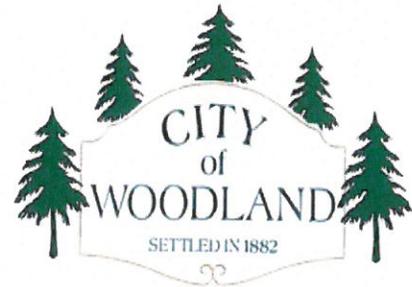


AGENDA
CITY COUNCIL
CITY OF WOODLAND



MONDAY, JUNE 8, 2015
7:00 P.M.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL

Mayor Doak, Councilors Carlson, Massie, Newberry, and Weiner
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 Council member or citizen so requests, in which event the item will be removed from the Consent Agenda and will be considered separately under New Business.

 - A. Approval of the May 11, 2015 City Council meeting minutes
4. PUBLIC COMMENT

Individuals may address the City Council about any item not contained on the regular agenda. Comments should be limited to five (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 HEARINGS - NONE
6. NEW BUSINESS
 - A. Resolution No. 18-2015 approving the 2016 agreement for services and authorizing execution of the letter of understanding between the City of Woodland and the City of Deephaven
 - B. Discussion relating to the Lake Minnetonka Conservation District Draft Budget
 - C. Approval of the Lake Minnetonka Communications Commission Updated Bylaws
7. OLD BUSINESS
 - A. Discussion relating to an information request from the Minnehaha Creek Watershed District.

8. MAYOR'S REPORT

9. COUNCIL REPORTS

A. Carlson –Enterprise Finance and Operations, Intergovernmental Relations, and MCWD

B. Massie – Road Maintenance, Trees, Deer Management

C. Newberry – Ordinances, Septic Ordinance, and Inspections

D. Weiner – Public Safety, Police and Fire, General Finance

10. ACCOUNTS PAYABLE

11. TREASURER'S REPORT

12. ADJOURNMENT

- 15 minutes will be allotted for public comment. If the full 15 minutes is not needed, the Council will continue with the agenda
- The next City Council meeting will be held on July 13, 2015

MINUTES
CITY COUNCIL
CITY OF WOODLAND



MONDAY, MAY 11, 2015

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Doak called the meeting to order at 7:00 p.m.

2. ROLL CALL

Council Present: Mayor Doak, Council Members Carlson, Massie, and Newberry

Excused: Council Member Weiner

Staff Present: Kathy McCullum, City Clerk

3. CONSENT AGENDA

A. Approval of the April 13, 2015 City Council Minutes

B. Approval of the April 13, 2015 Board of Review and Equalization Minutes

C. Adoption of Resolution 16-2015 approving variances to exceed the maximum permitted grade alteration in conjunction with the construction of a new single family home and the maximum permitted accessory structure area for the construction of a swimming pool at 3100 Maplewood Road.

Carlson moved, seconded by Newberry to approve the consent agenda as presented.
Motion carried 4-0.

4. PUBLIC COMMENT – NONE

5. PUBLIC HEARINGS - NONE

6. NEW BUSINESS

A. Resolution No. 15-2015 awarding the construction contract for certain street improvements including Breezy Point Road to the lowest responsible bidder.

Mayor Doak stated that it is not always best to approve the lowest bid; however, the Council may be comfortable with accepting the lowest bid because the City Engineer developed the request for proposals and will be involved in inspecting the project. Mayor Doak noted that additional, sectional milling and overlay can

be performed on Maplewood Road as there will be remaining funds in the Street Improvement Fund because of the lower bid.

Mayor Doak noted that he has been working with Tim Lovett who will place hot patch on City roads as need and as weather permits.

Massie moved, seconded by Newberry to adopt Resolution No. 15-2015 awarding the construction contract for certain street improvements including Breezy Point Road to Northwest Asphalt. Motion carried 4-0.

- B. Resolution No. 17-2015 appointing Dale Cooney to the Zoning Administrator position for the City of Woodland.

Mayor Doak suggested that he and Council Member Newberry meet with Mr. Cooney to provide an overview and history of the City. The Council agreed.

Massie moved, seconded by Carlson to adopt Resolution No. 17-2015 appointing Dale Cooney to the Zoning Administrator position for the City of Woodland. Motion carried 4-0.

- C. Discussion relating to an information request from the Minnehaha Creek Watershed District (MCWD).

Council Member Carlson explained that the MCWD is asking the City to provide a list of items that are important to the City. The list will be forwarded to the MCWD and used in discussions regarding the MCWD comprehensive plan.

The Council discussed the following list:

1. Logical coordination of invasive species control (the MCWD has the technical ability, manpower, and budget for coordination)
2. Stormwater Management
3. Wetland management – protection of wetlands
4. Review and clarification of wetland rules for individual properties (individual properties versus large residential subdivisions)
5. Shavers Lake restoration – the MCWD should take the lead in this project (Council Member Carlson mentioned that this could be a ‘model’ project to use for reference on similar projects in the future.)
6. Keep communication open between the MCWD and the City

7. OLD BUSINESS

8. MAYOR'S REPORT

Meeting with Minnetonka School District Superintendent Dennis Peterson

- Minnetonka schools are rated #1 academically in the State
- Minnetonka school lunch program is ranked #1 for being most nutritious
- The technology levy is proposed to be renewed – technology is used extensively by the schools and is an effective teaching tool
- The District is working on a solar energy program that may save the District money because of a potential lower energy price due to subsidies
- Minnetonka schools has a very favorable student to teacher ratio according to a Metro-area class survey

Groveland Assembly Grounds Water/Sewer Fees

He and Council Member Carlson are working on a way to educate new Groveland Assembly Ground residents on the history of how the water and sewer fees were determined.

Lake Minnetonka Communications Commission

Mayor Doak said that Mediacom will soon be ending all analog connections and replacing that with digital. He noted the extensive programming on the LMCC channels including school activities, church services, music, city business, several outside programs, etc.

County Road 101

Mayor Doak said the County redesigned the plan to eliminate the roundabout and replace it with a 30 mph curve. He noted that there will be a 'staging' area for ease in entering and exiting the City of Woodland. Mayor Doak said that the crosswalk was eliminated because the roundabout was removed from the plan and he hoped it would be placed along County Road 101 at or around Blaine Avenue or Maple Hill Road.

9. COUNCIL REPORTS

- A. Carlson –Enterprise Finance and Operations, Intergovernmental Relations, and MCWD

Legislation

Council Member Carlson said there are a few legislative items that affect the City at this time. Mayor Doak said there is a bill that has been introduced in the House

that would allow voters to retroactively challenge the levy increases of cities and counties. As an example of how the bill would function in a given year, if a city increased its levy in 2015 over its 2014 levy, the voters would have a chance to petition for a referendum on a 2016 levy increase. The Council agreed that this type of legislation would not benefit the sound operation of the City of Woodland.

Sewer and Water Rates

Council Member Carlson said that she is working on providing a historical perspective on the sewer and water rates in the Groveland Homeowners Association area. Mayor Doak explained that there is a fee for both the City of Woodland and City of Minnetonka infrastructures. Council Member Carlson noted that Minnetonka charges 125% to other cities that are connected to the Minnetonka sewer and water system. Those cities are able to provide services to offset some of the costs. Minnetonka charges the City of Woodland 130% because it does not have the staff to provide reciprocal services. Council Member Carlson will contact former Mayor Jean Stark to gather additional background information regarding the fees that are charged.

Past City Council Minutes

Council Member Carlson noted that she obtained City Council minutes as far back as the 1940s and she will be donating them to the City.

Newspaper Article from the Minnehaha Creek Watershed District Board Chair – Sherry White

Council Member Carlson recommended that the Council review an article that appeared in the Lakeshore Weekly News in regard to MCWD grants for landscaping for clean water.

B. Massie – Road right-of-way maintenance, Trees, Deer Management

Council Member Massie said that he was happy with the Breezy Point Road project cost and bids that were submitted. He noted that the cost of asphalt had decreased which lowered the cost of the project. He said that the Street Improvement Fund is in good shape at this time.

C. Newberry – Ordinances, Septic Ordinance, and Inspections – No report.

D. Weiner – Public Safety, Police and Fire, General Finance – No report.

10. ACCOUNTS PAYABLE

Newberry moved, seconded by Massie to approve the Accounts Payable as presented.
Motion carried 4-0.

11. TREASURER'S REPORT

Newberry moved, seconded by Carlson to approve the Treasurer's Report as presented.
Motion carried 4-0.

12. ADJOURNMENT

Doak moved to adjourn the meeting. Motion carried by consensus. The meeting adjourned at 8:00 p.m.

ATTEST:

Kathryne A. McCullum, City Clerk

James S. Doak, Mayor

CITY COUNCIL
CITY OF WOODLAND
MEETING OF JUNE 8, 2015

Agenda Item 6. A.

New Business

TO: Honorable Mayor and Members of the City Council

FROM: Kathryne McCullum, City Clerk

SUBJECT: Resolution No. 18-2015 approving the 2016 agreement for services and authorizing execution of the letter of understanding between the City of Woodland and the City of Deephaven.

Background

The City of Deephaven provides clerical, police, zoning, building inspection, and public works services to the City of Woodland. Each year, the City Council reviews the contract and costs for services. The contract for services and the resolution are attached for Council review.

City Clerk Services

The proposed annual cost to Woodland for 2016 clerical services is \$44,766. This fee covers the annual salary and prorated benefits associated with that salary (PERA, FICA, Medicare, health, dental, and life insurance = \$12,880).

Police Services

Deephaven is proposing a 2% increase in contract fees for 2016 Police Services to reflect a proposed 2% salary increase in 2016. The proposed annual cost to Woodland for 2016 Police Services is \$111,754 compared to \$109,554 in 2015.

Zoning Administrator

Deephaven is proposing a 15.7% decrease in the hourly fee for Zoning Coordinator Services in 2016 due to the salary and benefit differential between the former Zoning Coordinator and the current Zoning Coordinator.

Building Inspection Services

Deephaven has proposed no changes to the fees for building inspection services. Building permit fees, plan check fees and all other fees collected in connection with the issuance of building permits up to a maximum of \$10,000.00 are paid to the City of Deephaven. All fees in excess of \$10,000.00 are divided 60%-40% with 60% payable to Woodland and 40% payable to Deephaven, and the City of Deephaven pays Woodland's portion of the State Surcharge Fee.

Public Works Services

Public Works Services are provided solely upon the request of the City of Woodland. In the event that services are provided, the City of Woodland will be billed an hourly labor rate of \$36.72 per public works employee and an hourly vehicle rate of \$55.52 (2015 rate labor = \$36.35 and vehicle = \$53.90).

Recommendation

Adopt Resolution No. 18-2015 approving the 2016 contract for services and authorizing execution of the contract between the City of Woodland and the City of Deephaven.

CITY OF WOODLAND

Meeting Date: June 8, 2015
Motion:

Resolution No. 18-2015
Second:

**RESOLUTION NO. 18-2015 APPROVING THE 2016
AGREEMENT FOR SERVICES AND AUTHORIZING EXECUTION
OF THE LETTER OF UNDERSTANDING BETWEEN THE CITY OF
WOODLAND AND THE CITY OF DEEPHAVEN.**

WHEREAS, the City of Deephaven will provide **Clerical Services** to the City of Woodland that will be compensated in the amount of \$44,766. The 2016 fee covers the Clerk's hourly salary (\$35.55 per hour x 24 hours per week x 52 weeks = \$31,886 and pro-rated benefits associated with that salary (PERA, FICA, Medicare, health, dental, and life insurance = \$12,880). Deephaven Staff will provide clerical services on Mondays and Fridays to the City of Woodland at no additional charge; and

WHEREAS, the City of Deephaven will provide **Police Services** to the City of Woodland as described in the Agreement for Police and Administrative Services and will be compensated in the amount of \$111,754. This amount will be payable to the City of Deephaven in the amount of \$9,312.83 month; and

WHEREAS, the Deephaven **Zoning Coordinator** will be a full-service provider to the City of Woodland for all matters relating to zoning, building permits, planning, shoreland ordinance compliance issues, and enforcement of those Woodland ordinances that specify specific action by the Zoning Coordinator. The City of Deephaven will be compensated at a rate of \$30.82 per hour for these services; and

WHEREAS, building permit fees, plan check fees and all other fees collected in connection with the issuance of building permits up to a maximum of \$10,000.00 shall be paid to the City of Deephaven. All fees in excess of \$10,000.00 shall be divided 60%-40% with 60% payable to Woodland and 40% payable to Deephaven. The City of Deephaven shall pay Woodland's portion of the State Surcharge Fee; and

WHEREAS, **Public Works Services** may be provided solely upon the request of the City of Woodland. In the event that services are provided, the City of Woodland will be billed an hourly labor rate of \$36.72 per public works employee and an hourly vehicle rate of \$55.52; and

WHEREAS, payments will be made monthly to the City of Deephaven; and

WHEREAS, the Joint Board will consist of the Mayors from each City; and

WHEREAS, the term of the Agreement is for one year and will expire on December 31, 2016.

NOW, THEREFORE BE IT RESOLVED that the City Council for the City of Woodland hereby adopts Resolution No. 18-2015 approves the 2016 contract for services and authorizes execution of the contract between the City of Woodland and the City of Deephaven.

ADOPTED BY the Woodland City Council on June 8, 2015 upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Councilor Carlson				
Councilor Massie				
Councilor Newberry				
Councilor Weiner				

State of Minnesota

County of Hennepin

CITY OF WOODLAND

By: _____
James S. Doak, Mayor

I, Kathryn A. McCullum, duly appointed City Clerk to the Council for the City of Woodland, County of Hennepin, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Woodland City Council, at their meeting held on June 8, 2015, now on file in my office and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Woodland, Minnesota, the 9th day of June, 2015.

Attest: _____
Kathryn A. McCullum, City Clerk

May 18, 2015

To: Honorable Mayor Jim Doak & Woodland City Council
From: Dana H. Young, Deephaven City Administrator
Re: Proposed 2016 Contract for Services

I am pleased to present this summary of the proposed 2016 Contract for Services between the City of Deephaven and the City of Woodland for your review. The 2016 contract proposes that Deephaven would provide services to Woodland in the following five areas:

- **Clerical Services.**
- **Police Services.**
- **Zoning Coordinator Services.**
- **Building Inspection Services.**
- **Public Works Services, upon request.**

Clerical Services

Deephaven's 2016 proposal for clerical services would continue to provide Kathryn McCullum as Woodland City Clerk for 8 hours per day from Tuesday through Thursday. We have heard nothing but excellent feedback on the job that Kathryn has done as the Woodland City Clerk and we look forward to having her continue in that same capacity in 2016.

- **The proposed annual cost to Woodland for 2016 clerical services is \$44,766.** The 2016 fee proposes a 2.35% increase in the Clerical Services fee from 2015 to 2016. The fee covers Kathryn's hourly salary (\$25.55 per hour x 24 hours per week x 52 weeks = \$31,886) and pro-rated benefits associated with that salary (PERA, FICA, Medicare, health, dental & life insurance = \$12,880). The reason for the increase is owing to a 2% salary increase and a projected 12.5% health insurance premium increase.

Similar to previous years, Deephaven Staff would continue to provide on-going phone, permit and license assistance to Woodland residents on Mondays, Fridays and during those days when Ms. McCullum is either on vacation or sick leave. Ms. McCullum's clerical responsibilities are described in Exhibit A. A summary of historic, current and proposed costs for clerical services are shown below:

Clerical Services	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Contract	2016 Proposed
Annual Cost	\$45,276	\$45,655	\$48,257	\$49,664	\$43,739	\$44,766

Police Services

Deephaven proposes a 2.0% increase in contract fees for 2016 Police Services to reflect a proposed 2.0% salary increase in 2016 for the members of our Police Department. Police responsibilities are defined in Exhibit B, in the proposed January 1, 2016 Agreement for Police and Administrative Services between the City of Deephaven and the City of Woodland. **The proposed annual cost to Woodland for 2016 Police Services is \$111,754.** A summary of historic, current and proposed costs for police services is shown below:

Police Services	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Contract	2016 Proposed
Annual Cost	\$101,321	\$102,230	\$104,278	\$106,363	\$109,554	\$111,754

Zoning Coordinator Services

Deephaven proposes a 15.7% decrease in the hourly fee for Zoning Coordinator Services in 2016 due to the salary and benefit differential between the former Zoning Coordinator and the current Zoning Coordinator. Zoning Coordinator responsibilities are defined in Exhibit C.

The proposed annual cost to Woodland for 2016 Zoning Coordinator Services is estimated at \$2,100, although actual costs will vary according to the number of hours provided to Woodland. A summary of historic, current and proposed hourly rates and costs for Zoning Coordinator services are shown below:

Zoning Services	2011 Actual	2012 Actual	2013 Actual	2014 actual	2015 Contract	2016 Proposed
Hourly Rate	\$33.85	\$34.19	\$34.88	\$35.58	\$36.54	\$30.82
Annual Cost	\$1,710	\$1,221	\$2,086	\$1,806	\$2,100	\$2,100

Building Inspection Services

Deephaven proposes to pay for all costs relating to Building Inspection Services including Deephaven staff time and the cost of Minnetonka's plan review & inspections, Building Permit State Surcharge Fees, plus a variety of other administrative costs that are not reflected in the Clerical Services Fee. This would include costs for city hall office & storage space, office equipment rental and charges for phone, software & technical support, copies and postage. The following building permit formula is proposed for 2016, which proposes to retain the existing formula that has been used since 2007:

- 1st \$10,000 in Woodland Building Permit Fees is kept by Deephaven and the balance of the fees are split 60% to Woodland and 40% to Deephaven

The purpose and design of the building permit formula is to enable Deephaven to recover two costs while enabling Woodland to retain the remaining balance of the permit revenues. The costs include:

- The cost of Minnetonka’s plan review & inspection services provided on behalf of the City of Woodland, which has averaged \$9,640 per year since 2006.
- Woodland Building Permit fees also reimburse Deephaven for a number of administrative costs and services that Woodland uses but is not charged a direct fee. These costs would include the use of city hall & storage space, office equipment, phone service, copier use, coping costs, software & technical support, postage, utilities, janitorial services, and salaries to administer permits. The annual cost for these services has been estimated at \$21,311 and is shown in more detail in Exhibit D.

In summary, the design of the building permit formula enables Woodland to retain a significant portion of its building permit revenue, reimburses Deephaven for the services provided to Woodland by Minnetonka, and also reimburses Deephaven for a number of administrative costs and services provided by Deephaven to Woodland at no direct cost. Over the last five years, Woodland’s share of its building permit revenue has averaged \$20,227 per year and Deephaven’s share of Woodland’s permit revenue has averaged \$15,599 per year after deducting the fees paid to the City of Minnetonka for Woodland inspection services. This latter amount reimburses Deephaven for the administrative costs and services that are not directly charged to Woodland.

A summary of 2010 – 2014 building permit revenues are shown below.

Building Permits	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual
Total Permit Revenue	\$57,566	\$19,025	\$27,483	\$60,402	\$51,128
Woodland’s Share	\$28,540	\$5,415	\$10,490	\$30,241	\$26,451
Deephaven’s Net Share *	\$23,078	\$6,545	\$11,911	\$22,191	\$14,269

* Deephaven’s share after payments to Minnetonka for plan review and inspection services in Woodland.

Public Works Services

Public Works Services are only provided only *upon request* from the City of Woodland. Deephaven proposes a 1.0% increase in the hourly rate for 2016 public works labor and a 3.0% increase in the hourly rate for 2016 public works vehicle usage. The increase in the hourly labor and vehicle rates are necessary to cover actual costs. A summary of historic, current and proposed hourly rates for public works services on the next page:

Public Works Services	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Contract	2016 Proposed
Hourly Labor	\$31.46	\$32.40	\$33.37	\$34.04	\$36.35	\$36.72
Hourly Vehicle	\$46.98	\$48.86	\$50.81	\$51.83	\$53.90	\$55.52

Summary

On behalf of the City of Deephaven, I would like to thank the Woodland City Council for the many years of cooperative service between our two communities and look forward to continuing to provide Woodland and her residents with exceptional service in 2016.

EXHIBIT A

CLERICAL SERVICES

- A. **Services to be performed.** The City of Deephaven will perform the following services on behalf of the City of Woodland.
1. Deephaven will provide one clerical staff member to work 8 hours per day on Tuesdays, Wednesdays and Thursdays who will work exclusively on behalf of the City of Woodland in performing the services described in this Exhibit.
 2. Deephaven City Staff will assist the Woodland clerical staff when needed or on special projects and will perform the duties described in items No. 3 through No. 5 in this Exhibit.
 3. Deephaven will maintain a physical City office in which residents of Woodland may come for assistance and to obtain all the necessary licenses, applications, homestead exemptions, utility billing payments and building permits required by the City of Woodland.
 4. Provide personal and telephone assistance during normal business hours for the citizens of Woodland.
 5. Keep available forms for applications for permits and licenses to be issued by the City of Woodland, including applications for building permits, and provide routine clerical assistance to individuals in completing such applications.
 6. Perform the utility billing based upon the individual charges for utility service, including the preparation and mailing of statements and receipt of an accounting for payments from Woodland residents.
 7. Perform routine bookkeeping services for the City of Woodland, including the making of bank deposits, preparation of monthly and annual financial reports.
 8. Assist the designated City Auditor in preparing the annual audit of City financial statements.
 9. Administrate local, state and federal elections for the City of Woodland.
 10. Provide the appropriate meeting space in which to conduct monthly meetings of the Woodland City Council and other meetings as appropriate.

11. Attend all City Council meetings and record Council minutes.
12. Development and administration of administrative policies, resolutions and ordinances.
13. Provide clerical assistance in matters relating to public improvement projects.
14. Represent the City of Woodland on matters pertaining to the state and federal governments and other governmental units or agencies.
15. Perform any additional duties, tasks or responsibilities as directed by the Mayor or City Council.
16. Maintain all records of the City of Woodland as recommended by the Record Retention Program provided by the Minnesota Department of Administration.

APPENDIX B

**AGREEMENT FOR POLICE AND ADMINISTRATIVE SERVICES
BETWEEN
THE CITY OF DEEPHAVEN AND THE CITY OF WOODLAND**

This Agreement is made and entered into the _____ day of _____, 2015, by and between the CITY OF DEEPHAVEN (“Deephaven”), a Minnesota municipal corporation, and the CITY OF WOODLAND (“Woodland”), a Minnesota municipal corporation.

WITNESSTH:

WHEREAS, the parties hereto are authorized by law to provide police protection and administrative services to their residents; and

WHEREAS, Deephaven has the staff capabilities to provide police protection and administrative services to both residents of Deephaven and Woodland; and

WHEREAS, Woodland is desirous of entering into an agreement with Deephaven for the performance of law enforcement, police protection, emergency management, animal control services, zoning and building code enforcement and clerical services within Woodland or on behalf of Woodland by the City of Deephaven; and

WHEREAS, both parties have each determined that it will be in the best interest of their respective cities to jointly and cooperatively exercise such powers in the manner provided therein, and that the same shall be for the mutual benefit of both cities; and

WHEREAS, pursuant to Minnesota Statutes Section 471.59, the parties may by agreement provide for the exercise of powers by one of the parties on behalf of the other party.

NOW, THEREFORE, the parties hereto agree as follows:

1. Police Officers.

(a) Deephaven Police Officers shall be designated as police officers of Woodland and shall enforce Woodland ordinances and shall have full authority and responsibility to provide police protection in accordance with all enabling legislation by the laws of the State of Minnesota. The Deephaven Police Officers shall serve as Woodland Animal Control Officers. The Deephaven Police Chief is designated the Woodland Police Chief.

(b) The Deephaven Police Department shall provide Woodland with law enforcement and police protection services, which shall be essentially the same as the services provided in Deephaven.

(c) The Deephaven Police Officers shall provide the Woodland Animal Control Officer services on an “On Call” basis without patrolling responsibility. The service shall be provided in accordance with

Woodland Ordinance No. 405. The impound fees owing under Woodland Ordinance No. 405 for animals impounded by the Deephaven Police Officers shall be collected by and retained by the City of Deephaven. Deephaven shall collect any boarding charges owing for an animal impounded by Deephaven under the Woodland ordinance, and shall pay the impound facility the amount owing. If an animal impounded under Woodland ordinances is not claimed, Woodland shall pay any amounts owing to the impound facility for the animal. Deephaven shall give Woodland a written report as to any animal impounded by Deephaven under the Woodland ordinance.

(d) The law enforcement, police services and animal control services rendered to Woodland by Deephaven will be under the sole direction of Deephaven. The standards of performance, the hiring and discipline of officer's assigned and other matters relating to regulation and policies related to police enforcement, services and activities will be within the exclusive control of Deephaven. Enforcement policies of Deephaven will prevail as to enforcement policies within Woodland. A written statement of the current enforcement policies of Deephaven will be provided to Woodland.

(e) Woodland agrees to pay the cost of prosecution for all offenses charged within its corporate boundaries. Woodland shall be responsible for all costs incurred either before or after trial for confinement of prisoners. Investigations and preparations for trial by police officers, as well as attendance in court by such officers, shall be included within the cost of services established by Section 5 of this agreement. LEAA Funds and confiscated drug funds will be retained by Deephaven. Fine revenue will be paid to Woodland.

2. Zoning and Building Code Enforcement.

The Deephaven Zoning Coordinator shall be designed as the Zoning Coordinator of Woodland and shall enforce Woodland ordinances pertaining to zoning, subdivisions and public nuisances. The Deephaven Zoning Coordinator shall have full authority and responsibility to provide code enforcement in accordance with the State Building Code and the Woodland City Ordinances.

3. City Clerical Services.

A member of the Deephaven City Staff shall be designated as the Woodland City Clerk and shall perform all duties and responsibilities described in Exhibit A. The responsibilities of the Woodland City Clerk may be changed by common consent over time and the number of hours specifically devoted to this position will be established by annual resolution between the two cities.

4. Term.

The term of this agreement shall commence on January 1, 2016 and continue for twelve months ending January 1, 2017, unless the parties mutually agree to terminate or modify this agreement or unless either party gives the other twelve months written notice of termination.

5. Cost of Services.

Deephaven and Woodland shall adopt a joint resolution each year establishing the cost of service owing to the City of Deephaven. The cost of service shall be payable in monthly installments upon receipt of an appropriate invoice from Deephaven.

6. Insurance.

Woodland shall be named as an additional insured party on the Deephaven public liability policy.

7. Communication, Equipment and Supplies.

Deephaven will furnish all communication equipment and any necessary supplies required to perform the services which are to be rendered by Deephaven to Woodland under this Agreement.

8. Cooperation and Assistance Agreements.

Woodland will be included in all cooperative agreements entered into by the Deephaven Police Department with other police services units.

9. Employees of Deephaven.

Deephaven Police Officers and other Deephaven employees providing services to Woodland under the Agreement will at all times be employees of Deephaven. All obligations with regard to workers compensation, PERA, withholding tax, insurance and similar personnel and employment matters will be the obligation of Deephaven. Woodland will not be required to furnish any fringe benefits or assume any other liability of employment to any Deephaven Police Officer and other Deephaven employees providing services to Woodland under this Agreement.

10. Indemnification.

Deephaven agrees to indemnify and defend Woodland, its Councilmember's, officers and employees and to save and keep them harmless from all claims, losses and expenses incurred or alleged as a result of any claim, demand, action or cause of action arising out of Deephaven's performance or failure to perform the work covered by this agreement and to be performed within Woodland or for its benefit by Deephaven or its employees, or otherwise arising in connection with this agreement, including reasonable attorneys' fees, subject to the limits of liability under Minnesota Statutes, Chapter 466. Deephaven shall not be required to pay on behalf of itself and other parties any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. This Section shall survive termination of this agreement.

11. Assignment.

The rights and obligations of the parties under this Agreement will not be assigned, and Deephaven will not subcontract for any services to be furnished to Woodland (except as otherwise provided in this Agreement), without the prior written consent of the other party.

12. Administrative Committee.

An Administrative Committee consisting of the mayor of each municipality shall administer this Agreement. The Committee shall be responsible for reviewing all matters pertaining to this Agreement, and making recommendations for any changes or modifications of the Agreement to their respective city councils.

IN WITNESS WHEREOF, the parties have executed this agreement in duplicate as of this day and year first above written.

CITY OF DEEPHAVEN

CITY OF WOODLAND

BY _____

BY _____

DATE: _____

DATE: _____

EXHIBIT C

ZONING COORDINATOR SERVICES

Primary Objective of Position

This position will provide services to the cities of Deephaven, Greenwood and Woodland. The objective is to ensure practical application of the zoning, subdivision, shoreland, wetland, nuisance and sign ordinances.

Major Areas of Accountability

- Assist persons to comply with the zoning ordinances, special use permits, variances, wetland development regulations, shoreland management regulations and subdivision regulations.
- Review permit applications and conduct plan reviews
- Investigate inquiries regarding ordinance requirements
- Interpret and explain zoning ordinances
- Review all plans to determine compliance
- Research complaints of violations and enforce zoning related issues
- Issue written reports and orders as necessary
- Maintain complete and accurate records
- Develop written policies on ordinance interpretation
- Coordinate activities with other staff as necessary
- Present reports to City Council as necessary
- Meet with property owners, contractors, residents and other interested parties to explain requirements, investigate complaints and determine appropriate action for issue resolution
- Monitor and enforce accumulation of construction debris, construction noise complaints and other similar issues
- Investigate and monitor nuisance complaints and issue orders or citations as necessary.
- Ensure compliance with sign ordinances
- Review sign permit application, issue permits and conduct inspections.
- Periodically survey communities to determine compliance and take appropriate action
- Keep City Council and City Clerk informed and up to date on problems and issues related to this position.
- Recommend ordinance, fee and policy changes as necessary.

EXHIBIT D

SUMMARY OF ADMINISTRATIVE COSTS AND SERVICES

BUILDING PERMIT STAFF SALARIES

Deephaven Staff	Estimated Hours	Hourly Wage	Hourly Benefits	Estimated Annual Cost
Dale Cooney	36.0	\$26.76	\$ 8.89	1,283
Teresa Pendleton	36.0	\$25.34	\$12.12	1,349
Total Salaries				\$2,632

FACILITY RENTAL FEE

Facility	Square Footage	Monthly Cost per Square Foot	Annual Cost
City Hall Office	76 S.F.	\$4.35	3,967
City Hall Storage	24 S.F.	\$4.35	1,253
Total Facility Rent			\$5,220

RENTAL OF OFFICE EQUIPMENT

Item	Replacement Cost	Replacement Schedule	Annual Cost
File Cabinets (3)	\$ 450	15 years	30
Modular Desk	\$1,500	15 years	100
Shelving Units	\$ 450	15 years	30
Computer/Printer	\$1,000	5 years	200
Phone System	\$ 900	10 years	90
Chair	\$ 480	8 years	60
Copier	\$7,670	5 years	1,534
Postage Machine	\$1,308	3 years	436
Fax Machine	\$ 436	10 years	44
Total Equip Rent			\$2,524

SERVICE COSTS

Item	Total Cost	Woodland % Of Cost	Annual Cost
Phone Service	\$8,160	25%	2,040
Software Support	\$7,300	25%	1,825
Computer / Phone Technical Support	\$6,700	25%	1,675
Postage Machine lease	\$1,300	25%	325
Copies	Estimated	.0150 x 50,000	750
Postage	Estimated	--	720
Janitorial	Estimated	\$100 per month	1,200
Utilities	Estimated	\$200 per month	2,400
Total Admin. Costs			\$10,935

TOTAL ADMINISTRATIVE COSTS AND SERVICES

Total Costs	\$21,311
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