintains the residential single family use of the community and updates the city's housing stock by removing and existing smaller home and replacing it with a newer more modern structure.

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

The removal and reconstruction of a single family dwelling on the proposed lot a reasonable use for the property which is zoned R-1 single family residential. Though the property is under the minimum required lot area, the applicant has been able to site the structure in a manner that complies with the required structure setbacks.

The variance request to alter to grade is reasonable due to the existing grades on the property which are very inconsistent. The initial need to increase the grade is required to bring the house into compliance with Section 900.13(2) of the ordinance which requires a minimum separation of three feet between the ordinary high water level of Shaver's Lake and bottom floor elevation. The applicant proposes an additional five foot of grade change on the north side of the property to facilitate the construction of a walkout. The existing structure is a partial walkout, but the grade alteration would create a more traditional walk out. The proposed grade alteration would not have a negative impact on drainage on the lot and would improve overall drainage in the area.

Though the grade alteration is not necessary to construct a home on the lot, the proposal creates a home that fits naturally on the lot using the alternating terrain as it exists. The intent of the ordinance when it was drafted was to prevent a property owner from building up a lot and placing a home on top of it, bring the home out of character with the neighborhood. In this case, the property owner has worked to keep the home's profile low and in keeping with the surrounding area.

The variance request to exceed the permitted height from the elevation as it existed in on June 14, 2010 is reasonable in that the existing grade is near the flood elevation and the proposed height, taken from the minimum required grade would be less than two feet above the allowable height. The height as proposed by the applicant using the new grade, is 31'-11", a full three foot below what they would normally be permitted had they not altered the grade.

The variance requests to encroach into the required north side yard setback and to exceed the permitted accessory structure area are reasonable in that the proposal is looking to clean

up the existing accessory structures without increasing the existing encroachment and while reducing the overall amount of accessory structure area and impervious surface area on the lot.

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

The plight of the homeowner is created by the nature of the lot which has elevation below or near the flood elevation for Shaver's Lake. In addition, the existing elevations also seem to indicate that there have been a number of grade alterations to this property over the years so it is very difficult to know exactly what the natural lay of the land is. These are just a few of the factors that require alteration of the lot to make it suitable for construction under the current regulations.

The existing home was constructed prior to the establishment of flood elevations for Shaver's Lake, meaning it was constructed within the requirements of the time. Though the regulations have changed, the lot remains buildable since it has an established single family use on it and is considered a legal non-conforming property as it exists due to its lowest floor elevation. The applicant is proposing to increase the grade of the lot a minimum of two to three feet to comply with the lowest floor elevation requirements.

This existing elevation lot creates drainage related issues with runoff crossing the property to Shaver's Lake from adjacent properties. The proposal would allow the applicant to redirect and control this drainage in a more managed manner. Staff would recommend the Council investigate requiring the addition of a rain garden on the property to store and treat some of the runoff.

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

The proposal would agree with the essential character of the neighborhood since the applicant has worked to keep the roofline of the home down through the design of the home by putting much of the second floor under the roof. Though the house will be larger than the home that is currently on the property, it is not inconsistent with homes in the area. The existing home on the property was constructed in 1955 and based on its location so near to the flood elevation is in need of major repair.

**Council Action:** Action required by December 10, 2012. Possible motions ...

1. I move the Council adopts the recommendation of staff to approve the variance requests of Chris Keenan to alter the grade five feet greater than that permitted by city code and to exceed the maximum permitted height as measure from the grade of the lot based on the elevation on June 14, 2010 by four feet, eleven inches for the proposed single family structure and staff's recommendation to approve the variance requests to encroach ten feet into the required thirty foot required north side yard setback and to exceed the maximum permitted accessory structure area for the proposed alteration of the swimming pool decking and directs staff to draft Resolution \_\_\_-2012 for Council's review at their December 10<sup>th</sup> meeting.
2. I move the Council denies the request as presented in that the applicant has not met the standard for practical difficulty and direct staff to draft findings for denial for the Council's review and adoption at their December 10<sup>th</sup> meeting.
3. I move the Council asks the applicant to provide written approval for a further extension for a decision on their request to permit the Council more time to render a decision on the request.

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

# Variance Application

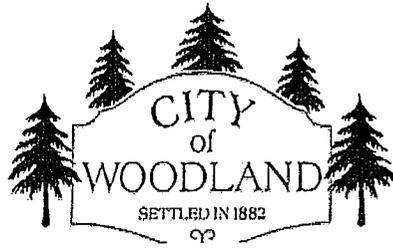
## City of Woodland

20225 Cottagewood Road

Deephaven, MN 55331

952-474-4755

www.cityofwoodlanmn.org



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

Property address for which variance is requested 17737 MAPLE HILL ROAD, WOODLAND

Applicant (individual or company name): HENDL HOMES

Contact for Business: RICK HENDL Title: OWNER

Address: 15250 WAYZATA BLD. SUITE 108 City: WAYZATA State: MN Zip: 55391

Wk Phone: 952-404-7204 Hm Phone: \_\_\_\_\_

Email address: rick@hendlhomes.com Fax: 952-404-7205

Present use of property: HOUSE (RESIDENTIAL)

Property acreage: 1.86 Acres 81,197 Square Feet

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

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

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

What is the Variance being requested for: WE ARE REQUIRED TO RAISE THE LOWEST FLOOR ELEVATION TWO FEET HIGHER

THAN EXISTING HOUSE ELEVATION AND THUS WE WILL HAVE MORE THAN 3' OF FILL IN AREAS.

Variance for:

	Required	Proposed
Side Yard	_____ feet	_____ feet
Front Yard	_____ feet	_____ feet
Rear Yard	_____ feet	_____ feet
Lake setback	_____ feet	_____ feet
Building height	_____ feet	_____ feet
Structure height	_____ Feet	_____ feet
Wetland	_____ feet	_____ feet
Impervious Cover	_____ sq ft	_____ Sq ft
Shoreland	_____ feet	_____ feet
Massing	_____ volume	_____ volume
Other	_____ feet	_____ feet
If other, please explain		

# MAKING YOUR CASE FOR THE GRANT OF A VARIANCE

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

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

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

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

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

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

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

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

IT WILL ENHANCE THE CHARACTER AND WELFARE ON THE GENERAL  
COMMUNITY WHILE COMING INTO COMPLIANCE

Establishing Practical Difficulty:

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

IT IS AT AN ELEVATION THAT IS NON-CONFORMING.

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

IT IS AT AN ELEVATION THAT IS NON-CONFORMING

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

THE ARCHITECTURAL DESIGN IS IN CHARACTER WITH WOODLAND'S  
CHARMING ARCHITECTURAL DEMANDOR.

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

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

THEY WOULD BE UNCHANGED

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

UNCHANGED, NONE

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

UNCHANGED, NONE

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

UNCHANGED, NONE

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

UNCHANGED, NONE

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

IT WOULD HELP INCREASE SURROUNDING PROPERTY VALUES

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

UNCHANGED, NONE

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

\_\_\_\_ LMCD # 952-745-0789

X Watershed District # 952-471-0590

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

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

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

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

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

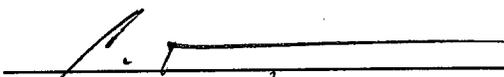
I am the authorized person to make this application and the fee owner has also signed this application.

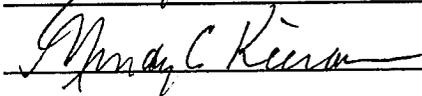
Applicant's Signature:  Date: 10/11/12

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

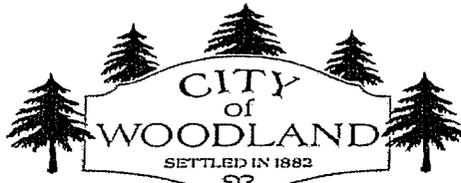
**Owner's Acknowledgement & Signature(s)**

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

Owner's Signature:  Date: 10/11/12

Owner's Signature:  Date: 10/11/12

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



### DATA PRIVACY ADVISORY

In accordance with Minnesota State Statute 13.04, Subd. 2, "Rights of subjects of data", we would like to inform you that your request for a permit or license from the City of Woodland or any of its departments may require you to furnish certain private or confidential information.

You are notified that:

- 1) The information that you furnish will be used to determine your qualifications for a permit, approval or license requested.
- 2) You may refuse to supply data, but refusal may require that the City deny the permit, approval or license.
- 3) The information you provide may be shared with other local, state or federal agencies to the extent necessary to process the permit, approval or license.
- 4) If your requested permit, approval or license requires Council action, the information may become public. A copy of your application, permit, approval or license will be placed in your public property file.
- 5) You have certain rights under Minnesota Statute, Section 13.04 to review private data on yourself.
- 6) Your full name is required to process this application or permit.

#### Applicant:

NAME: RICHARD L. HENDL  
First Middle Last  
Address 15250 WAYZATA BLVD. SUITE 108  
WAYZATA MN 55391 952-404-7204  
City State Zip Phone

I understand my rights as stated above

[Signature] 10/11/12  
Applicant Signature Date

#### Owner:

NAME: CHRISTOPHER EMMETT KEENAN  
First Middle Last  
Address 18975 JAMES AVE  
DEERHAVEN MN 55391 \_\_\_\_\_  
City State Zip Phone

I understand my rights as stated above

[Signature] 10/11/12  
Owner Signature Date

**ADJACENT PROPERTY OWNERS ACKNOWLEDGEMENT FORM**

I (We) Norah Long of 3112 Cty Rd 101 S  
[print name(s)] [print address]

have reviewed the plans for the proposed improvement or proposed use of the property located at  
17737 Maple Hill Rd.

I (we) understand that in executing this acknowledgement, I (we) am (are) **not** asked to declare approval or disapproval of the property or use but merely to confirm for the City Council that I (we) am (are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

Norah Long 13 Oct 2012  
Property Owner Date

\_\_\_\_\_  
Property Owner Date

\*\*\*\*\*

**ADJACENT PROPERTY OWNERS ACKNOWLEDGEMENT FORM**

I (We) \_\_\_\_\_ of \_\_\_\_\_  
[print name(s)] [print address]

have reviewed the plans for the proposed improvement or proposed use of the property located at  
17737 Maple Hill Rd.

I (we) understand that in executing this acknowledgement, I (we) am (are) **not** asked to declare approval or disapproval of the property or use but merely to confirm for the City Council that I (we) am (are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

\_\_\_\_\_  
Property Owner Date

\_\_\_\_\_  
Property Owner Date

**ADJACENT PROPERTY OWNERS ACKNOWLEDGEMENT FORM**

I (We) Charles Brisanz of 17759 Maple Hill Rd  
[print name(s)] [print address]

have reviewed the plans for the proposed improvement or proposed use of the property located at  
17737 Maple Hill Rd.

I (we) understand that in executing this acknowledgement, I (we) am (are) **not** asked to declare approval or disapproval of the property or use but merely to confirm for the City Council that I (we) am (are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

Charles Brisanz 10-13-12  
Property Owner Date

\_\_\_\_\_  
Property Owner Date

\*\*\*\*\*

**ADJACENT PROPERTY OWNERS ACKNOWLEDGEMENT FORM**

I (We) Kris Seehof of 3018 S. Hwy 101  
[print name(s)] [print address]

have reviewed the plans for the proposed improvement or proposed use of the property located at  
17737 Maple Hill Rd.

I (we) understand that in executing this acknowledgement, I (we) am (are) **not** asked to declare approval or disapproval of the property or use but merely to confirm for the City Council that I (we) am (are) aware of the improvement plans and that the proposed neighbor's project or use requires Council approval.

Kris Seehof 10/13/12  
Property Owner Date

\_\_\_\_\_  
Property Owner Date

## Gus Karpas

---

**From:** David Martini <davidma@bolton-menk.com>  
**Sent:** Tuesday, October 30, 2012 10:57 AM  
**To:** Gus Karpas  
**Cc:** Robert Bean  
**Subject:** FW: 17737 Maple Hill Road, Woodland, MN

Gus,

We have completed a review of the Certificate of Survey for 17737 Maple Hill Road, Woodland, MN prepared by Lot Surveys Company and dated October 11, 2012. Based on my review, I offer the following comments for your consideration.

1. The Survey should be revised to show and label all existing improvements, including but not limited to buildings, tennis courts, driveways, patios, and retaining walls.
2. The Survey should be revised to provide more detail for all proposed retaining wall work. Provide top of wall and bottom of wall elevations and dimensions on the retaining wall in key locations (i.e. grade changes, alignment changes). Walls four feet or greater in height must be designed by a licensed Professional Engineer. Multi-level walls spaced less than double the height of the bottom wall apart shall be considered one wall, and the height shall be determined from the base of the bottom wall to the top of the upper wall.
3. Impervious surface calculations should be revised to show structure coverage, impervious surface coverage, and determination of lot area. Lot area measurements shall not include area below the Ordinary High Water Level (OHWL), wetlands, or easements for roadways and driveways. The percentage of lot area covered by all structures may not exceed 10% of the lot area and may not exceed 25% in impervious surface.
4. The south end of the lot should be considered "rear" yard, and the building setback should be increased to 40 feet.
5. The elevation of the lowest floor must be placed a minimum 3.0' above the OHWL. The Survey must be revised to place the lowest floor at a minimum of 933.4.
6. The proposed grading shows increases and decreases of more than 3.0' from existing ground levels. Any such land increases or decreases of more than 3.0' at any point would require a variance.
7. Any tree removals should be indicated on the survey. Removals may require replacement per City requirements.
8. The applicant will be required to obtain a Minnehaha Creek Watershed District permit for erosion control. A copy of the permit should be submitted to the City after MCWD approval.

Please let me know if you have any questions or need additional information.

Thanks.

**David P. Martini, P.E.**  
**Bolton & Menk, Inc.**

P: (952) 448-8838 ext. 2458

M: (612) 756-4315

email: [davidma@bolton-menk.com](mailto:davidma@bolton-menk.com)



The Minnehaha Creek Watershed District is committed to a leadership role in protecting, improving and managing the surface waters and affiliated groundwater resources within the District, including their relationships to the ecosystems of which they are an integral part. We achieve our mission through regulation, capital projects, education, cooperative endeavors, and other programs based on sound science, innovative thinking, an informed and engaged constituency, and the cost effective use of public funds.

Pursuant to Minnesota Statutes Chapter 103D, and on the basis of statements and information contained in the permit application, correspondence, plans, maps, and all other supporting data submitted by the applicant, and made a part hereof by reference, PERMISSION IS HEREBY GRANTED to the applicant named below for use and development of land in the Minnehaha Creek Watershed District.

Issued to:	Chris Keenan	Permit No:	12-416
Location:	17737 Maple Hill Rd., Woodland, MN		
Purpose:	Erosion Control-Single Family Home		
Date of Issuance:	11/01/2012	Date of Expiration:	11/01/2013

By Order of the Board of Managers

Brandon Wisner  
District Technician

This permit is not transferable without District approval, and is valid to the date of expiration. No activity is authorized beyond the expiration date. If the permittee requires more time to complete the project, an application for renewal of the permit must be received by the District at least 30 days before expiration.

The applicant is responsible for compliance with all District Rules and for the action of their representatives, contractors, and employees.

**Conditions:** Project to be completed as described in plans submitted to the MCWD office on October 22, 2012 according to the provisions of this permit.

- Properly install and maintain all required erosion control measures until the disturbed areas are re-stabilized
- When the site is re-stabilized and the MCWD staff has performed a final inspection, all silt fences must be removed

(Statement concerning fees for inspections, violations, etc... on following page)



THH 374VM

INVOICE NO. 8045080678  
F.B.NO. 1062-11  
SCALE: 1" = 30'

- Denote Found Iron Monument
- Denote Iron Monument
- Denotes Existing Contour
- ⊗ Denotes Proposed Contour
- ⊙ Denotes Wall
- Denotes Still Frame for Erosion Control

Denotes Proposed Elevation

NOTE: Proposed grades are subject to review of soil bank, erosion control, and other factors. Proposed building plans and development or grading plans before excavation and construction. Proposed grades shown on this survey are interpolations of proposed contours from the drainage, grading and/or development plans. NOTE: The relationship between proposed floor elevations to be verified by builder.

- 942.75 Proposed First Floor
- 941.5 Proposed Top of Block
- 942.0 Proposed Garage Floor (upper)
- 933.0 Proposed Lower Floor
- 933.0 Proposed Lower Garage

Type of Building  
Fullbasement Walkout

Property located in Section 18, Township 117, Range 22, Hennepin County, Minnesota.  
Property Address: 17737 Maple Hill Road, Woodland, MN  
PID No. 18-117-22-11-0036  
Benchmark: Invert of sanitary manhole located at the intersection of Shavers Lane & Maple Wood Road. Elevation = 932.77 feet  
Note: The DNR has no information available regarding the OHW or HWL for Shavers Lake.

Established in 1962  
**LOT SURVEYS COMPANY, INC.**  
LAND SURVEYORS  
REGISTERED UNDER THE LAWS OF STATE OF MINNESOTA  
7601 7th Avenue North  
Minneapolis, Minnesota 55428  
(763) 560-2093  
Fax No. 560-3322

PROPOSED SITE PLAN SURVEY FOR:

**HENDEL HOMES**

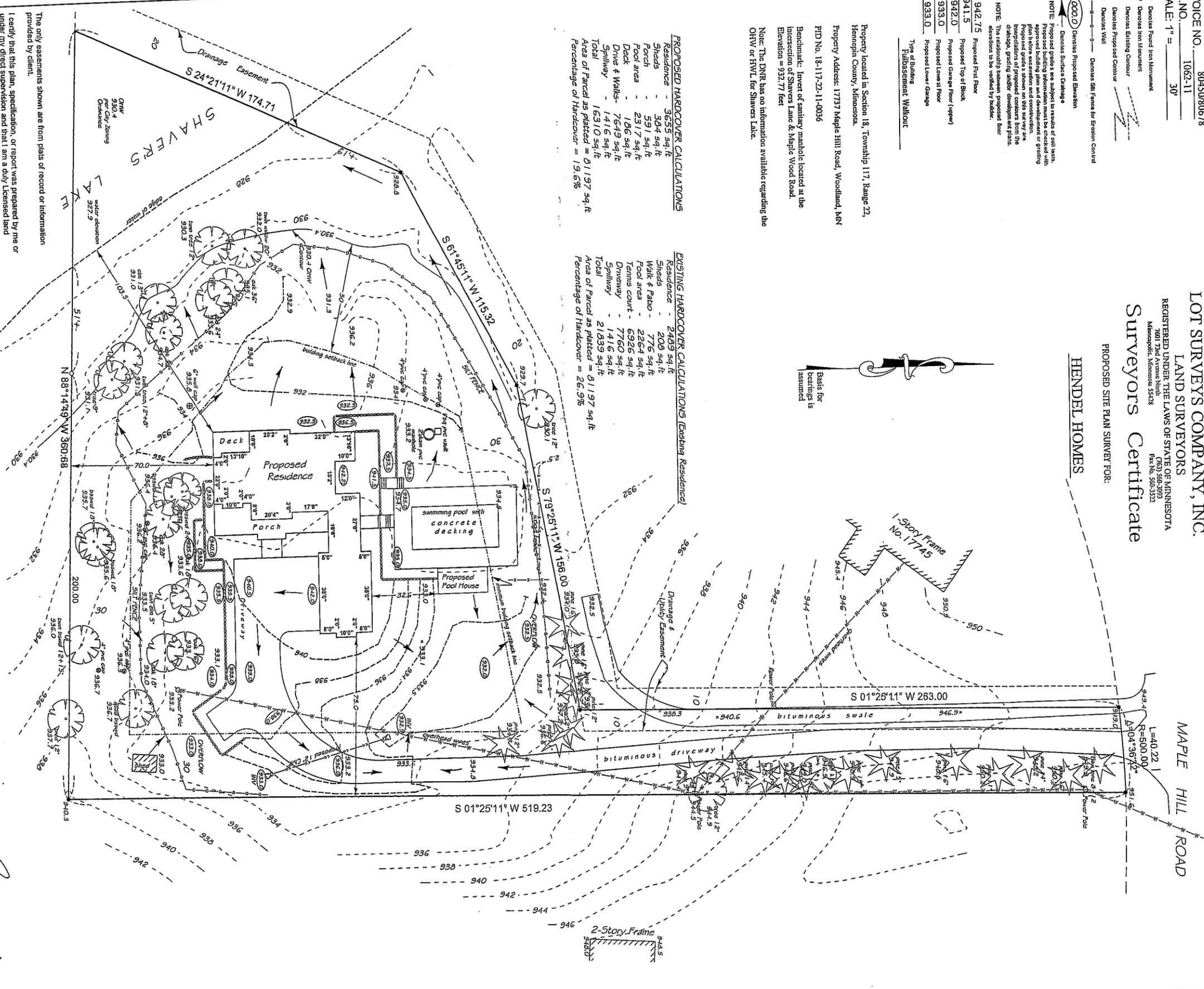


**PROPOSED HARDCOVER CALCULATIONS**

Residence	- 3655 sq.ft.
Sheds	- 304 sq.ft.
Porch	- 591 sq.ft.
Pool area	- 2317 sq.ft.
Deck	- 186 sq.ft.
Drive & Walks	- 7649 sq.ft.
Spillway	- 1416 sq.ft.
Total	- 16310 sq.ft.
Area of Parcel as platted	- 81197 sq.ft.
Percentage of Hardcover	- 19.6%

**EXISTING HARDCOVER CALCULATIONS (Existing Residence)**

Residence	- 2439 sq.ft.
Sheds	- 208 sq.ft.
Walk & Pkwy	- 776 sq.ft.
Pool area	- 2264 sq.ft.
Tennis court	- 6926 sq.ft.
Driveway	- 7760 sq.ft.
Spillway	- 1416 sq.ft.
Total	- 21839 sq.ft.
Area of Parcel as platted	- 81197 sq.ft.
Percentage of Hardcover	- 26.9%

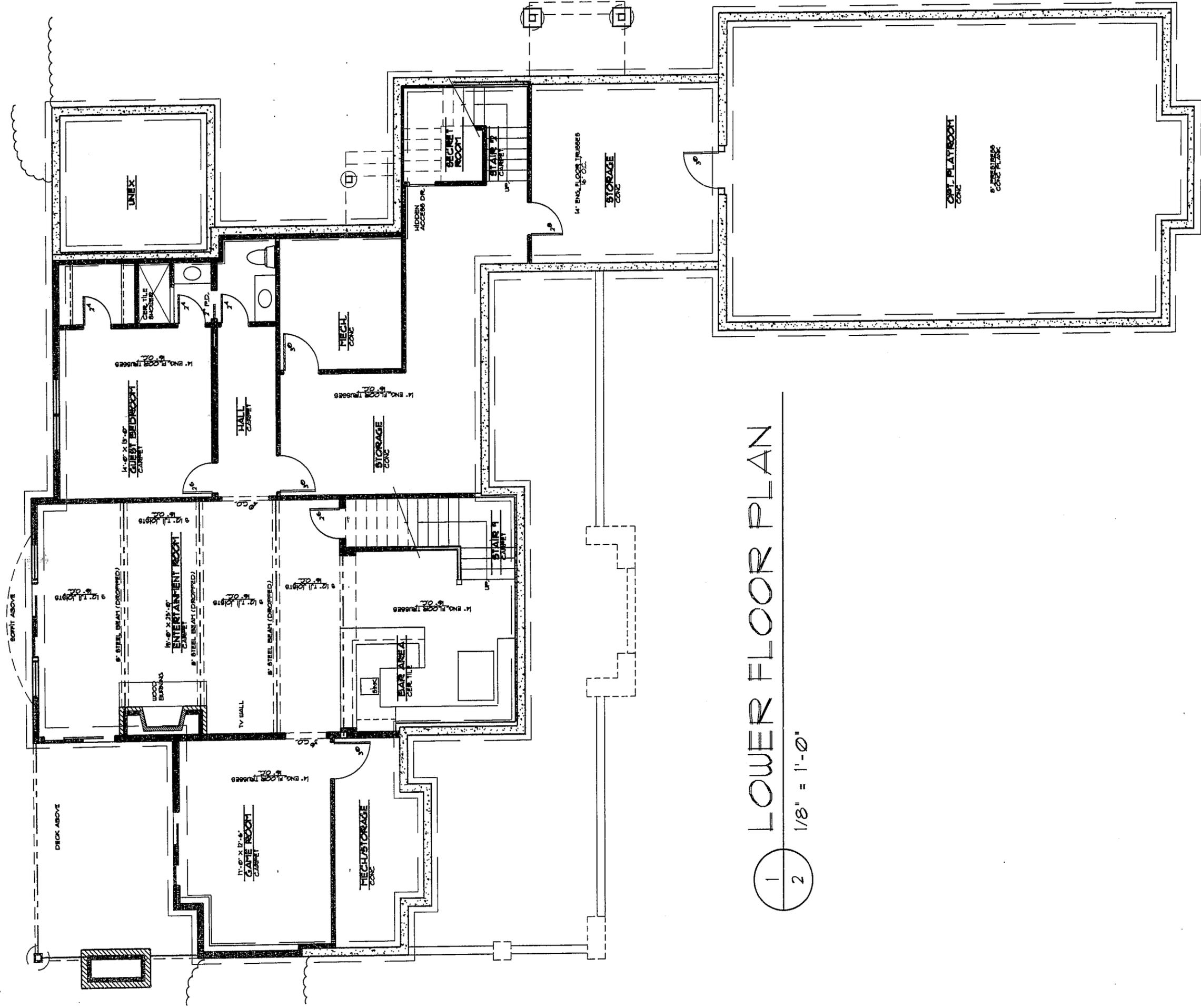


The only easements shown are from plats of record or information provided by client.  
I certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed land Surveyor under the laws of the State of Minnesota.  
Surveyed this 11th day of October 2012.

Drawn By: *Edlund*  
File Name: *Mn-12-Inv-087 Prop-049*

Lot 12, Block 1, MAPLE HILL,  
Hennepin County, Minnesota

Signed: *[Signature]*  
Gregory K. Pruden, Minn. Reg. No. 24982



1 LOWER FLOOR PLAN

2 1/8" = 1'-0"

JOB #12904  
SHEET #  
**2**  
OF X

ISSUE  
OCTOBER 12, 2012  
REVISIONS

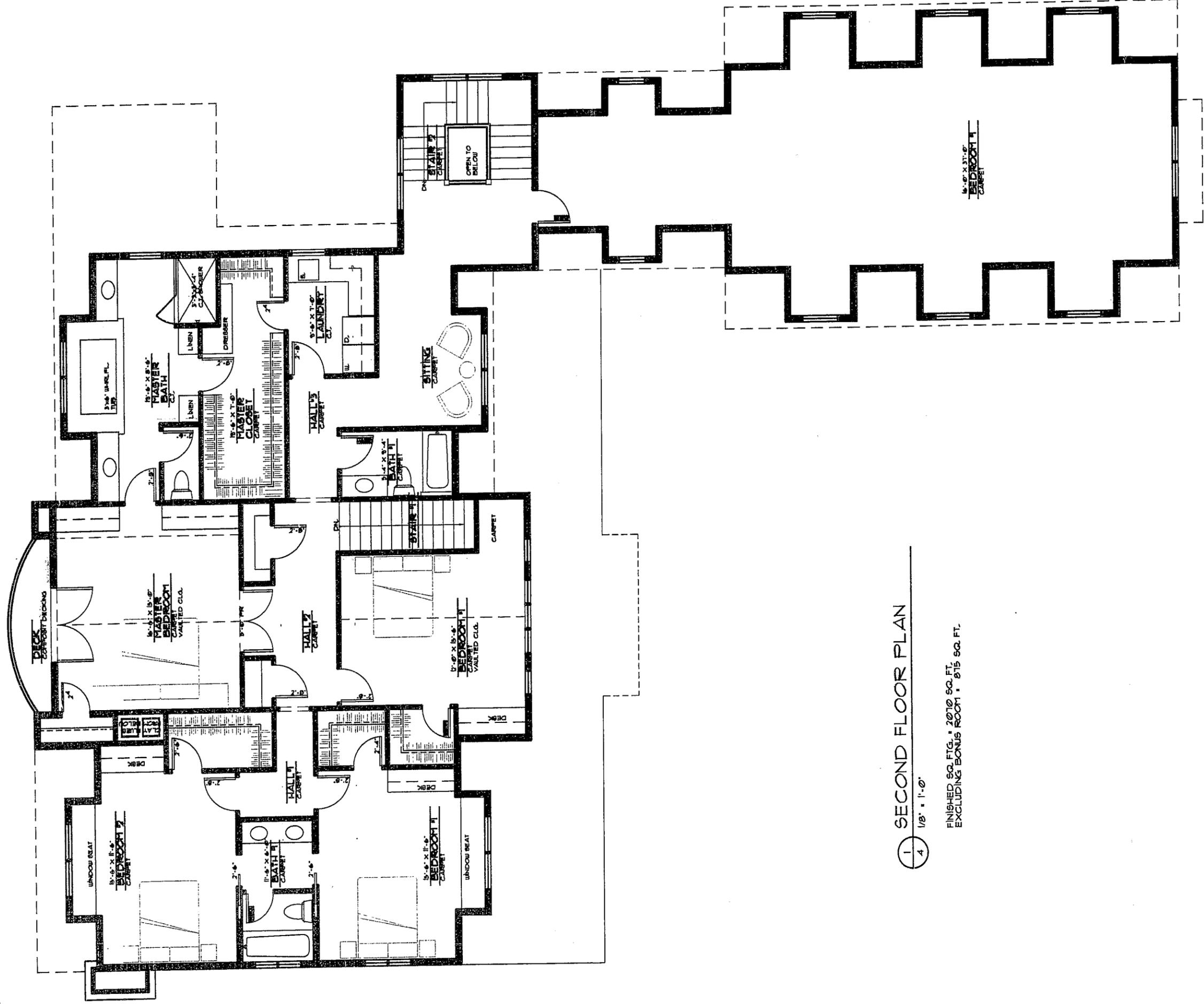
NEW HOME FOR THE  
**KEENAN RESIDENCE**  
17737 MAPLE HILL ROAD, WOODLAND, MN



HENDL

15750 WAYZATA BLVD.  
WAYZATA, MN 55391  
952-404-7204 OFFICE  
952-404-7205 FAX

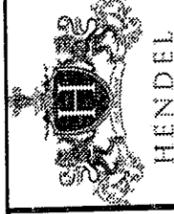




1 SECOND FLOOR PLAN

1/8" = 1'-0"

FINISHED SQ. FTG. = 2070 SQ. FT.  
EXCLUDING BONUS ROOM = 815 SQ. FT.





1 EAST ELEVATION  
 5A 1/8" = 1'-0"

15250 WAYZATA BLVD.  
 WAYZATA, MN 55391  
 952-404-7204 OFFICE  
 952-404-7205 FAX



NEW HOME FOR THE

**KENAN RESIDENCE**  
 17737 MAPLE HILL ROAD, WOODLAND, MN

ISSUE  
 OCTOBER 18, 2012  
 REVISIONS  
 OCTOBER 23, 2012

JOB #12904  
 SHEET #  
**5A**  
 OF X



1 SOUTH ELEVATION  
 5B 1/8" = 1'-0"

15250 WAYZATA BLVD.  
 WAYZATA, MN 55391  
 952-404-7204 OFFICE  
 952-404-7205 FAX



HENDEL

NEW HOME FOR THE  
**KEENAN RESIDENCE**  
 17737 MAPLE HILL ROAD, WOODLAND, MN

ISSUE  
 OCTOBER 12, 2012  
 REVISIONS

JOB #12904  
 SHEET #  
**5B**  
 OF X



1  
6A WEST ELEVATION  
1/8" = 1'-0"

15250 WAYZATA BLVD.  
WAYZATA, MN 55391  
952-404-7204 OFFICE  
952-404-7205 FAX



HENDEL

NEW HOME FOR THE  
**KEENAN RESIDENCE**  
17737 MAPLE HILL ROAD, WOODLAND, MN

ISSUE  
OCTOBER 18, 2012  
REVISIONS  
OCTOBER 23, 2012

JOB #12904  
SHEET #  
**6A**  
OF X

15250 WAYZATA BLVD.  
WAYZATA, MN 55391  
952-404-7204 OFFICE  
952-404-7205 FAX



NEW HOME FOR THE  
**KEENAN RESIDENCE**  
17737 MAPLE HILL ROAD, WOODLAND, MN

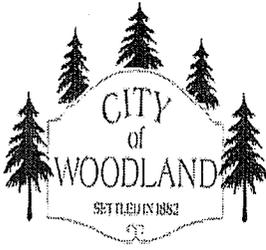
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OCTOBER 12, 2012  
REVISIONS

JOB #12904  
SHEET #  
**6B**  
OF X



1  
6B NORTH ELEVATION  
1/8" = 1'-0"

## WOODLAND CITY COUNCIL



MEETING DATE: November 13, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Snow Removal on Breezy Heights Road

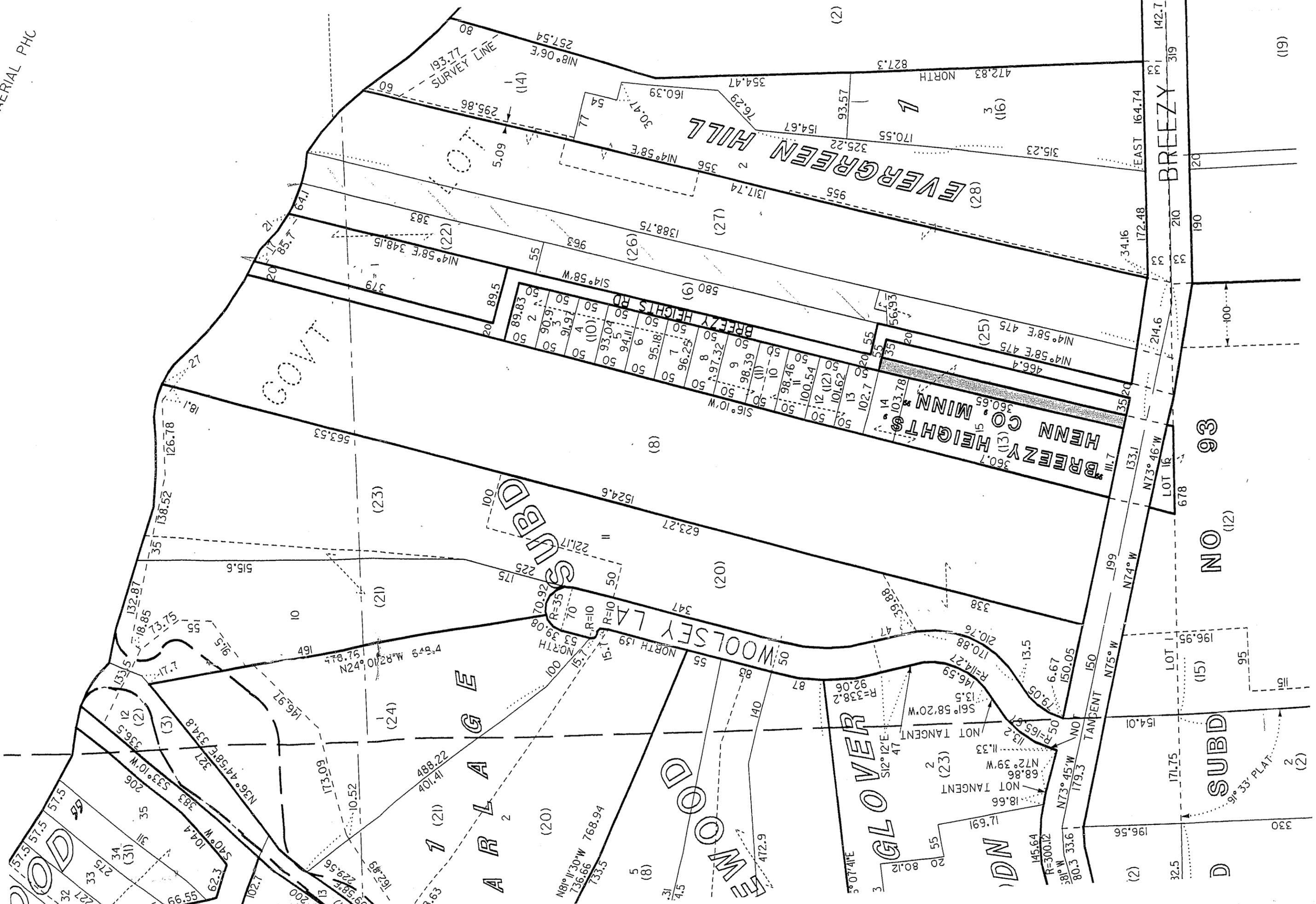
### **OVERVIEW**

Snow removal along Breezy Heights Road is challenging due to the narrow width of the road and right-of-way and proximity of several structures adjacent to the road.

The right-of-way is 20 feet. Eight driveways open onto Breezy Heights Road. The road ends in a dead end and fire alley.

The City has invited the snow plow contractor and the residents that abut Breezy Heights Road to come to the Council Meeting and share ideas and suggestions for management of the snow.

89 AERIAL PHC



GOVT. LOT 3

NO 93

SUBD

(19)

(12)

(15)

(2)

142.7

319

164.74

172.48

34.16

210

190

214.6

678

133.1

133.1

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196.56

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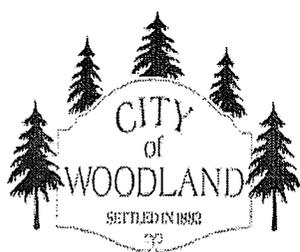
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6B

**WOODLAND CITY COUNCIL**



MEETING DATE: November 13, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Request for Proposals for Tree Service Contractor to provide all tree care needs

**OVERVIEW**

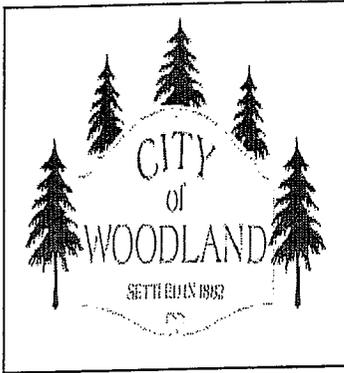
Woodland had a contract agreement with Aaron's Service for all tree work in the City. Aaron's Services provided a tree service to the City but is not longer able to provide Woodland with tree and brush cutting and removal services.

The City sent out request for proposals for a tree service contractor to perform routine and emergency tree service work in Woodland.

Woodland is seeking a one-year agreement with a contractor to provide all tree cutting, trimming and removal needs (Routine and Emergency) 7 days a week / 24 hours as day as needed.

**Three quotes were received:**

- Kraft Tree Service Inc.
- Emery's Tree Service, Inc.
- Shorewood Tree Service, LLC



## Request for Proposal

Annual Tree Contract

for

The City of Woodland

The City of Woodland, MN (The City) is seeking bids from local contractors to perform Emergency Tree Service and Non-Emergency Tree Service/General Maintenance of its forests on an annually contracted, on-going basis.

It is important that all contractors have the proper and necessary equipment to fell the trees as well as the ability to move them off the streets and load them into trucks for hauling as necessary. A list of your company's larger moving equipment should be included as part of your RFP. NOTE: It is important that The City's provider be able to respond to all Emergency calls within a 2 hour time period, 365 days a year including Holidays.

All Contractors must carry an annual tree license from the City and provide proof of liability insurance naming the City of Woodland and Certificate of Compliance – Minnesota Worker's Compensation Law.

If your company is not able to accommodate these requirements, please do not submit the RFP.

Otherwise, please fill out the questionnaire and submit your *BEST AND FINAL* pricing for the following forestry services to Shelley Souers at City Hall no later than November 2, 2012. Should you have any questions on this questionnaire or any of the service requests you may contact Shelley Souers at City Hall at 952-358-9936.

**Return to:** Shelley Souers

City of Woodland

20225 Cottagewood Road

Deephaven, MN 55331

The City will review all Contractor Proposals at its November 13 City Council Meeting and will either decide which contractor they will engage for 2013 or request further information from the Contractors for evaluation.

## Business Information

Business Name: Kraft Tree Service Inc.

Business Address: 4831 Spring Circle, Minnetonka, MN 55345

Phone: 952-406-8788 Email: Sosankraft87@gmail.com

Number of Employees: 10-20 Years in Business: 8

Insurance Provider: West Bend Policy Coverage Amount: \$ 1,000,000

**Insurance: Certificate must name the City as insured.**

\$500,000 Injury or death on one person

\$500,000 Injury of death to more than one person/1 accident

\$100,000 Property Damage

Have you worked with a municipality in the past? yes If yes, which one? Shorewood  
Minnetonka  
Chanhassen  
Mound  
Minneapolis

## References

<u>Client</u>	<u>Contact information</u>	<u>Date of work</u> - Continuous
1. <u>Joel Starks</u>	<u>Joel@sharpermanagement.com</u>	Manages numerous Condo/Townhome Associati Kraft Tree is Tree Care prov. Continuous
2. <u>Dean Hermanson</u>	<u>djhandy@msn.com</u>	President Clear Springs Town Home Assoc
3. <u>Bonnie Carlson</u>	<u>bcarlson1b@comcast.net</u>	President of Lakeforest Townhomes As Continuous

Woodland Tree Contractors RFP

## Equipment

List equipment available for removal of heavy tree branches from the roadway and disposal of tree debris.

2 Fleets consisting of Large Dump Trucks  
Large chippers - up to 12" logs, 60 Foot Manlift,  
Stump grinders, other numerous pick up trucks.

## Services and Pricing Questionnaire

### EMERGENCY SERVICE CALLS

Must respond to all emergency calls within 2 hours of notification 24 hours a day, 7 days a week, 365 days a year. All emergency calls will be billed with a flat rate emergency trip charge plus the cost of the tree removal based on the tree size pricing matrix that is shown under Non-Emergency Service Calls. Prices are all inclusive and include the cost of removal and hauling away of all debris and any other equipment/items required to perform the work.

SERVICE

CONTRACTOR BID

Emergency Trip Charge .....\$ 1000

NON- EMERGENCY SERVICE CALLS

All non-emergency service calls will be scheduled in advance and do not have a minimum response time requirement, although the contractor is expected to respond in a timely manner. Prices are per tree cost and based on the diameter of the tree. We understand that some trees, given their location or other limiting factored may represent unique or special circumstance and may require work beyond standard tree removal. In these instances, those trees will be dealt with on a case by case basis. The following price quotes reflect a general felling and removal of the debris. Prices are all inclusive and include the removal and hauling away of all debris and any other equipment/items required to perform the work. All sizes below are measured by the trees diameter.

<u>SERVICE</u>	<u>CONTRACTOR BID</u>
Removal of 0"- 6" tree .....	\$ <u>50</u>
Removal of 6"- 12" tree.....	\$ <u>100</u>
Removal of 1' - 2 'tree .....	\$ <u>300</u>
Removal of 2' - 3' tree .....	\$ <u>550</u>
Removal of 3' - 4 'tree .....	\$ <u>1500</u>
Removal of 4' or larger .....	\$ <u>2500</u>
Removal of 5' or larger .....	\$ <u>TBD</u>

**Business Information**

Business Name: Emery's Tree Service, Inc.

Business Address: P.O. Box 196/10860 Carling Ave SE Delano, MN 55328

Phone: 952-955-1848 Email: emeryjanet@hotmail.com

Number of Employees: 5 Years in Business: 31

Insurance Provider: See attached Policy Coverage Amount: \$                     

**Insurance:** Certificate must name the City as insured.  
\$500,000 Injury or death on one person  
\$500,000 Injury of death to more than one person/1 accident  
\$100,000 Property Damage

Have you worked with a municipality in the past? yes If yes, which one?                     

City of Deephaven  
City of Wayzata  
Franklin Township

**References** Carver Co. Parks

<u>Client</u>	<u>Contact information</u>	<u>Date of work</u>
City - 1. <u>City of Deephaven</u>	<u>954-474-4759</u>	<u>yearly Contract</u>
Commercial 2. <u>Kyle Hunt Builders</u>	<u>952-476-5999</u>	<u>Ongoing</u>
Residential 3. <u>James Cargill</u>	<u>715-354-7373</u>	<u>on going</u>

# Equipment

List equipment available for removal of heavy tree branches from the roadway and disposal of tree debris.

- International bucket truck - 2005 - YAT 3628
- International Clam truck - 2004 - YAN 9682
- Ford 650 chipper truck 2000 - YAD 5018

We also work with Crane operator when necessary.

## Services and Pricing Questionnaire

### EMERGENCY SERVICE CALLS

Must respond to all emergency calls within 2 hours of notification 24 hours a day, 7 days a week, 365 days a year. All emergency calls will be billed with a flat rate emergency trip charge plus the cost of the tree removal based on the tree size pricing matrix that is shown under Non-Emergency Service Calls. Prices are all inclusive and include the cost of removal and hauling away of all debris and any other equipment/items required to perform the work.

SERVICE  CONTRACTOR BID

Emergency Trip Charge .....\$ 350<sup>00</sup>

OR IF closer with Equip. charge  
is LESS

NON- EMERGENCY SERVICE CALLS

All non-emergency service calls will be scheduled in advance and do not have a minimum response time requirement, although the contractor is expected to respond in a timely manner. Prices are per tree cost and based on the diameter of the tree. We understand that some trees, given their location or other limiting factored may represent unique or special circumstance and may require work beyond standard tree removal. In these instances, those trees will be dealt with on a case by case basis. The following price quotes reflect a general felling and removal of the debris. Prices are all inclusive and include the removal and hauling away of all debris and any other equipment/items required to perform the work. All sizes below are measured by the trees diameter.

<u>SERVICE</u>	<u>CONTRACTOR BID</u>
Removal of 0"- 6" tree .....	\$ 40 <sup>00</sup>
Removal of 6"- 12" tree.....	\$ 110 <sup>00</sup>
Removal of 1' - 2 'tree .....	\$ 300 <sup>00</sup>
Removal of 2' - 3' tree .....	\$ 700 <sup>00</sup>
Removal of 3'- 4 'tree .....	\$ 1,200 <sup>00</sup>
Removal of 4' or larger .....	\$ 1,350 <sup>00</sup>
Removal of 5' or larger .....	\$ 1,400 <sup>00</sup>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/21/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johnson Midwest Agency 1301 Cambridge St. Ste 106 Hopkins, MN 55343-1925	CONTACT NAME: RTW, Inc.	
	PHONE (A/C, No., Ext): 952-893-0403 FAX (A/C, No): 952-893-3700 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	
INSURED Emerys Tree Service Inc P.O. Box 196 Delano, MN 55328	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: MWCARP c/o RTW, Inc.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GENL AGGREGATE LIMIT APPLIES PER POLICY PRO-JECT LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
							MED EXP (Any one person)	\$	
							PERSONAL & ADV INJURY	\$	
							GENERAL AGGREGATE	\$	
							PRODUCTS - COMP/OP AGG	\$	
								\$	
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
								\$	
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$	
							AGGREGATE	\$	
								\$	
								\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR-PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	MNAR-000008892-8*	05/12/2012	05/12/2013	X WC STATU- TORY LIMITS	OTH- ER
							E.L. EACH ACCIDENT	\$ 100,000.00	
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000.00	
							E.L. DISEASE - POLICY LIMIT	\$ 500,000.00	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Officers are excluded from coverage.

## CERTIFICATE HOLDER

## CANCELLATION

City of Woodland  
20225 Cottagewood Rd  
Deephaven, MN 55331

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**SHOREWOOD TREE SERVICE LLC**

14015 Co. Rd. 122  
Watertown, MN 55388



Commercial & Residential

Randy Schwerin

952-955-3018  
Cell 952-292-1734  
Fax: 952-955-3177

# Fax Cover Sheet

TO: Shelley FROM: Randy Schwerin

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX NUMBER: 952-404-1274 TOTAL NO. OF PAGES: 5

PHONE NUMBER: \_\_\_\_\_

RE: \_\_\_\_\_

URGENT  FOR YOUR REVIEW  PLEASE COMMENT  PLEASE REPLY

NOTES:  
Proposal

From: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Business Information

Business Name: Shorewood Tree Service LLC

Business Address: 1405 City Rd 122

Phone: 952-292-1734 Email: Shorewoodtree@aol.com

Number of Employees: 2 Years in Business: 18

Insurance Provider: Westfield Policy Coverage Amount: \$ 2 million

Insurance: Certificate must name the City as insured.

\$500,000 Injury or death on one person

\$500,000 Injury or death to more than one person/1 accident

\$100,000 Property Damage

Have you worked with a municipality in the past? yes If yes, which one? Mound  
Shorewood

### References

<u>Client</u>	<u>Contact information</u>	<u>Date of work</u>
1. <u>City of Mound (Jim)</u>	<u>952-472-0611</u>	<u>Tree Removal storm work since 1994</u>
<u>Nancy Reed</u>	<u>612-201-8694</u>	<u>has been customer for 10 years.</u>
2. <del>City of Mound</del>		<u>has been a customer for 15 years</u>
3. <u>Katherine Murray</u>	<u>952-473-</u>	

## Equipment

List equipment available for removal of heavy tree branches from the roadway and disposal of tree debris.

1991 auto car log truck
2008 Ford 550 chip truck
1998 Newbark chipper
205 Bobcat Nifty Lift 65' height

## Services and Pricing Questionnaire

### EMERGENCY SERVICE CALLS

Must respond to all emergency calls within 2 hours of notification 24 hours a day, 7 days a week, 365 days a year. All emergency calls will be billed with a flat rate emergency trip charge plus the cost of the tree removal based on the tree size pricing matrix that is shown under Non-Emergency Service Calls. Prices are all inclusive and include the cost of removal and hauling away of all debris and any other equipment/items required to perform the work.

SERVICE	CONTRACTOR BID
Emergency Trip Charge .....	\$ 300.00

### NON- EMERGENCY SERVICE CALLS

All non-emergency service calls will be scheduled in advance and do not have a minimum response time requirement, although the contractor is expected to respond in a timely manner. Prices are per tree cost and based on the diameter of the tree. We understand that some trees, given their location or other limiting factored may represent unique or special circumstance and may require work beyond standard tree removal. In these instances, those trees will be dealt with on a case by case basis. The following price quotes reflect a general felling and removal of the debris. Prices are all inclusive and include the removal and hauling away of all debris and any other equipment/items required to perform the work. All sizes below are measured by the trees diameter.

<u>SERVICE</u>	<u>CONTRACTOR BID</u>
Removal of 0"- 6" tree .....	\$ <u>60.00</u>
Removal of 6"- 12" tree.....	\$ <u>125.00</u>
Removal of 1' - 2 'tree .....	\$ <u>325.00</u>
Removal of 2' - 3' tree .....	\$ <u>800.00</u>
Removal of 3' - 4 'tree .....	\$ <u>1200.00</u>
Removal of 4' or larger .....	\$ <u>1800.00</u>
Removal of 5' or larger .....	\$ <u>2500.00</u> TBD

CITY OF WOODLAND

RESOLUTION NO. 25-2012

WHEREAS the Regular City Election was held at the General Election on Tuesday, November 6, 2012, to vote on officers for Mayor and two Council positions, all 4-year terms and the official returns of the judges of election were presented:

WHEREAS said returns were duly examined, approved and placed on file in the Office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland that it is hereby found, determined and declared that the Regular City Election held in and for the City of Woodland on Tuesday, November 6, 2012 was in all respects duly held and the returns thereof have been duly canvassed, the votes cast at said election were:

**MAYOR** (4 Year Term)

James Doak	264
Write-In	5

**COUNCIL MEMBER** (4 Year Term - 2 elected)

Sliv Carlson	237
Tom Newberry	200
Write-In	7

IT IS HEREBY FOUND AND DECLARED that the following candidates for office of Mayor and Council elected at the November 6, 2012 Regular City Election for the respective terms are as follows:

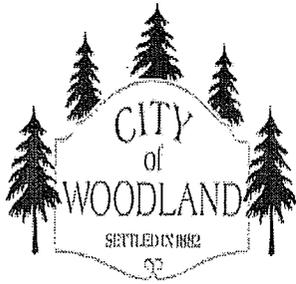
Mayor	(4 year term)	<b>James Doak</b>
Council	(4 year term)	<b>Sliv Carlson</b>
Council	(4 year term)	<b>Tom Newberry</b>

Passed and adopted by the Council of the City of Woodland, Hennepin County, State of Minnesota this 13th day of November, 2012.

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

ATTEST:

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



## WOODLAND CITY COUNCIL

MEETING DATE: November 13, 2012  
FROM: Shelley Souers, City Clerk  
SUBJECT: Draft Review: Ordinance No. 04-14;  
regulating the use of coal tar-based sealer  
products

### **OVERVIEW**

In 2001 the Energy and Environment Commission (EEC) recommended that Cities consider adopting an ordinance to ban the use of coal tar-based sealer products.

- Coal tar sealer contain Polycyclic Aromatic Hydrocarbons, (PAHs), which have been identified as probable human carcinogens;
- PAHs from the sealants are released into the environment and become part of stormwater runoff;
- Once PAHs reach the ponds, lakes, and streams, they may pose a risk to aquatic life, birds and mammals;
- PAHs are causing issues for municipalities in the disposal of stormwater pond sediment;
- There is a viable alternative in asphalt based sealers which contain 1/65<sup>th</sup> the amount of PAHs as coal tar-based sealants.

The objective of this ordinance is to ban the use of coal tar-based sealants within the City of Woodland in an effort to safeguard water bodies, natural resources that contribute significant value to the community.

Although commonly applied to driveways and parking lots, scientific studies have demonstrated negative health and environmental effects when PAHs are released in the environment and become part of stormwater runoff. An alternative readily available are asphalt based sealants that contain 1/65<sup>th</sup> the amount of PAHs as do coal tar-based sealants. Coal tar products are not the sole source of PAHs, but eliminating its use on residential properties, will reduce a known water pollutant source. The dust from coal tar products can run off during rain events, which eventually finds its particles and residue deposited into local ponds and streams and eventually making its way into rivers.

Common concerns related to passing the ordinance banning coal tar-based sealants include the possible negative impacts on businesses, the inability to enforce the ban, and industry information that challenges the actual level of contribution of PAHs by coal tar-based sealants.

The League of Minnesota Cities has provided a draft ordinance for Cities to consider. The attached ordinance is the language as provided by the League of Minnesota Cities. They recommend that cities wishing to adopt this ordinance review it with their City Attorney to determine which provisions are suited for the City's circumstances. A city can modify the ordinance by eliminating provisions that concern activities it does not seek to regulate.

This ordinance may affect blacktop sealers practices within the City jurisdiction. The League of Minnesota Cities recommends prior to adoption that the City provide commercial sealer companies, City residents, and other interested persons an opportunity to provide input.

**RECOMMENDED COUNCIL ACTION:**

- Motion to review the draft Ordinance No.04-14; adopting language banning the use of coal tar-based sealants.

## ORDINANCE NO. 04-14

### AN ORDINANCE REGULATING THE USE OF COAL TAR-BASED SEALER PRODUCTS WITHIN THE CITY OF WOODLAND MINNESOTA

THE CITY COUNCIL OF THE CITY OF WOODLAND DOES ORDAIN:

#### SECTION 1. PURPOSE.

The City of Woodland understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community.

The use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have demonstrated a relationship between stormwater runoff and certain health and environmental concerns.

The purpose of this ordinance is to regulate the use of sealer products within the City of Woodland, in order to protect, restore, and preserve the quality of its waters.

#### SECTION 2. DEFINITIONS.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clear indicates or requires a different meaning:

**ASPHALT-BASED SEALER.** A petroleum-based sealer material that is commonly used on driveways, parking lots, and other surfaces and which does not contain coal tar.

**COAL TAR.** A byproduct of the process used to refine coal.

**UNDILUTED COAL TAR-BASED SEALER.** A sealer material containing coal tar that has not been mixed with asphalt and which is commonly used on driveways, parking lots and other surfaces.

**CITY.** The City of Woodland

**MPCA.** The Minnesota Pollution Control Agency.

**PAHs.** Polycyclic Aromatic Hydrocarbons. A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and believed harmful to humans, fish, and other aquatic life.

### **SECTION 3. PROHIBITIONS.**

A. No person shall apply any undiluted coal tar-based sealer to any driveway, parking lot, or other surface within the City of Woodland.

B. No person shall contract with any commercial sealer product applicator, residential or commercial developer, or any other person for the application of any undiluted coal tar-based sealer to any driveway, parking lot, or other surface within the City.

C. No commercial sealer product applicator, residential or commercial developer, or other similar individual or organization shall direct any employee, independent contractor, volunteer, or other person to apply any undiluted coal tar-based sealer to any driveway, parking lot, or other surface within the City.

### **SECTION 4. EXEMPTION.**

Upon the express written approval from both the City and the MPCA, a person conducting bona fide research on the effects of undiluted coal tar-based sealer products or PAHs on the environment shall be exempt from the prohibitions provided in Section 3.

### **SECTION 5. ASPHALT-BASED SEALCOAT PRODUCTS.**

The provisions of this ordinance shall only apply to use of undiluted coal tar-based sealer in the City and shall not affect the use of asphalt-based sealer products within the City.

### **SECTION 6. PENALTY.**

Any person convicted of violating any provision of this ordinance is guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or imprisonment for not more than ninety (90) days, or both, plus the costs of prosecution in either case.

### **SECTION 7. SEVERABILITY.**

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

**SECTION 8. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

Passed by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

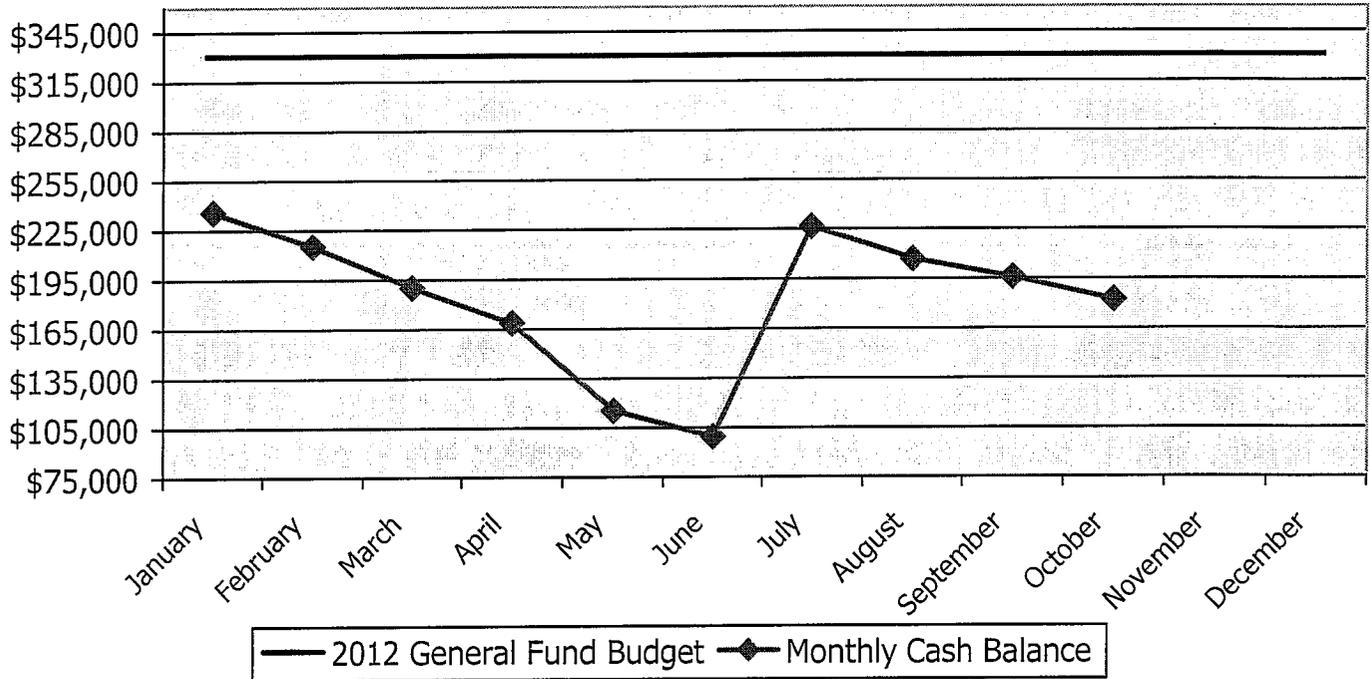
**James S. Doak, Mayor**

**Attested:**

\_\_\_\_\_

**Shelley Souers, City Clerk**

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



2012 Month	2012 Cash Balance	2012 General Fund Budget	% of Budget
January	\$235,954	\$330,460	71.40%
February	\$215,116	\$330,460	65.10%
March	\$190,156	\$330,460	57.54%
April	\$168,648	\$330,460	51.03%
May	\$115,512	\$330,460	34.95%
June	\$99,650	\$330,460	30.15%
July	\$226,654	\$330,460	68.59%
August	\$207,104	\$330,460	62.67%
September	\$195,897	\$330,460	59.28%
October	\$182,301	\$330,460	55.17%
November		\$330,460	
December		\$330,460	

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



CITY OF WOODLAND  
 TREASURER'S REPORT  
 FUND CASH BALANCES  
 10/31/2012

Fund	9/30/2012	Monthly	Monthly	Monthly	10/31/2012
	Cash Balance	Revenues	Expenses	* Liabilities	Cash Balance
<b>General Fund</b>	\$ 195,896.00	\$ 4,228.00	\$ 17,823.00	\$ -	\$ 182,301.00
<b>Street Improvement</b>	\$ 10,845.00	\$ -	\$ 687.00	\$ -	\$ 10,158.00
<b>Water</b> <b>* Water Loan - Principal</b>	\$ (13,704.00)	\$ 1,097.00	\$ 3,027.00 \$ -	\$ -	\$ (15,634.00)
<b>Sewer</b> <b>* Sewer Loan - Principal</b>	\$ 133,618.00	\$ 1,510.00	\$ 2,946.00	\$ - \$ -	\$ 132,182.00
<b>Total</b>	<b>\$ 326,655.00</b>	<b>\$ 6,835.00</b>	<b>\$ 24,483.00</b>	<b>\$ -</b>	<b>\$ 309,007.00</b>

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
101-31010	.00	159,050.99	310,224.00	( 151,173.01 )	51.27
101-31020	.00	3,281.78	.00	3,281.78	.00
101-31040	.00	.00	.00	.00	.00
101-31800	.00	.00	.00	.00	.00
101-31910	.00	.00	.00	.00	.00
<b>TOTAL TAXES</b>	<b>.00</b>	<b>162,332.77</b>	<b>310,224.00</b>	<b>( 147,891.23 )</b>	<b>52.33</b>
<u>LICENSES &amp; PERMITS</u>					
101-32160	50.00	600.00	500.00	100.00	120.00
101-32210	1,352.00	3,472.70	8,000.00	( 4,527.30 )	43.41
101-32240	.00	50.00	75.00	( 25.00 )	66.67
101-32250	10.00	185.00	300.00	( 115.00 )	61.67
101-32260	.00	597.00	200.00	397.00	298.50
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,412.00</b>	<b>4,904.70</b>	<b>9,075.00</b>	<b>( 4,170.30 )</b>	<b>54.05</b>
<u>INTERGOVERNMENTAL AID</u>					
101-33402	.00	.00	.00	.00	.00
101-33423	.00	.00	.00	.00	.00
101-33610	.00	3,748.01	2,661.00	1,087.01	140.85
101-33620	.00	.00	.00	.00	.00
101-33630	.00	1,580.00	1,500.00	80.00	105.33
<b>TOTAL INTERGOVERNMENTAL AID</b>	<b>.00</b>	<b>5,328.01</b>	<b>4,161.00</b>	<b>1,167.01</b>	<b>128.05</b>
<u>PUBLIC CHARGES FOR SERVICE</u>					
101-34103	625.00	1,225.00	500.00	725.00	245.00
101-34107	.00	.00	.00	.00	.00
101-34207	.00	2,050.00	1,500.00	550.00	136.67
101-34960	.00	.00	.00	.00	.00
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>625.00</b>	<b>3,275.00</b>	<b>2,000.00</b>	<b>1,275.00</b>	<b>163.75</b>
<u>FINES &amp; FORFEITURES</u>					
101-35101	1,993.60	6,691.20	3,000.00	3,691.20	223.04
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>1,993.60</b>	<b>6,691.20</b>	<b>3,000.00</b>	<b>3,691.20</b>	<b>223.04</b>

CITY OF WOODLAND  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
101-36100 SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
101-36102 INTEREST	27.19	311.05	1,000.00	( 688.95 )	31.11
101-36210 STONE ARCH DONATION	150.00	1,050.00	.00	1,050.00	.00
101-36220 OTHER INCOME	20.00	539.89	1,000.00	( 460.11 )	53.99
TOTAL MISCELLANEOUS REVENUE	197.19	1,900.94	2,000.00	( 99.06 )	95.05
<u>OTHER FINANCING SOURCES</u>					
101-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	4,227.79	184,432.62	330,460.00	( 146,027.38 )	55.81

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COUNCIL</u>					
101-41100-103	.00	.00	240.00	240.00	.00
101-41100-122	.00	.00	15.00	15.00	.00
101-41100-123	.00	.00	5.00	5.00	.00
101-41100-309	.00	.00	.00	.00	.00
101-41100-371	40.00	93.70	200.00	106.30	46.85
101-41100-433	.00	30.00	.00	( 30.00 )	.00
101-41100-439	.00	.00	200.00	200.00	.00
<b>TOTAL COUNCIL</b>	<b>40.00</b>	<b>123.70</b>	<b>660.00</b>	<b>536.30</b>	<b>18.74</b>
<u>ELECTIONS</u>					
101-41200-103	.00	823.75	1,300.00	476.25	63.37
101-41200-122	.00	.00	.00	.00	.00
101-41200-123	.00	.00	.00	.00	.00
101-41200-214	.00	169.35	350.00	180.65	48.39
101-41200-219	.00	.00	50.00	50.00	.00
101-41200-249	.00	.00	75.00	75.00	.00
101-41200-309	.00	.00	300.00	300.00	.00
101-41200-319	.00	301.00	325.00	24.00	92.62
101-41200-322	.00	.00	50.00	50.00	.00
101-41200-372	41.65	69.68	200.00	130.32	34.84
101-41200-419	100.00	270.26	200.00	( 70.26 )	135.13
101-41200-439	.00	.00	.00	.00	.00
<b>TOTAL ELECTIONS</b>	<b>141.65</b>	<b>1,634.04</b>	<b>2,850.00</b>	<b>1,215.96</b>	<b>57.33</b>
<u>CONTRACTED SERVICES</u>					
101-41400-103	.00	.00	.00	.00	.00
101-41400-122	.00	.00	.00	.00	.00
101-41400-123	.00	.00	.00	.00	.00
101-41400-201	.00	.00	.00	.00	.00
101-41400-202	.00	.00	.00	.00	.00
101-41400-214	120.04	546.32	600.00	53.68	91.05
101-41400-219	.00	457.26	300.00	( 157.26 )	152.42
101-41400-308	309.95	1,016.85	2,600.00	1,583.15	39.11
101-41400-309	.00	177.40	125.00	( 52.40 )	141.92
101-41400-310	3,804.58	38,045.80	45,655.00	7,609.20	83.33
101-41400-322	75.60	285.87	500.00	214.13	57.17
101-41400-351	86.93	639.60	1,500.00	860.40	42.64
101-41400-371	.00	.00	75.00	75.00	.00
101-41400-439	.00	51.25	.00	( 51.25 )	.00
101-41400-530	.00	.00	.00	.00	.00
<b>TOTAL CONTRACTED SERVICES</b>	<b>4,397.10</b>	<b>41,220.35</b>	<b>51,355.00</b>	<b>10,134.65</b>	<b>80.27</b>

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ASSESSOR CONTRACT</u>					
101-41500-309 ASSESSOR CONTRACT	751.50	7,401.00	8,850.00	1,449.00	83.63
TOTAL ASSESSOR CONTRACT	751.50	7,401.00	8,850.00	1,449.00	83.63
<u>LEGAL SERVICES</u>					
101-41600-304 LEGAL SERVICES/GENERAL	42.00	248.00	8,000.00	7,752.00	3.10
101-41600-305 LEGAL SVCS/PROSECUTION	386.40	1,457.73	2,000.00	542.27	72.89
TOTAL LEGAL SERVICES	428.40	1,705.73	10,000.00	8,294.27	17.06
<u>AUDIT SERVICES</u>					
101-41700-301 AUDITING	.00	10,723.00	10,723.00	.00	100.00
TOTAL AUDIT SERVICES	.00	10,723.00	10,723.00	.00	100.00
<u>PUBLIC SAFETY EXPENSES</u>					
101-42100-302 JAIL/WORKHOUSE FEES	.00	.00	.00	.00	.00
101-42100-310 LAW ENFORCEMENT CONTRACT	8,519.14	85,191.68	102,233.00	17,041.32	83.33
TOTAL PUBLIC SAFETY EXPENSES	8,519.14	85,191.68	102,233.00	17,041.32	83.33
<u>FIRE PROTECTION</u>					
101-42200-309 FIRE PROTECTION	.00	20,388.80	24,063.00	3,674.20	84.73
101-42200-319 PROF SVC - FIRE MARSHALL INSP	.00	.00	.00	.00	.00
TOTAL FIRE PROTECTION	.00	20,388.80	24,063.00	3,674.20	84.73
<u>ENGINEERING FEES</u>					
101-42600-303 ENGINEERING FEES	.00	1,499.50	10,000.00	8,500.50	15.00
TOTAL ENGINEERING FEES	.00	1,499.50	10,000.00	8,500.50	15.00

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC WORKS EXPENSES</u>					
101-43100-229 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
101-43100-309 PROFESSIONAL SVCS (SEAL COAT)	.00	.00	.00	.00	.00
101-43100-381 S&R-UTILITY SERVICES-ELEC	.00	.00	.00	.00	.00
101-43100-409 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
<b>TOTAL PUBLIC WORKS EXPENSES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<u>PUBLIC WORKS CONTRACT SVCS</u>					
101-43900-219 OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	.00
101-43900-226 SIGNS	.00	1,669.67	1,700.00	30.33	98.22
101-43900-309 PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
101-43900-310 SWEEPING/ROADS/MISC	.00	5,215.71	6,000.00	784.29	86.93
101-43900-311 STORM SEWER/MISC CLEANUP	.00	.00	200.00	200.00	.00
101-43900-312 SNOW PLOWING CONTRACTURAL	.00	12,325.00	35,000.00	22,675.00	35.21
101-43900-313 TREES/MOWING CONTRACTURAL	.00	6,136.97	8,000.00	1,863.03	76.71
101-43900-319 PROF SERVICES - SEPTIC SYSTEMS	.00	5,111.02	5,200.00	88.98	98.29
101-43900-320 DISASTER CLEAN-UP	.00	.00	.00	.00	.00
101-43900-439 PW-CONTINGENCY	.00	.00	.00	.00	.00
<b>TOTAL PUBLIC WORKS CONTRACT SVCS</b>	<b>.00</b>	<b>30,458.37</b>	<b>56,100.00</b>	<b>25,641.63</b>	<b>54.29</b>
<u>PARKS CONTRACT SERVICES</u>					
101-49000-309 MISC.-PROFESSIONAL SRVCS	.00	.00	500.00	500.00	.00
101-49000-310 RECYCLING CONTRACT	781.44	7,814.40	9,960.00	2,145.60	78.46
101-49000-319 PROF SERVICE-METRO WEST	263.92	263.92	.00	( 263.92 )	.00
101-49000-369 INSURANCE	.00	2,950.00	3,200.00	250.00	92.19
101-49000-433 DUES & SUBSCRIPTIONS	.00	6,806.00	6,805.00	( 1.00 )	100.01
101-49000-438 DEER CONTROL	.00	.00	.00	.00	.00
101-49000-439 CONTINGENCY	2,500.00	2,615.00	500.00	( 2,115.00 )	523.00
<b>TOTAL PARKS CONTRACT SERVICES</b>	<b>3,545.36</b>	<b>20,449.32</b>	<b>20,965.00</b>	<b>515.68</b>	<b>97.54</b>
<u>TRANSFERS</u>					
101-49300-720 TRANSFERS OUT	.00	32,661.00	32,661.00	.00	100.00
<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>32,661.00</b>	<b>32,661.00</b>	<b>.00</b>	<b>100.00</b>
<u>TOTAL FUND EXPENDITURES</u>					
	<b>17,823.15</b>	<b>253,456.49</b>	<b>330,460.00</b>	<b>77,003.51</b>	<b>76.70</b>

CITY OF WOODLAND  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	( 13,595.36 )	( 69,023.87 )	.00	( 223,030.89 )	.00

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**GENERAL FUND**

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TAXES	.00	162,332.77	310,224.00	147,891.23	52.3
LICENSES & PERMITS	1,412.00	4,904.70	9,075.00	4,170.30	54.1
INTERGOVERNMENTAL AID	.00	5,328.01	4,161.00 (	1,167.01 )	128.1
PUBLIC CHARGES FOR SERVICE	625.00	3,275.00	2,000.00 (	1,275.00 )	163.8
FINES & FORFEITURES	1,993.60	6,691.20	3,000.00 (	3,691.20 )	223.0
MISCELLANEOUS REVENUE	197.19	1,900.94	2,000.00	99.06	95.1
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
<b>TOTAL FUND REVENUE</b>	<b>4,227.79</b>	<b>184,432.62</b>	<b>330,460.00</b>	<b>146,027.38</b>	<b>55.8</b>
<u>EXPENDITURES</u>					
COUNCIL	40.00	123.70	660.00	536.30	18.7
ELECTIONS	141.65	1,634.04	2,850.00	1,215.96	57.3
CONTRACTED SERVICES	4,397.10	41,220.35	51,355.00	10,134.65	80.3
ASSESSOR	751.50	7,401.00	8,850.00	1,449.00	83.6
LEGAL SERVICES	428.40	1,705.73	10,000.00	8,294.27	17.1
AUDITING	.00	10,723.00	10,723.00	.00	100.0
PUBLIC SAFETY EXPENSES	8,519.14	85,191.68	102,233.00	17,041.32	83.3
FIRE PROTECTION	.00	20,388.80	24,063.00	3,674.20	84.7
ENGINEERING	.00	1,499.50	10,000.00	8,500.50	15.0
PUBLIC WORKS EXPENSE	.00	.00	.00	.00	.0
PUBLIC WORKS CONTRACT SERVICES	.00	30,458.37	56,100.00	25,641.63	54.3
PARKS CONTRACT SERVICES	3,545.36	20,449.32	20,965.00	515.68	97.5
TRANSFERS OUT	.00	32,661.00	32,661.00	.00	100.0
<b>TOTAL FUND EXPENDITURES</b>	<b>17,823.15</b>	<b>253,456.49</b>	<b>330,460.00</b>	<b>77,003.51</b>	<b>76.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 13,595.36 )</b>	<b>( 69,023.87 )</b>	<b>.00</b>	<b>69,023.87</b>	<b>.0</b>

CITY OF WOODLAND  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL AID</u>					
401-33610 STATE/COUNTY AID	.00	2,661.00	2,661.00	.00	100.00
TOTAL INTERGOVERNMENTAL AID	.00	2,661.00	2,661.00	.00	100.00
<u>SPECIAL ASSESSMENTS</u>					
401-36102 INTEREST INCOME	.00	.00	30.00	( 30.00 )	.00
TOTAL SPECIAL ASSESSMENTS	.00	.00	30.00	( 30.00 )	.00
<u>OTHER FINANCING SOURCES</u>					
401-39200 INTERFUND TRANSFER	.00	30,000.00	30,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	.00	30,000.00	30,000.00	.00	100.00
TOTAL FUND REVENUE	.00	32,661.00	32,691.00	( 30.00 )	99.91

CITY OF WOODLAND  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET IMPROVE FUND EXPENSES</u>					
401-43100-303 PROF SERVICES/ENGINEERING	686.50	14,181.00	6,000.00	( 8,181.00 )	236.35
401-43100-351 BID NOTICES/LEGAL/MISC	.00	.00	.00	.00	.00
401-43100-409 STREET IMPROVEMENT	.00	48,289.01	30,000.00	( 18,289.01 )	160.96
<b>TOTAL STREET IMPROVE FUND EXPENSES</b>	<u>686.50</u>	<u>62,470.01</u>	<u>36,000.00</u>	<u>( 26,470.01 )</u>	<u>173.53</u>
<b>TOTAL FUND EXPENDITURES</b>	<u>686.50</u>	<u>62,470.01</u>	<u>36,000.00</u>	<u>( 26,470.01 )</u>	<u>173.53</u>
<b>NET REVENUES OVER EXPENDITURES</b>	<u>( 686.50 )</u>	<u>( 29,809.01 )</u>	<u>( 3,309.00 )</u>	<u>26,440.01</u>	<u>( 900.85 )</u>

**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**STREET IMPROVEMENT FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<b><u>REVENUE</u></b>					
INTERGOVERNMENTAL AID	.00	2,661.00	2,661.00	.00	100.0
SPECIAL ASSESSMENTS	.00	.00	30.00	30.00	.0
OTHER FINANCING SOURCES	.00	30,000.00	30,000.00	.00	100.0
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>32,661.00</b>	<b>32,691.00</b>	<b>30.00</b>	<b>99.9</b>
<b><u>EXPENDITURES</u></b>					
STREET IMPROVEMENT FUND EXPENSES	686.50	62,470.01	36,000.00 (	26,470.01 )	173.5
<b>TOTAL FUND EXPENDITURES</b>	<b>686.50</b>	<b>62,470.01</b>	<b>36,000.00 (</b>	<b>26,470.01 )</b>	<b>173.5</b>
 <b>NET REVENUE OVER EXPENDITURES</b>	 <b>( 686.50 )</b>	 <b>( 29,809.01 )</b>	 <b>( 3,309.00 )</b>	 <b>26,500.01</b>	 <b>(900.9)</b>

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
601-31801 WATER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES &amp; PERMITS</u>					
601-32260 WATER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>					
601-36101 SP ASSMTS - 97 IMPROVE PROJECT	.00	8,074.69	13,172.00	( 5,097.31 )	61.30
601-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
601-36103 SA - DELINQUENT UTILITIES	.00	419.26	.00	419.26	.00
601-36200 SA - PRINCIPAL PREPAYMENTS	.00	.00	.00	.00	.00
601-36210 INTEREST EARNINGS	.00	.00	30.00	( 30.00 )	.00
601-36220 OTHER INCOME	.00	.00	.00	.00	.00
TOTAL SPECIAL ASSESSMENTS	.00	8,493.95	13,202.00	( 4,708.05 )	64.34
<u>WATER USAGE REVENUE</u>					
601-37101 WATER USE CHARGES	512.55	6,984.88	7,260.00	( 275.12 )	96.21
601-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
601-37103 0	.00	.00	.00	.00	.00
601-37150 HOOKUP FEES	.00	.00	.00	.00	.00
601-37170 WATER MAINTENANCE FEE	386.74	6,326.11	8,560.00	( 2,233.89 )	73.90
601-37171 WATER ADMIN FEE	.00	.00	.00	.00	.00
601-37172 WATER USER FEE	197.40	3,051.82	4,145.00	( 1,093.18 )	73.63
TOTAL WATER USAGE REVENUE	1,096.69	16,362.81	19,965.00	( 3,602.19 )	81.96
<u>OTHER FINANCING SOURCES</u>					
601-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	1,096.69	24,856.76	33,167.00	( 8,310.24 )	74.94

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

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

TRANSFERS

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

WATER FUND EXPENSES

601-49400-106	SALARY	.00	.00	.00	.00
601-49400-122	FICA CONTRIBUTIONS	.00	.00	.00	.00
601-49400-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00
601-49400-209	WATER-OFFICE SUPPLIES	.00	.00	.00	.00
601-49400-214	FORMS/PRINTING	.00	22.00	500.00	478.00
601-49400-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00
601-49400-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00
601-49400-303	ENGINEERING FEES	.00	1,923.00	1,500.00 (	423.00)
601-49400-304	LEGAL FEES	.00	.00	.00	.00
601-49400-309	PROFESSIONAL SERVICES-O	81.26	81.26	.00 (	81.26)
601-49400-318	1/3 OF 2011 SHORTFALL	.00	.00	2,500.00	2,500.00
601-49400-319	EQUIPMENT MNTCE-FIRE HYDRANTS	.00	8,295.86	2,000.00 (	6,295.86)
601-49400-320	MNTCE & REPAIRS - CURB STOPS	.00	.00	1,000.00	1,000.00
601-49400-321	EQUIP MNTCE/REPAIR-GATE VALVES	.00	.00	1,000.00	1,000.00
601-49400-322	COMMUNICATIONS-POSTAGE	.00	32.16	60.00	27.84
601-49400-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00
601-49400-382	UTILITY SVC-WATER	2,946.08	9,455.00	7,260.00 (	2,195.00)
601-49400-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00
601-49400-433	MISC.-DUES & SUBSCRIPTI	.00	.00	.00	.00
601-49400-439	CONTINGENCY	.00	.00	.00	.00
601-49400-590	CAPITAL OUTLAY-OTHER	.00	.00	.00	.00
601-49400-602	IMPROVE BOND-PRINCIPAL	.00	12,500.00	12,500.00	.00
601-49400-611	INTEREST EXPENSE	.00	.00	.00	.00
601-49400-612	IMPROVEMENT BOND-INTEREST	.00	4,570.32	4,569.00 (	1.32)
	TOTAL WATER FUND EXPENSES	3,027.34	36,879.60	32,889.00 (	3,990.60)

DEPRECIATION

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

TOTAL FUND EXPENDITURES

		3,027.34	36,879.60	32,889.00 (	3,990.60)
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NET REVENUES OVER EXPENDITURES

		( 1,930.65 )	( 12,022.84 )	278.00 (	4,319.64 )
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**CITY OF WOODLAND**  
**REVENUES/EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**WATER FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<b><u>REVENUE</u></b>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SPECIAL ASSESSMENTS	.00	8,493.95	13,202.00	4,708.05	64.3
WATER USAGE REVENUE	1,096.69	16,362.81	19,965.00	3,602.19	82.0
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
<b>TOTAL FUND REVENUE</b>	<b>1,096.69</b>	<b>24,856.76</b>	<b>33,167.00</b>	<b>8,310.24</b>	<b>74.9</b>
<b><u>EXPENDITURES</u></b>					
TRANSFERS OUT	.00	.00	.00	.00	.0
WATER FUND EXPENSES	3,027.34	36,879.60	32,889.00 (	3,990.60 )	112.1
DEPRECIATION	.00	.00	.00	.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<b>3,027.34</b>	<b>36,879.60</b>	<b>32,889.00 (</b>	<b>3,990.60 )</b>	<b>112.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 1,930.65 )</b>	<b>( 12,022.84 )</b>	<b>278.00</b>	<b>12,300.84</b>	<b>(324.8 )</b>

**CITY OF WOODLAND**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

**SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
602-31801 SEWER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES &amp; PERMITS</u>					
602-32260 SEWER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SEWER USAGE REVENUE</u>					
602-34401 SEWER USE CHARGES	617.26	9,650.43	11,702.00	( 2,051.57 )	82.47
602-34402 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-34408 0	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	617.26	9,650.43	11,702.00	( 2,051.57 )	82.47
<u>SPECIAL ASSESSMENTS</u>					
602-36100 SP ASSMTS - 97 IMPROVE PROJECT	.00	2,691.56	4,391.00	( 1,699.44 )	61.30
602-36101 SA - PRINCIPAL PREPAYMENTS	.00	.00	.00	.00	.00
602-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
602-36103 SA - DELINQUENT UTILITIES	.00	620.46	.00	620.46	.00
602-36210 INTEREST EARNINGS	.00	.00	100.00	( 100.00 )	.00
TOTAL SPECIAL ASSESSMENTS	.00	3,312.02	4,491.00	( 1,178.98 )	73.75
<u>SEWER USAGE REVENUE</u>					
602-37101 SEWER USE CHARGES	.00	.00	.00	.00	.00
602-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-37150 HOOKUP FEES	.00	.00	.00	.00	.00
602-37170 SEWER MAINTENANCE FEE	339.61	5,238.14	7,167.00	( 1,928.86 )	73.09
602-37171 SEWER ADMIN FEE	.00	.00	.00	.00	.00
602-37172 SEWER USER FEE	552.72	8,481.06	11,607.00	( 3,125.94 )	73.07
602-37270 SAC-CITY PORTION	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	892.33	13,719.20	18,774.00	( 5,054.80 )	73.08

CITY OF WOODLAND  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OTHER FINANCING SOURCES</u>					
602-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	1,509.59	26,681.65	34,967.00	( 8,285.35 )	76.31

**CITY OF WOODLAND**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2012**

		SEWER FUND				
		PERIOD	BUDGET		% OF	
		ACTUAL	AMOUNT	VARIANCE	BUDGET	
<u>SEWER FUND EXPENSES</u>						
602-43200-106	SALARY	.00	.00	.00	.00	
602-43200-122	FICA CONTRIBUTIONS	.00	.00	.00	.00	
602-43200-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	
602-43200-214	OPERATIONAL SUPP-FORMS/PR	.00	22.00	50.00	28.00	
602-43200-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	
602-43200-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00	
602-43200-303	ENGINEERING FEES	.00	1,133.29	1,500.00	366.71	
602-43200-309	PROFESSIONAL SVCS	.00	2,290.00	.00	( 2,290.00)	
602-43200-310	SEWER-CONTRACTURAL	.00	.00	.00	.00	
602-43200-319	EQUIPMENT MAINTENANCE-OTH	.00	.00	2,500.00	2,500.00	
602-43200-322	COMMUNICATIONS-POSTAGE	.00	32.16	60.00	27.84	
602-43200-351	LEGAL NOTICES	.00	.00	.00	.00	
602-43200-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00	
602-43200-385	UTILITY SVC-SEWER	2,945.93	13,174.07	11,702.00	( 1,472.07)	
602-43200-400	REPAIR & MNTNCE-INFILTRATION	.00	.00	3,000.00	3,000.00	
602-43200-404	R&M-MACHINERY & EQUIPMENT	.00	.00	.00	.00	
602-43200-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00	
602-43200-420	SEWER-DEPRECIATION	.00	.00	.00	.00	
602-43200-439	SEWER-CONTINGENCY	.00	.00	.00	.00	
602-43200-530	CAPITAL OUTLAY-OTHER THAN	.00	.00	.00	.00	
602-43200-602	IMPROVE BOND-PRINCIPAL	.00	33,404.37	33,612.00	207.63	
602-43200-611	ACCRUED INTEREST EXPENSE	.00	.00	.00	.00	
602-43200-612	IMPROVE BOND-INTEREST	.00	6,145.63	6,196.00	50.37	
602-43200-720	OPERATING TRANSFERS	.00	.00	.00	.00	
602-43200-770	DEPRECIATION EXPENSE	.00	.00	.00	.00	
<b>TOTAL SEWER FUND EXPENSES</b>		<b>2,945.93</b>	<b>56,201.52</b>	<b>58,620.00</b>	<b>2,418.48</b>	<b>95.87</b>
<u>DEPRECIATION</u>						
602-49970-420	DEPRECIATION EXPENSE	.00	.00	.00	.00	.00
<b>TOTAL DEPRECIATION</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<u>TOTAL FUND EXPENDITURES</u>						
		<b>2,945.93</b>	<b>56,201.52</b>	<b>58,620.00</b>	<b>2,418.48</b>	<b>95.87</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 1,436.34)</b>	<b>( 29,519.87)</b>	<b>( 23,653.00)</b>	<b>( 10,703.83)</b>	<b>( 124.80)</b>

CITY OF WOODLAND  
 REVENUES/EXPENDITURES COMPARED TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2012

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SEWER USAGE REVENUE	617.26	9,650.43	11,702.00	2,051.57	82.5
SPECIAL ASSESSMENTS	.00	3,312.02	4,491.00	1,178.98	73.8
SEWER USAGE REVENUE	892.33	13,719.20	18,774.00	5,054.80	73.1
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	<u>1,509.59</u>	<u>26,681.65</u>	<u>34,967.00</u>	<u>8,285.35</u>	<u>76.3</u>
<u>EXPENDITURES</u>					
SEWER FUND EXPENSES	2,945.93	50,055.89	52,424.00	2,368.11	95.5
DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	<u>2,945.93</u>	<u>50,055.89</u>	<u>52,424.00</u>	<u>2,368.11</u>	<u>95.5</u>
NET REVENUE OVER EXPENDITURES	<u>( 1,436.34 )</u>	<u>( 23,374.24 )</u>	<u>( 17,457.00 )</u>	<u>5,917.24</u>	<u>(133.9)</u>

# 2012 PERMIT ACTIVITY

## CITY OF WOODLAND

Report Period: Year to Date

Month Permit Issued	Type of Permit	Permit Number	Job Address	Value of Job	Permit Fee	Type of Job
March	Building	212001	2835 West Road	\$6,800.00	\$234.76	Basement Finish
April	Building	212002	2765 Maplewood Circle East	\$147,000.00	\$2,078.97	Remodel
April	Building	212003	17945 Breezy Point Road	\$12,500.00	\$228.25	Re-roof
June	Building	212004	2825 Maplewood Circle East	\$210,000.00	\$2,661.09	House Remodel
June	Building	212005	2765 Maplewood Circle East	\$14,000.00	\$396.46	Master Suite
June	Building	212006	2800 Maplewood Circle East	\$12,800.00	\$228.25	Demo House
July	Building	212007	17520 Blaine Avenue	\$9,240.00	\$186.25	Re-roof
July	Building	212008	2599 Spirit Knob Road	\$5,280.00	\$130.25	Re-roof
July	Building	212009	18070 Breezy Point Road	\$1,500.00	\$59.00	Re-roof Garage
July	Building	212010	2825 Inner Road	\$8,000.00	\$158.25	Re-roof
August	Building	212011	3030 County Road 101	\$25,000.00	\$396.25	Re-roof
August	Building	212012	2865 Center Road	\$2,100.00	\$142.36	Add Stairs to Deck
September	Building	212013	2830 Maplewood Road	\$8,000.00	\$158.25	Home Demo
September	Building	212014	2750 Gale Road	\$73,000.00	\$1,332.84	Remodel Attic
October	Building	212015	17816 Maple Hill Road	\$9,000.00	\$175.25	Re-roof
October	Building	212016	2800 Maplewood Circle West	\$1,000,000.00	\$9,499.44	New Home

<b>Yearly Building</b>						
<b>Permit Total</b>	<b>16</b>			<b>\$1,544,220.00</b>	<b>\$18,065.92</b>	

February	Electrical	212001	2835 West Road	\$500.00	\$40.00	Basement Remodel
April	Electrical	212002	2770 East Road	\$500.00	\$40.00	Bath Remodel
April	Electrical	212003	2750 Woolsey Lane	\$10,500.00	\$251.25	Multiple Remodels
April	Electrical	212004	2765 Maplewood Circle East	\$8,000.00	\$196.25	Service Upgrade
May	Electrical	212005	2871 Gale Road	\$200.00	\$40.00	Pool Bonding
May	Electrical	212006	2825 Maplewood Circle East	\$10,000.00	\$241.25	Upper/Mail Level Demo
August	Electrical	212007	2845 West Road	\$300.00	\$40.00	Wire Furnace/AC
August	Electrical	212008	2885 West Road	\$300.00	\$40.00	Wire Furnace/AC
September	Electrical	212009	2750 Gale Road	\$6,000.00	\$151.25	Wire Bonus Room
October	Electrical	212010	3030 County Road 101	\$350.00	\$40.00	Septic Pump Alarm
October	Electrical	212011	2800 Maplewood Circle West	\$100.00	\$40.00	Temp Sewer

<b>Yearly Electrical</b>						
<b>Permit Total</b>	<b>11</b>			<b>\$36,750.00</b>	<b>\$1,120.00</b>	

March	Heating	212001	2835 West Road	\$270.00	\$40.00	Additions
April	Heating	212002	2856 Gale Road	\$1,500.00	\$40.00	AC
May	Heating	212003	2765 Maplewood Circle East	\$1,500.00	\$40.00	Gas Piping for Addition
July	Heating	212004	2845 West Road	\$11,580.00	\$159.75	Heating/AC
July	Heating	212005	2885 West Road	\$5,118.00	\$102.36	AC
July	Heating	212006	2825 Maplewood Circle East	\$7,912.00	\$174.74	Additions
July	Heating	212007	17750 Maple Hill Road	\$7,340.00	\$99.25	Furnace/AC
August	Heating	212008	2750 Gale Road	\$111,200.00	\$1,495.00	Heating/AC
August	Heating	212009	18000 Breezy Point Road	\$5,800.00	\$72.50	AC
August	Heating	212010	2825 Maplewood Circle East	\$3,500.00	\$70.00	Heat-n-Glo
September	Heating	212011	2865 Breezy Heights Road	\$2,500.00	\$57.50	Fireplace

<b>Yearly Heating</b>						
<b>Permit Total</b>	<b>11</b>			<b>\$158,220.00</b>	<b>\$2,351.10</b>	

March	Plumbing	212001	2770 East Road	\$1,500.00	\$40.00	3 Fixtures
April	Plumbing	212002	2765 Maplewood Circle East	\$1,000.00	\$68.00	8 Fixtures
July	Plumbing	212003	2825 Maplewood Circle East	\$5,000.00	\$246.50	29 Fixtures
September	Plumbing	212004	2750 Gale Road	\$8,525.00	\$76.50	Plumb 2nd Floor
Yearly Plumbing Permit Total		4		\$16,025.00	\$431.00	
Year to Date		42		\$1,755,215.00	\$21,968.02	

Number of Permits Issued in January - 0  
 Number of Permits Issued in February - 1  
 Number of Permits Issued in March - 3  
 Number of Permits Issued in April - 7  
 Number of Permits Issued in May - 3  
 Number of Permits Issued in June - 3  
 Number of Permits Issued in July - 9  
 Number of Permits Issued in August - 7  
 Number of Permits Issued in September - 5  
 Number of Permits Issued in October - 4