

# AGENDA

## CITY OF WOODLAND COUNCIL AGENDA

MONDAY, NOVEMBER 14, 2011  
7:00 P.M.

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

**2. ROLL CALL**

**3. CONSENT AGENDA**

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

**A. Minutes October 10, 2011; Regular Council Meeting**

**4. PUBLIC COMMENTS**

Individuals may address the Council about any item not contained on the regular agenda. Individuals must limit their 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. NEW BUSINESS**

**A. Traffic Speeds on Breezy Point Road**

**B. Municipal Water and Sanitary Sewer Service Quarterly Charges**

**C. Prairie Restorations – Control Burn Permit to Create Native Prairie Landscape**

**6. OLD BUSINESS**

**A. Jet Cleaning quote for Sanitary Sewer lines**

**B. Review Draft Language Pertaining to Load Restrictions and Overweight Vehicles  
Chapter 5 Ordinances**

**7. MAYOR'S REPORT**

**8. COUNCIL REPORTS**

**A. Council Member Jilek – Ordinances, Website & LMCD**

**B. Council Member Rich - Roads, Signs & Trees**

**C. Council Member Carlson - Finance, Enterprise Funds, Intergovt. Relations & MCWD**

**D. Council Member Massie - Public Safety & Deer Management**

**9. ACCOUNTS PAYABLE**

**10. TREASURER'S REPORT**

**11. ADJOURNMENT**

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

Next meeting: December 12, 2011

## CITY COUNCIL MINUTES

Monday, October 10, 2011

7:00 P.M.

### CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

### ROLL CALL

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

Absent: Council Member Mike Jilek

Staff: Zoning Administrator Gus Karpas, City Engineer Dave Martini and City Clerk Shelley Souers.

Guests: Tom Newberry, John Dhamer and John Dhamer Jr.

### CONSENT AGENDA

- A. Minutes September 12, 2011; Regular Council Meeting
- B. 2011/2012 Deer Management Permit
- C. 2012-2014 Recycling Contract (3 year Agreement)
- D. Resolution No. 21-2011; supporting City of Tonka Bay's Grant Application for Basketball Court Improvements

*Council Member Carlson moved to approve the consent agenda as presented. Council Member Massie seconded the motion. Motion carried 4-0.*

### PUBLIC COMMENTS

None

### PUBLIC HEARING

- A. Zoning Ordinance No 9-21; Amending Section 900.14 of the Zoning Ordinances to Bring the City in to Compliance with State Statues.

Mayor Doak opened the public hearing to consider an amendment to Section 900.14 of the zoning ordinance relating to variances.

Council reviewed a draft zoning amendment prepared by staff.

Mayor Doak suggested striking the types of regulations (1-5) as listed under Subdivision 2; Ordinance Provisions to Which Variance May Be Granted. Omitting the list of regulations allows the Council to grant a variance from everything in the zoning chapter. Mayor Doak also suggested adding the word all as it relates to findings in Subdivision 5.

Zoning Administrator Karpas summarized the proposed zoning changes relating to variances and the removal of the hardship criteria. The League of Minnesota Cities provided language outlining practical difficulty standards that should be incorporated in all municipal ordinances. Applicants will be required to present a practical difficulty and all findings would need to be met as identified in Subdivision 5. The amended language also allows Council to set conditions on

all variances approved and the authority to charge the applicant for all administrative, legal and engineering costs that exceed the filing fee. Zoning Administrator Karpas noted that the amended language clarifies the expiration of an approved variance.

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

*Council Member Carlson moved to approve Ordinance No. 9-21; amending Section 900.14, including the amended language for Subdivisions 2 and 5 as discussed; and to waive the second reading of the Ordinance. Council Member Rich seconded the motion. Motion carried 4-0.*

**B. Zoning Ordinance No 9-22; Amending Section 900.15 of the Zoning Ordinances to Include Expiration and Extension Language in the Special Use Permit Provisions.**

Mayor Doak opened the public hearing to consider an amendment to the language in 900.15 (7) adding new language addressing extension criteria for Special Use Permits.

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

*Council Member Massie moved to approve Ordinance No. 9-22; Amending Section 900.15 of the Zoning Ordinances. Council Member Rich seconded the motion. Motion carried 4-0.*

**C. Resolution No. 20-2011; Approving Certification of Delinquent Water and Sewer Charges to the 2012 Property Tax Rolls.**

Mayor Doak opened the public hearing to approve certification of all delinquent utility charges to the 2012 tax rolls.

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

*Council Member Rich moved to approve Resolution No. 20-2011. Council Member Carlson seconded the motion. Motion carried 4-0.*

**NEW BUSINESS**

**A. Stone Arch Road Improvement Options: City Engineer Dave Martini**

City Engineer Martini reported that engineers surveyed Stone Arch Road and took borings to determine the condition of the soils supporting the road surface. The road surface is one-foot above the elevation of Lake Minnetonka and equal to the 100 year flood elevation. Engineer Martini stated that there are challenges from a drainage standpoint. The majority of stormwater run off is overland and flows into the pond at 2700 Stone Arch Road. The blacktop varies from 2-4 inches with an aggregate base of 3-11 inches. The soils are clay-based and do not drain well. The ground water is currently only 2.7 feet below the surface, accounting for many of the frost heaves in the spring.

Engineer Martini stated that the information in the packet delineated an optimum plan for long term durability. The plan would raise the road above the present elevation for drainage purposes. The geotechnical engineer recommended one-foot of sand, 6-inches of base and 3.5-inches of asphalt. A new culvert would be necessary under the driveway at 2750 Stone Arch Road to drain water into the pond east of the driveway.

One additional option would include a drain tile system that utilizes a sump pump. The plan's estimated costs were significant and exceeded the budget. Engineer Martini stated that this improvement was optimal and exceeded the specifications of all other City streets. Martini distributed a modified plan option grinding the existing blacktop and combining it with a new base and new asphalt overlay. This option will raise the road by a few inches. The City would also need to raise the manholes covers. The estimated cost of \$39,000 was more consistent with typical street improvements and City budgetary limitations.

In answer to a question on the useful life of the road improvement, Martini noted that the extensive repair option with a drain tile and sump pump may have a life of 20 years, compared to about 10 years for the more modest improvement option. Mayor Doak noted that Stone Arch Road is a secondary road with service to eight homes and is not a through street. With limited traffic and given budget limitations the lower cost option seemed to him to be most practical. Mayor Doak stated that the recent drainage improvements to 2700 Stone Arch Road have improved the overall water issues by pulling water from adjacent lawns and directing it to the pond.

Mr. John Dhamer, 2805 Stone Arch Road, stated that he, and believes many neighbors, would prefer to keep the road narrow, but in good repair.

Council Member Rich asked if a simple overlay can be put down on the existing surface.

Engineer Martini stated that the road bed is in poor condition and the subsurface issues will work up through a new overlay causing accelerated deterioration. A new road surface will be designed to shed water which will support the longevity of the road. The sewer manholes will need to be raised with a concrete ring to meet the level of the any new surface.

Engineer Martini suggested the City seek quotes for the improvements in February or March 2012 and anticipate work to begin in spring.

The consensus of the Council was to proceed with the lesser cost option and it authorized Martini to proceed with the design and bidding process.

The City will organize a meeting with the residents along Stone Arch Road to solicit feedback prior to seeking quotes.

#### **B. Chapter 5 Draft Amendment Ordinances Pertaining to Overweight Vehicles**

Zoning Administrator Karpas presented an ordinance to amend Section 500.04 giving the City authority to require and charge for overweight permits. Karpas stated that presently the City charges a fee of \$10 per round trip for overweight vehicles, and does not believe this fee adequately reflects the potential damage to City streets. The proposed amendment would raise the fee to \$50 for an individual round trip, with a blanket fee of 20% of the building permit fee for construction projects in excess of \$20,000.

Council Member Rich asked if there was a ceiling on the load limit charge.

Zoning Administrator Karpas stated that there would be no maximum charge. The presumption being that larger project would have more trips in and out with materials.

Council tabled the discussion to November after it became clear that there were a number of issues associated with the permitting and fee collection processes that required additional study.

## **OLD BUSINESS**

### **A. Stone Arch Landscape Project Update**

John Dhamer Jr. presented a landscape concept prepared by a landscape architect. The landscape architect recommend against planting this fall due to the dry conditions and onset of colder weather. John Dhamer Jr. asked the City to remove the Ash tree located in the planting area.

Mayor Doak recommended careful consideration in plant selection and encouraged natural indigenous plants that did not require irrigation. Mayor Doak noted that the Minnehaha Creek Watershed District may have suggestions for low maintenance plants. Because the soils around the arch are questionable, the area may require some topsoil. Mayor Doak suggested Mr. Dhamer Jr. dig a test hole to determine the soil conditions and let the City know what may be needed.

Mr. Dhamer Jr. thanked the Council for their continued support.

### **B. Resolution No. 22-2011; Supporting a Regional Aquatic Invasive Species Program Lead by the Minnehaha Creek Watershed District (MCWD).**

Council reviewed Resolution No. 22-2011, supporting the MCWD's leadership of a comprehensive aquatic invasive species control program and to include the involvement of the DNR, Lake Minnetonka Conservation District and other lake associations.

*Council Member Massie moved to approve Resolution No. 22-2011. Council Member Carlson seconded the motion. Motion carried 4-0.*

## **MAYOR'S REPORT**

Mayor Doak reported that a property management company will be taking care of the lawn area of the vacated property on Maplewood Road.

Mayor Doak reported that he spoke with a resident residing on the sharp "S" curve on Breezy Heights Road regarding snow plowing and snow removal plans this winter.

## **COUNCIL REPORTS**

### **Ordinance, LMCD and Website**

No report

### **Roads, Signs and Trees**

No report

### **Finance, Enterprise Funds, Intergovernmental & MCWD**

Council Member Carlson reported on recent Legislative Policy Committee recommendations.

### **Public Safety**

Council Member Massie reported that the 2011-2012 DNR deer permit has been approved for removal of up to 12 deer.

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Council Member Massie reported that there have been no issues during the CenterPoint gas line restoration.

**ACCOUNTS PAYABLE**

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

**TREASURER'S REPORT**

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

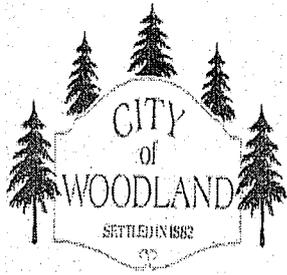
**ADJOURNMENT**

Council adjourned by consent at 9:35PM

ATTEST:

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

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

**WOODLAND CITY COUNCIL**

MEETING DATE: November 14, 2011  
FROM: Shelley Souers, City Clerk  
SUBJECT: Traffic Speeds Along Breezy Point Road

**OVERVIEW**

The City received two calls of concern regarding the traffic speeds along Breezy Point Road, specifically along the stretch of Breezy Point Road between County Road 101 and West Road.

There is a school bus stop located on the north side of this section of road located at the intersection of East Road and Breezy Point Road. Several young children wait at this location in the AM and PM for the school bus.

Residents believe that many east bound vehicles exceed the posted 30 MPH limit. There is a hill cresting at the West Road intersection that creates a visual barrier to those traveling east bound.

**Options:**

- 1) Additional signage
  - School bus stop
  - Children Crossing
  - Flashing light to be mounted to a new sign
- 2) Speed bumps
- 3) Increased police patrol
- 4) Use of the speed trailer - visual confirmation of the traveled speeds
- 5) More information in the Next newsletter (January)
- 6) Changing the bus stop location - Not an option

Staff obtained information on several types of signs

- Cost of signs: \$100.50 to \$137.70
- Posts: \$36/sign
- Cost of solar battery operated flashing light /mounted on the sign: \$45
- Labor Costs: \$65/hour

Police set up the speed trailer from October 27 through November 7  
Traffic survey summary attached.

- 26,646 vehicles traveled this road during this 12 day period.

AZ

- 85% of the traffic traveled at 34 MPH or under
- 14,193 vehicles were traveling under the posted limit (30 MPH)
- 12,453 vehicles were traveling over the posted limit

**ACTION**

Consider the options

Council may want to add signage and request the police to set out the speed trailer one or two times more throughout the next several months.

Staff can also put information in the upcoming January Newsletter.

**Place Currently Not Set  
Traffic Survey Summary**

Location: 17730 BREEZY POINT ROAD  
Start Date: 10-27-11  
End Date: 11-07-11

Zone: Residential  
Start Time: 13:05:43  
End Time: 11:32:24  
Travel Direction: E

Speed	1 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	70 - 74	75 - 79	80 - 999
Volume	11745	11238	3295	282	23	13	1	0	0	6	24	19
% of Total	44.07%	42.17%	12.36%	1.05%	0.08%	0.04%	0%	0%	0%	0.02%	0.09%	0.07%
									Total Vehicles: 26646			

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	30	Pace Speed	26 to 35	Speed	30+	40+	50+	Total
#At/Under Limit	14193	# in Pace	19861	Number	12201	195	57	12453
# Over Limit	12453	% in Pace	74.53%	Percent	45.78%	0.73%	0.21%	46.73%
Average Speed	29.48	85% Percentile	34					

Order Approval

EFA-DIVISION OF SAFETY SIGN

9701 PENN AVE S  
BLOOMINGTON, MN 55431

Telephone..... 952-884-7300

Fax..... 1-952-884-5619



Bottom of Page

Sales Cart for EFA-DIVISION OF SAFETY SIGN, (EF0002)

Sales Tax MNNT

Customer Information Sales Basket # 43321

Multi Sheeting  Multi Substrate

PO Number

Freight  FOB Dest  PPD & Add

Select Delivery Address

(Select)

9701 PENN AVE S  
SUITE 100  
BLOOMINGTON, MN 55431

\* Default Address

Line#	Item #	Part #	Name	Qty	Unit	Price Per	Line Amt	Image
1	LS3-1		36x36, Diamond, Single Face Black Ltrs on Yel Grn Background Fluor DG3 Sheeting on .063 Alum MN 2 Post Punching, Standard Radius	1	EA	138.70	ea	
			SCHOOL BUS STOP AHEAD					
2	S1-1		30x30, Pentagon, Single Face Black Ltrs on Yel Grn Background Fluor DG3 Sheeting on .080 Alum Federal Punching, Standard Radius	1	EA	100.50	ea	
			SCHOOL PENTAGON *					

6' 2# green - 15.24 ea  
8' 2# green - 20.70 ea

SubTotal  
Sales Tax  
Order Total

Plus tax + shipping

Order Approval:

Order is OK as shown above: \_\_\_\_\_ Date \_\_\_\_\_

Make Changes as Indicated above: \_\_\_\_\_ Date \_\_\_\_\_

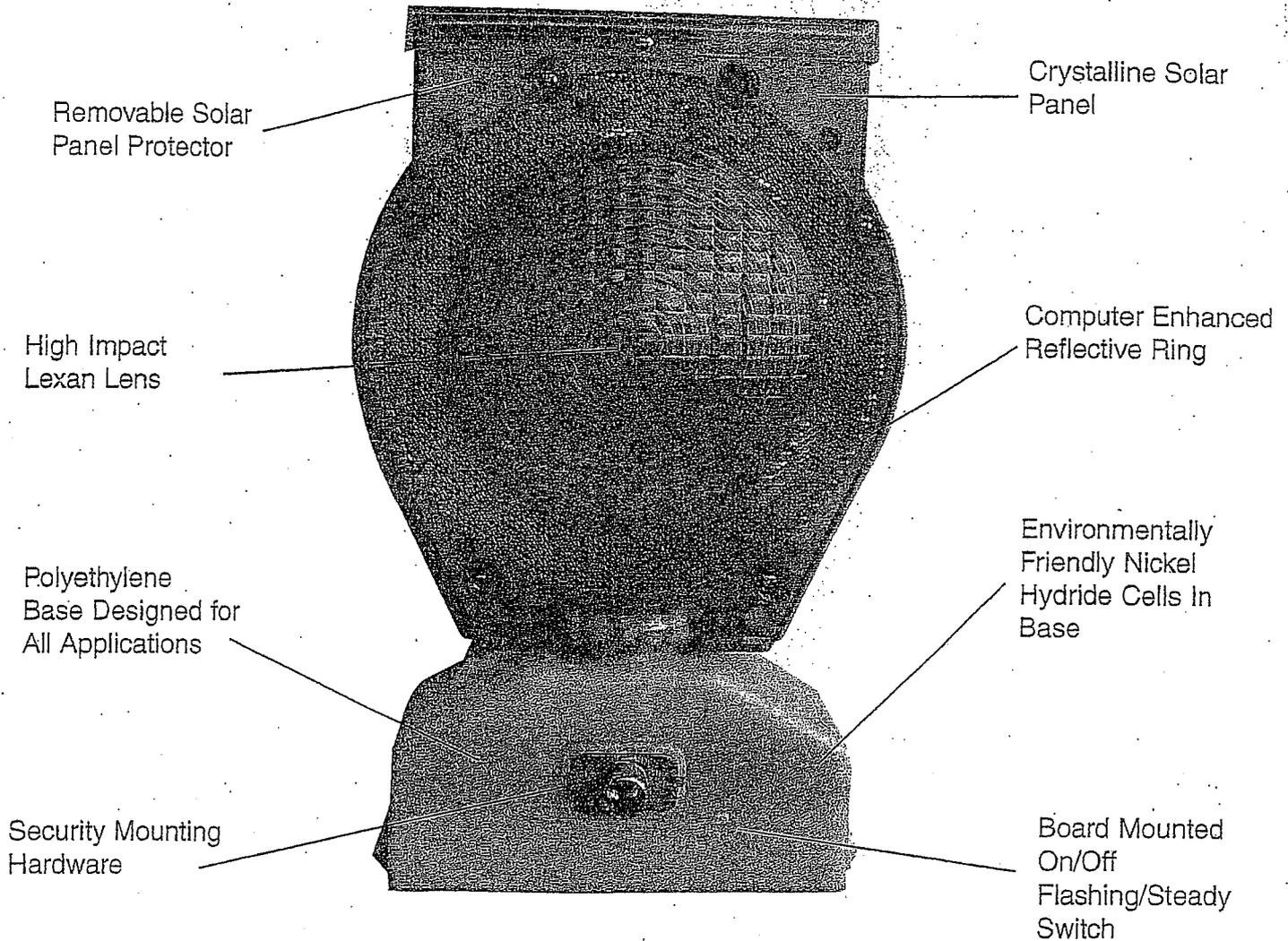
\* Flashing Device on sign  
Cost. \$45- + installation

East Bound traffic

\$44.95 + need to order longer bolts

## Solar Powered Dual Function Hazard Light Flashing / Steady Burn

Sold In Every State In The United States



# SOLAR Masters



Earl F. Andersen, Inc.  
9701 Penn Ave. S., Suite 100  
Bloomington, MN 55431

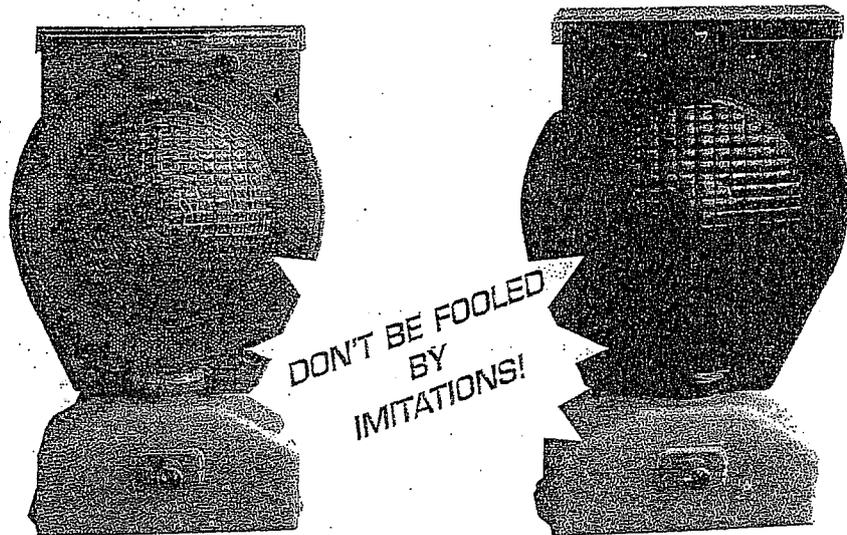
(952) 884-7300

www.efa-mn.com FAX (952) 884-5619

1-800-862-8026

# SOLAR Masters

## Solar Powered Dual Function Hazard Light



**“Never Replace Another Battery”**  
**“Environment Friendly”**

### Randy Lloyd Contractor Services Co.

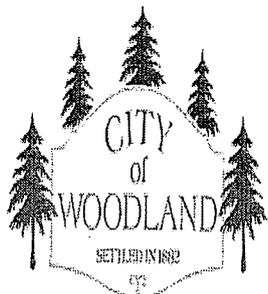
Our company field-tested (50) Solar Masters Hazard Lights on a highway construction site in West Texas. We found the lights to be reliable, rugged and virtually maintenance free. I am convinced that Solar Masters Hazard Lights will set the industry standard for the next generation of highway safety lights.

### John Armstrong, Flasher Companies, Inc.

Flasher companies have been testing the “Solar Masters Hazard Lights” for the past 6 months, and have experienced no technical failures or problems. The light reduces the cost and subsequent responsibility of disposing of the dead batteries at a landfill. The cost savings, reduced labor, reduced personal exposure to dangerous traffic conditions make this product very attractive for insuring

### Specifications

Flash Rate	60 +/- Times/Minute
Height	12 inches
Width	8 inches
Depth	3 inches
Weight	1.5 lbs.
Power	.4 watt solar panel
Energy	2.4 volt, 1600 mAh nickel hydride cells
Illumination	L.E.D. (20,000 hours life)
Lens Material	Lexan (polypropylene)
Base Material	Polyethylene
Overcharge	Protection built-in
6 Hour Sun Charge	Three Nights
On/Off Switch	Automatic on dusk, off dawn (flashing/steady burn)
Security	Security bolt tool included
Attachments	Hardware for most barriers
Vandalism	Replaceable solar panel shield, L.E.D., Lens



**WOODLAND CITY COUNCIL**

MEETING DATE: November 14, 2011  
FROM: Shelley Souers, City Clerk  
SUBJECT: Projected Sewer & Water Rate Increase for 2012 (Maintenance Fee & User Fee)

**OVERVIEW/BACKGROUND**

Woodland’s auditors Abdo, Eick & Meyers, LLP conducted a rate analysis of the water and sewer funds in 2010 to determine the necessary rate increase for sewer and water maintenance fees and user fees to ensure adequate funds for routine maintenance and bond payment.

Woodland put this suggested rate scale into place beginning with the 2011 billing cycle. During 2011 several extensive repairs were needed to the water system. The maintenance fees charged to residential users in 2011 did not provide adequate revenue to cover the repair costs.

Staff worked with Council Member Carlson and Mayor Doak to create several budget scenarios for 2012 outlining the revenue necessary to cover the anticipated routine maintenance and repairs.

The year-to-date water system maintenance costs have exceeded the budgeted revenues by over \$7,200. The 2012 water maintenance expenses depend, in part, on whether the fund will accrue money to purchase new meter parts in 2014 or to budget a smaller amount for meter repair and charge the individual homeowner a one-time charge for new meter parts at the time the meter is replaced.

*(The City of Woodland will be required to upgrade the meter reading devices on each meter to correlate with the new reading devices used by the City of Minnetonka)*

The estimated 2012 maintenance expense combined with the 2011 revenue shortfall (over \$7,200 Year-to-date), will determine the amount of maintenance revenue necessary to create a balanced budget.

Memo – Sewer & Water Rate Projection for 2012

November 14, 2011

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Two Scenarios:

In an effort to minimize the overall utility bill increase anticipated in 2012, the following scenarios outline options with the 2011 expenditures overage spread out over a 3 year period.

**Scenario 1** - includes the 2012 anticipated expenses for maintenance  
- includes 1/3 of the 2011 expense overage for maintenance  
- no funds budgeted for 2014 meter replacement  
(Residents would be charged directly at the time the meter is replaced)

**Scenario 2** - includes the 2012 anticipated expenses for maintenance  
- includes 1/3 of the 2011 expense overage for maintenance  
- portion of the funds budgeted for 2014 meter replacement  
(meter parts and installation are estimated to cost about \$200./ household  
48 meters needed = approximately \$9,600, spread over 3 years = \$3,200)

Council will approve the final budget in December and Resolution establishing the 2012 rate changes to be effective with the January 2012 billing.

**ACTION: Motion to approve a water budget scenario and estimated rate increase.**

Scenario 1

Itemized quarterly statement

Water mtnc Fee	\$	45.01
Water User Fee	\$	22.05
Mitka Water Chg (15,000Gallons)	\$	37.00
State Surcharge	\$	1.59
Sewer mtnc Fee	\$	38.12
Sewer User Fee	\$	61.74
Mitka Sewer Chg (15,000 gallons)	\$	63.45
<b>Estimated Qtrly Statement for 2012</b>	<b>\$</b>	<b>268.96</b>

1/3 expenditure overage & Residents buy own meters

WATER System Maintenance		2012 Budget	
<b>Revenues</b>			
water permits / misc			
Water Mtnc Fee	\$	8,461	rate analysis (increase mtnc. fees)
<b>TOTAL</b>	\$	8,461	
<b>Expenditures</b>		<b>2012 Budget</b>	
Operational Supplies/ forms/Equip-meters	\$	500	repair only -residents pay new meters (1 time)
P/W & Engineer	\$	1,500	
Curb Stops - Mtnc. & repairs	\$	1,000	Individual HH curbstop repairs as needed
Fire Hydrant mtnc/repairs	\$	2,000	Hydrant flushing & repair
Gate valve Mtnc/repair	\$	1,000	exercise every other yr - 2013
Postage	\$	60	
Rate Analysis	\$	-	
<b>TOTAL</b>	\$	6,060	
2011 over budget -\$7,000+ spread over 3yrs	\$	2,401	\$ 2,401.45
Total with 2012 + 2011 overage	\$	8,461	\$ 180.02 HH/Yr \$ 45.01 Qtr

WATER System Maintenance		2011 YTD	2012 Budget
<b>Revenues</b>			
water permits / misc			
Water Mtnc Fee \$33.75/HH	1,328	\$ 4,230	\$ 6,345
<b>TOTAL</b>	1,328	\$ 4,230	\$ 6,345
<b>Expenditures</b>		<b>2011 Actual</b>	<b>2012 Budget</b>
Operational Supplies/ forms	364	\$ 200	\$ 2,500
P/W & Engineer	6,417	\$ 500	\$ 500
Curb Stops - Mtnc. & repairs	8,964	\$ 2,500	\$ 1,000
Fire Hydrant mtnc/repairs	2480	\$ 1,800	\$ 1,500
Gate valve Mtnc/repair	0	\$ 1,590	\$ 800
Postage	11	\$ 60	\$ 60
<b>TOTAL</b>	18,236	\$ 6,650	\$ 6,360

Water Fund covers ALL repairs - Residents do not pay for repairs to curbstop or pay for meters

Rate analysis Projection

Draft budget created in August

\$ 7,204 revenue shortfall

Scenario 2

Itemized quarterly statement

Water mtnc Fee	\$	59.37
Water User Fee	\$	22.05
Mitka Water Chg (15,000Gallons)	\$	37.00
State Surcharge	\$	1.59
Sewer mtnc Fee	\$	38.12
Sewer User Fee	\$	61.74
Mitka Sewer Chg (15,000 gallons)	\$	63.45
<b>Estimated Qtrly Statement for 2012</b>	<b>\$</b>	<b>283.32</b>

1/3 expenditure overage & Fund pays for meter replacement in 2014

WATER System Maintenance		2012 Budget	
Revenues			
water permits / misc		\$	11,161
Water Mtnc Fee		\$	11,161
<b>TOTAL</b>		\$	11,161
Expenditures		<b>2012 Budget</b>	
Operational Supplies/ forms/Equip-meters		\$	3,200
P/W & Engineer		\$	1,500
Curb Stops - Mtnc. & repairs		\$	1,000
Fire Hydrant mtnc/repairs		\$	2,000
Gate valve Mtnc/repair		\$	1,000
Postage		\$	60
Rate Analysis		\$	-
<b>TOTAL</b>		\$	8,760
2011 over budget -\$7,200+ spread over 3yrs		\$	2,401
<b>Total with 2012 + 2011 overage</b>		\$	11,161

Water Fund covers ALL repairs - Residents do not pay for repairs to curbstop or pay for meters

rate analysis (increase mtnc. fees)

2014 meter replacement

Individual HH curbstop repairs as needed

Hydrant flushing & repair exercise every other yr - 2013

2,401.45

237.47 HH/Yr

59.37 Qtr

WATER System Maintenance			
Revenues	2010 Actual	2011 Budget	2011 YTD
water permits / misc	0	\$ -	\$ -
Water Mtnc Fee \$33.75/HH	1,328	\$ 4,230	\$ 3,055
<b>TOTAL</b>	1,328	\$ 4,230	\$ 3,055
Expenditures	2010 Actual	2011 Budget	2011 YTD
Operational Supplies/ forms	364	\$ 200	\$ 577
P/W & Engineer	6,417	\$ 500	\$ 2,532
Curb Stops - Mtnc. & repairs	8,964	\$ 2,500	\$ -
Fire Hydrant mtnc/repairs	2,480	\$ 1,800	\$ 1,915
Gate valve Mtnc/repair	0	\$ 1,590	\$ 6,367
Postage	11	\$ 60	\$ 43
<b>TOTAL</b>	18,236	\$ 6,650	\$ 11,434

Water Fund covers ALL repairs - Residents do not pay for repairs to curbstop or pay for meters

Rate Analysis Projection

Draft budget created in August

7,204 revenue shortfall

## City of Woodland Utility Invoice History

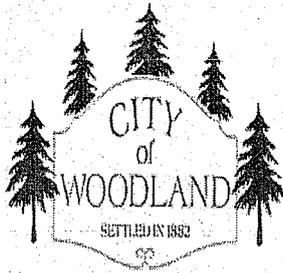
	Rate Analysis began 2011		Rate Analysis Calculation
	2010	2011	2012
Water	\$ 34.05	\$ 35.40	\$ 37.00
Sewer	\$ 57.45	\$ 60.45	\$ 63.45
Water Project User Fee	\$ 20.00	\$ 21.00	\$ 22.05
Sewer Project User Fee	\$ 56.00	\$ 58.80	\$ 61.74
Water Maintenance Fee	\$ 7.50	\$ 22.50	<del>\$ 33.75</del>
Sewer Maintenance Fee	\$ 31.50	\$ 34.65	\$ 38.12
State Surcharge	\$ 1.59	\$ 1.59	\$ 1.59
<b>TOTAL DUE</b>	<b>\$ 208.09</b>	<b>\$ 234.39</b>	<b>\$ 257.70</b>

					Rate Analysis Calculation
	2010	Change	2011	Change	2012
Water	\$ 34.05	\$ 1.35	\$ 35.40	\$ 1.60	\$ 37.00
Sewer	\$ 57.45	\$ 3.00	\$ 60.45	\$ 3.00	\$ 63.45
Water Project User Fee	\$ 20.00	\$ 1.00	\$ 21.00	\$ 1.05	\$ 22.05
Sewer Project User Fee	\$ 56.00	\$ 2.80	\$ 58.80	\$ 2.94	\$ 61.74
Water Maintenance Fee	\$ 7.50	\$ 15.00	\$ 22.50	<del>\$ 11.25</del>	<del>\$ 33.75</del>
Sewer Maintenance Fee	\$ 31.50	\$ 3.15	\$ 34.65	\$ 3.47	\$ 38.12
State Surcharge	\$ 1.59	\$ -	\$ 1.59	\$ -	\$ 1.59
<b>TOTAL DUE</b>	<b>\$ 208.09</b>	<b>\$ 26.30</b>	<b>\$ 234.39</b>	<b>\$ 23.31</b>	<b>\$ 257.70</b>

### Optional scenarios

		Change from 2011 billing	
		1/3 -expenditure overage & residents buy own meters	
# 1	Water	\$ 1.60	\$ 37.00
	Sewer	\$ 3.00	\$ 63.45
	Water Project User Fee	\$ 1.05	\$ 22.05
	Sewer Project User Fee	\$ 2.94	\$ 61.74
	<del>Water Maintenance Fee</del>	<del>\$ 22.50</del>	<del>\$ 45.00</del>
	Sewer Maintenance Fee	\$ 3.47	\$ 38.12
	State Surcharge	\$ -	\$ 1.59
	<b>TOTAL DUE</b>	<b>\$ 34.57</b>	<b>\$ 268.96</b>

		Change from 2011 billing	
		1/3 -expenditure overage & fund buy meters	
# 2	Water	\$ 1.60	\$ 37.00
	Sewer	\$ 3.00	\$ 63.45
	Water Project User Fee	\$ 1.05	\$ 22.05
	Sewer Project User Fee	\$ 2.94	\$ 61.74
	<del>Water Maintenance Fee</del>	<del>\$ 36.87</del>	<del>\$ 59.37</del>
	Sewer Maintenance Fee	\$ 3.47	\$ 38.12
	State Surcharge	\$ -	\$ 1.59
	<b>TOTAL DUE</b>	<b>\$ 48.93</b>	<b>\$ 283.32</b>



## WOODLAND CITY COUNCIL

MEETING DATE: November 14, 2011  
FROM: Shelley Souers, City Clerk  
SUBJECT: Prairie Restoration Request Controlled Burn Permit to Create Native Prairie landscape

### OVERVIEW

Josh Pommier with Prairie Restorations is working with Mr. Stillman to create a native prairie landscape area on a portion of their property.  
(Proposed Native Prairie area = approximately 1 acre of the 7 acre site)

Address: 18205 Breezy Point Road

Total Property area = Approximately 7.06 acres

Property currently under new home construction and landscape

- Desired Burn Window: October 17 - November 18 (weather permitting)
- All neighbors will be notified
- Where necessary signs will be posted on roadways indicating "Smoke ahead"

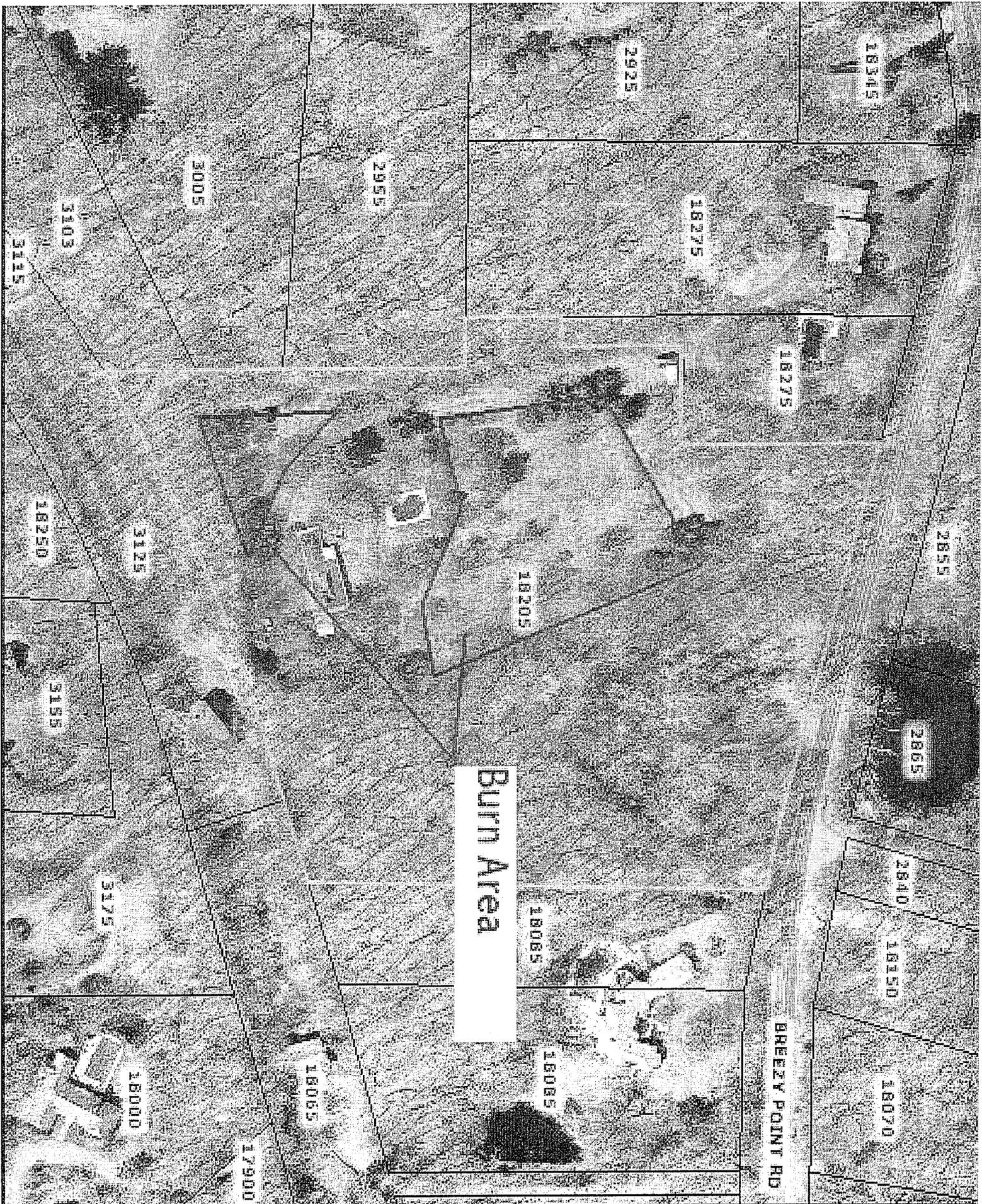
Prairie Restorations has obtained a burn permit from the DNR and have spoken with the Fire Chief Kevin Klapprich regarding the control burn.

Chief Klapprich issues these permits on behalf of Wayzata, however Woodland Ordinances dictate that Council approval is necessary to permit fires under managed supervision.

Prairie Restorations has sprayed the grass area that they would like to create a native prairie landscape area. The grass has dried up. The next step would be to burn off the dead vegetation.

Private Lands Prescribed Burn Plan						Burn ID:	Enter unique #	2011			
Contractor	Prairie Restorations, Inc					Landowner	Andrew Stillman <span style="float: right;">27-172</span>				
	PO Box 1127						18205 Breezy Point Road				
	Watertown, MN 55388						Woodland, MN 55391				
	Telephone: 952-955-3400 Cell: 612-708-9440						Telephone:      Cell:				
County	Sec	TWP	Range	Forty		Lat/Long (D.M.S) optional					
Hennepin	28/4	117N	22W	NW/NE		Lat - Long -					
<b>Burn Unit Description</b>											
Fuel Model					Size of Burn (acres)						
1					2						
Additional Burn Unit Descriptors as needed (e.g. overstory/understory, soil, other ownerships within burn area, other descriptors (power lines, roads etc)): Sprayed out dead grass area surrounded by driveway and woods.											
<b>Objectives</b>											
Purpose of burn:  To eliminate the existing vegetation and prepare the site for a native prairie planting.											
<b>Burn Prescription Window (use BEHAVE to calculate)</b>											
Acceptable Wind Direction(s)	Outputs Prescription Parameters					Guidance Prescription Parameters					
	Spread Rate		Flame Length			Wind Speed		Temp.	Relative Humidity	1-Hr FM (opt)	1000-Hr FM (opt)
	Head	Backing	Head	Backing	20'	Mid flame					
ANY	Maximum Prescription				Max 20 mph	Max	Max 85° F	Max 20%			
	Minimum Prescription				Min 2 mph	Min	Min 45° F	Min 70%			
Desired burn date window:      From October 17, 2011 through November 18, 2011											
<b>Additional Considerations</b>											
<b>Consideration</b>					<b>Mitigation (brief description)</b>						
Adjacent Landowner Concerns:					They will be all notified Possible light smoke if winds shift						
Peat Soils or Wet Soils:					None						
Other:											
<b>Emergency Telephone Numbers</b>					<b>Other Burn Activity Contacts</b>						
Forestry	763-689-7116, Cambridge Dispatch										
Fire Dept	9-1-1										
Sheriff	9-1-1										
Medical	9-1-1										

Personnel Needs (minimum required to conduct burn)		
Burn Boss Name (optional):		
# Needed	Position	Names (Optional)
4	PRI Burn Crew Members	
<b>Equipment Needs</b>		
# Needed	Equipment Type	
	1 1-ton with slip on fire tank, 2 drip torches, 4 back pack spray cans, 1 kestrel	
<b>Operations Plans</b>		
Pre-burn Site Preparation Completed (e.g. fire breaks, fuel reduction, etc.): Breaks will be mowed and leaves blown off the break line.		
Ignition/Firing Plan (e.g. provisions for a test fire, firing pattern, preferred wind direction, hazards/special considerations): Backburn and flank as needed w/ small strips of headfires		
Holding Plan (e.g. holding lines, personnel):		
Patrol/Mop-up Plan (e.g. mop-up process, patrol instructions): PRI personnel will remain onsite until all hotspots are extinguished		
<b>Contingency Plans</b>		
Where needed, consider secondary control lines, contingency resources, trigger points, backup plan for equipment failure, etc.: Extra equipment, including hoses and backpacks will be onsite. There is also a water source available onsite.		
<b>Smoke Management Plan</b>		
Where needed, describe how you intend to mitigate the effects of smoke on roads, neighbors and other sensitive areas:  All adjacent homeowners will be contacted the day of the burn. Where applicable, all adjacent roads will have signs indicating "smoke ahead."		
<b>Safety Plan</b>		
As needed, identify safety zones, escape routes, and communications:		
<b>List of Attachments</b>		
<input type="checkbox"/> Project Map (required)	<input type="checkbox"/> Fire Behavior Calculations (optional)	Other:
<b>Signatures</b>		
Prepared by: Prairie Restorations Inc. (Josh Pommier)	Title: Restorationist	Date: 10-14-11
DNR Reviewed by: <i>Art Wierstwind</i>	Title: <i>Program Forester</i>	Date: <i>10-28-11</i>
To be Completed by DNR Forestry Office:	Burn Complexity    Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input checked="" type="checkbox"/>	
<input type="checkbox"/> Minnesota Open Burning Permit Issued <input checked="" type="checkbox"/> Local permit required from:		
Contact: <input type="checkbox"/> Cambridge (763-689-7116), <input type="checkbox"/> Little Falls (320-616-2459), or <input type="checkbox"/> Sandstone (320-245-6789) for day-of-burn permit activation.		



18345

2925

3005

2955

18275

18275

3105

3125

2855

18205

18250

3125

2865

3155

Burn Area

2840

18085

3175

18150

BREEZY POINT RD

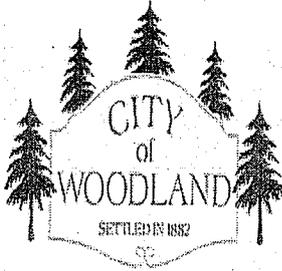
18085

18000

18070

18065

17900

**WOODLAND CITY COUNCIL**

MEETING DATE: November 8, 2011  
 FROM: Shelley Souers  
 SUBJECT: Jet Cleaning Sewer Line

**BACKGROUND**

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

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

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

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

**HISTORY OF JET CLEANING COSTS**

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

**QUOTES RECEIVED**

The City Engineer sought quotes for jet cleaning services. Two quotes were originally received and reviewed. The Council requested that additional quotes be sought. The engineer clarified the conditions of the jet cleaning, i.e. water provided from the well at the City public works garage, not the fire hydrants, and the contractor will be required to dispose of all debris off site.

There are three quotes for review

AO

Memo -9-12, 2011

Jet Cleaning

Page 2 of 2

- Pipe Services \$3,340
- Midwest Trenchless Technologies \$4,235
- Infratech Technologies \$3,395 + \$220/hour to haul waste off site

**BUDGET IMPACT**

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

**ACTION**

Motion to approve the low bid from Midwest Trenchless Technologies for jet cleaning services and to complete the jetting this year.



16281 Baseline Ave. Shakopee, MN 55379  
Phone: 952.445.3173 Fax: 952.496.9117

## QUOTATION

September 14, 2011

Art Taylor  
Sr. Project Mgr.  
Bolton & Menk  
2638 Shadow Lane, Suite 200  
Chaska, MN 55318

Dear Art;

As requested, we have prepared a quote for Jet Vacuum Cleaning of approximately 3,500 LF of sanitary sewer in the City of Woodland, Minnesota. Our price schedule is as follows:

Jet Vacuum Cleaning of Approximately 3,500 LF of 8" Sanitary Sewer	\$2,100.00
Mobilization (To/From)	\$ 190.00
Dump of debris at Metro in St. Paul (3 hrs @ 210. Per hour)	\$ 630.00
Water fill ups in Deephaven public works, additional time requires approx. 2 hrs @ 210. Per hour.	\$ 420.00
Total Project Cost	\$3,340.00

Our bid is based on the following provisions and understandings:

1. Mobilization is included in bid price.
2. CITY shall supply water from Deephaven public works facility at no additional charge.
3. CONTRACTOR will be required to dump all debris at the St. Paul metro dump site.
4. CITY to locate and expose all manholes and to provide access.

**MIDWEST TRENCHLESS**  
**TECHNOLOGIES INC.**

Job Proposal - Estimate

10/11/2011

**Prepared for:**

City of Woodland

Attn: Art Taylor

**Work Description –**

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

**Total Bid Price = \$4235.00 or \$1.21 per foot**

Should the City decide to do less footage than the above noted amount the price will be \$1.30 per foot

**Note:**

1. If any root cutting is required it will be an additional \$195.00 per hour.
2. Water will be hauled to site via water tanker

**Proposal**  
**John Herbert Selvog**

## **INFRATECH**

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

[www.infratechonline.com](http://www.infratechonline.com)  
[john@infratechonline.com](mailto:john@infratechonline.com)  
612-747-2748

website  
e-mail  
cell

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

Date: 8/12/11

Attention: Art

Organization: Bolton Menk

Reference: Jet/Vac Services Woodland

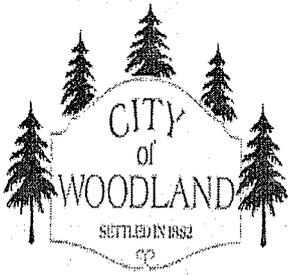
Hi Art,

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

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

John Herbert Selvog  
Infratech

CB



**WOODLAND CITY COUNCIL**

MEETING DATE: November 14, 2011

FROM: Shelley Souers, City Clerk

SUBJECT: Ordinances 5-4 Pertains to Load Limits and Overweight Vehicles

**OVERVIEW**

**Review Amended Ordinance language as it Pertains to Load Limits and Overweight Vehicles**

In October, staff presented two ordinance amendments to create additional use fees relating to truck load limits to be collected on all construction projects where the value of the project exceeds \$20,000.

- The first change would have amended Section 500.04 giving the City the authority to require overweight permits. The proposed change would put this responsibility on the Zoning Administrator, rather than the police department, and would specifically require a fee be paid. The current ordinance language does not indicate a fee is required. The fee was adopted by resolution.
- The second change dealt directly with the fee by adding a line item fee to Chapter 3 of the code. Currently the City charges a fee of \$10.00 (ten) per round trip for overweight vehicles. Staff did not believe this fee adequately reflected the potential damage to the City streets. The suggested amendment would have raised the fee up to \$50.00 for an individual round trip, with a blanket fee of 20% of the building permit fee for construction projects in excess of \$20,000.

The Council postponed discussion on this matter to speak with the engineer regarding the weight limit that the Woodland streets should be posted. Staff spoke with the City Engineer, Dave Martini, and he stated a legal limit is 9 ton per axel of vehicle weight. Mr. Martini did not believe that the Majority of roads in Woodland are built to that standard, however, in 2004 the Council agreed to continue with the weight limitations.

The current language outlined in the ordinances may need some clarification and the permit fee could also be added to the ordinances.

The Council has several options:

- Post the City streets to a lesser weight limitation and require a permit for vehicles exceeding the load limit year round.

20

- Continue to operate on the basis that the roads are open to the legal limit (9 ton per axel) May 1 to February 28. The spring load restriction will continue to be set at 4 ton per axel from March 1 to May 1.
  - No load waivers permits during the spring, other than emergency.
  - Create a load waiver permit during the spring time and charge a greater permit fee. i.e. \$500 per truck per trip.

See the Engineer's comments from 2004 regarding this matter:

In 2004 the City Council agreed to:

Leave the 4 ton limit in effect between March 1 and May 1.

Allow loads up to the legal County limit of 9 tons / axel between May 2 and February 28.

## EXISTING LANGUAGE

### SECTION 500 VEHICULAR TRAFFIC AND PARKING

500.03 Load Restrictions. The City Director of Public Works is authorized to designate all or any portions of streets upon which travel by vehicles having a gross weight on any single axle in excess of 8,000 pounds is prohibited. The Director of Public Works will have signs plainly indicating the prohibition or restriction at each end of that portion of the street so designated. No person may operate a vehicle on such posted streets in violation of the restrictions stated.

500.04 Special Permits. The Director of Public Works or the Chief of Police may, in their discretion, issue a written permit authorizing the moving of a vehicle having a gross weight on any single axle exceeding 8,000 pounds on designated streets. The application must be in writing and the applicant must show good cause for the permit. In addition, the application must specifically describe the vehicle or vehicles, loads to be moved, particular streets for which the permit is requested and the period of time for which the permit is requested. If a permit is issued, limitations and conditions of operation of the vehicle or vehicles may be prescribed to prevent undue damage to streets. The permit must be carried in the vehicle to which it refers and the vehicle will be open to inspection by any police officer or authorized agent of the Chief of Police.

### **Suggested New Language**

### SECTION 500 VEHICULAR TRAFFIC AND PARKING

**500.03. Load Restrictions.** No truck in excess of 18,000 pounds gross weight per axle shall travel on any street within the City, unless a permit has been obtained from the Zoning Administrator or their authorized agent. The permit fee is established in Chapter 3 of this code. Said permit shall be issued subject to such restrictions and conditions as the Zoning Administrator deems appropriate, including the posting of a cash deposit or performance bond to guarantee the repair of any damages resulting use of the City roadways.

- a. Exempted vehicles. The provisions of this Section shall not apply to the following vehicles: emergency vehicles; trucks owned or operated by the City; school buses, when engaged in transporting pupils to or from school; trucks owned or operated by utility companies, when engaged in the construction or repair of utility company facilities; and refuse collection vehicles, when engaged in the collection of refuse from homes within the City, Septic pumping and repair service vehicles and well drilling and repair vehicles.

**500.04. Seasonal weight restrictions.** During the spring of each year, the Zoning Administrator will set a period of time, typically from March 1 to May 1, restricting vehicle in excess of 8,000 pounds gross weight per axle shall travel on any street within the City, unless a permit has been obtained from the Zoning Administrator or their authorized agent. The permit fee is established in Chapter 3 of this code. Said permit shall be issued subject to such restrictions and conditions as the Zoning Administrator deems appropriate, including

the posting of a cash deposit or performance bond to guarantee the repair of any damages resulting the use of the City roadways. The dates and duration of the City's seasonal weight restrictions shall be as set by the Zoning Administrator. The only vehicles exempted from the provisions of this Section shall be those enumerated in Section 500.03.a.

The application must be in writing and the applicant must show good cause for the permit. In addition, the application must specifically describe the vehicle or vehicles, loads to be moved, particular streets for which the permit is requested and the period of time for which the permit is requested. If a permit is issued, limitations and conditions of operation of the vehicle or vehicles may be prescribed to prevent undue damage to streets. The permit must be carried in the vehicle to which it refers and the vehicle will be open to inspection by any police officer or authorized agent of the Chief of Police.

**Consider Amended Fees: Increase from current \$10 Load Limit Permit fee**

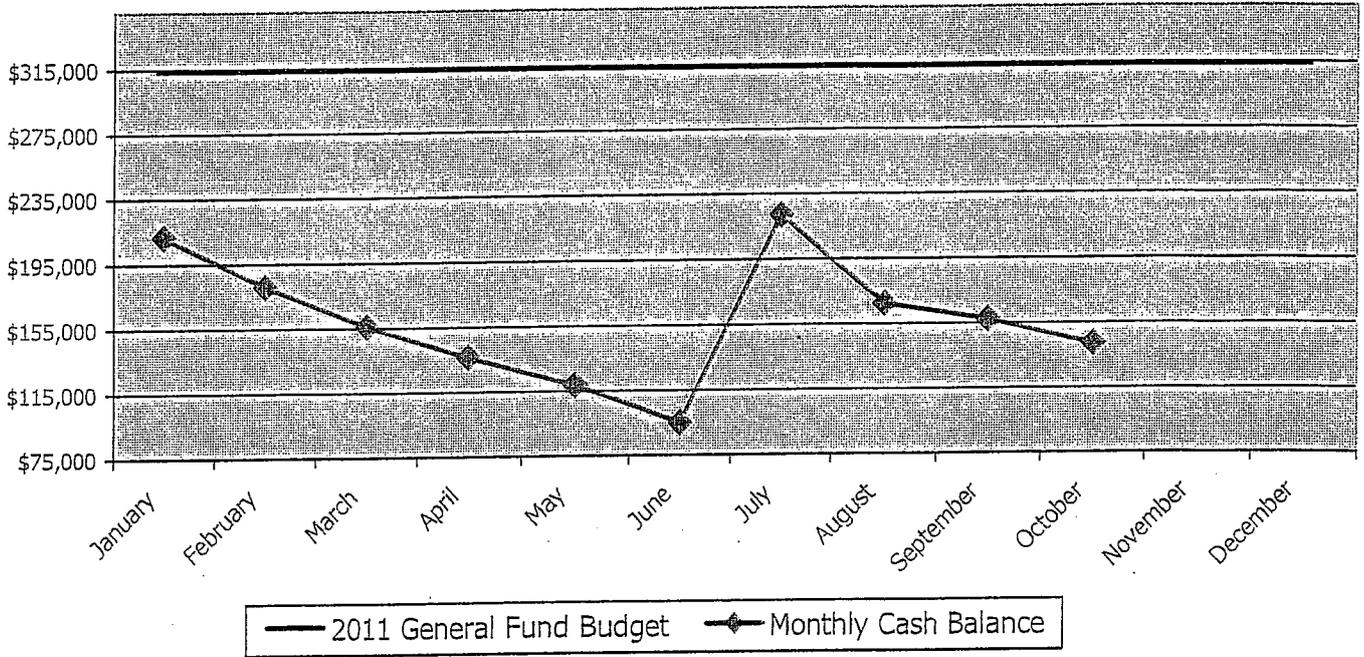
Load Limit permit fee:

May 2 to February 28 = \$50 per truck per trip to exceed 9 ton per axel

Spring Load Limit permit fee:

March 1 to May 1 = \$500 per truck per trip to exceed 4 ton per axel

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



Month	Cash Balance	General Fund Budget	% of Budget
January	\$211,437	\$313,903	67.36%
February	\$180,840	\$313,903	57.61%
March	\$156,004	\$313,903	49.70%
April	\$136,405	\$313,903	43.45%
May	\$118,700	\$313,903	37.81%
June	\$95,174	\$313,903	30.32%
July	\$222,246	\$313,903	70.80%
August	\$167,493	\$313,903	53.36%
September	\$157,517	\$313,903	50.18%
October	\$142,245	\$313,903	45.31%
November		\$313,903	0.00%
December		\$313,903	0.00%

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