

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF MARCH 9, 2015

**Agenda Item 5. A.**

**Public Hearing**

TO: Honorable Mayor and Members of the City Council

FROM: Kathryn McCullum, City Clerk

SUBJECT: Items pertaining to amendments to the Code of Ordinances:

- A. First Reading of an Ordinance No. 02-2015 amending Chapter 9 of the City's Code of Ordinances relating to lighting and the definition of wetlands.
- B. Public Hearing regarding Ordinance No. 02-2015 amending Chapter 9 of the City's Code of Ordinances relating to lighting and the definition of wetlands.

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**Background**

At the December, 2014 meeting, the Council requested that language regarding current definition of wetlands be reviewed and potentially amended. Also at the meeting, the Council agreed that the ordinance should be reviewed and amended to include new lighting options that are now available. Council Member Newberry reviewed the wetlands definition and lighting options and revisions may be found on the attached draft ordinance.

At the February, 2015 meeting, the Council reviewed the ordinance amendments and directed staff to publish for a public hearing and place the ordinance on the March, 2015 agenda for First Reading.

**Recommendation**

- A. Introduce the ordinance by First Reading, amending Chapter 9 of the City Code.
- B. Hold the Public Hearing.
- C. City ordinance requires that every ordinance have two readings prior to adoption. The Council may elect to waive the second reading of the ordinance by majority. If the second reading is not waived, the ordinance will be placed on the April agenda.

CITY OF WOODLAND  
HENNEPIN COUNTY, MINNESOTA

AN ORDINANCE NO. O02-2015 AMENDING CHAPTER 9  
THE CITY OF WOODLAND CODE OF ORDINANCES

THE CITY COUNCIL OF THE CITY OF WOODLAND, MINNESOTA ORDAINS:

**Section 1.** Chapter 9, Section 900.23, Lighting, is hereby amended as follows: (deletions are ~~stricken~~ and additions are underlined.)

900.23 Lighting. Within all zoning districts, sources of artificial light shall be so fixed, directed, designed and sized so that the sum total of their illumination will not increase the level of illumination on any nearby residential property by more than 0.1 foot candle in or within 25 feet of a dwelling nor more than 0.5 foot candle on any part of the property. The source of light shall not be visible beyond the property from which it originates and shall not be permitted over public water or public right-of-way. ~~Bare incandescent light bulbs shall not be permitted in view of adjacent property, over public water, or public right of way.~~

<u>Bulb Type</u>
<u>Incandescent (traditional bulb)</u>
<u>Light-emitting diode (LED)</u>
<u>Compact fluorescent (CFL)</u>
<u>Cold cathode fluorescent (CCFL)</u>
<u>High-intensity discharge (HID) Including: High Pressure Sodium (HPS), Metal Halide, Mercury Vapor, Self-Ballasted Mercury</u>
Low-pressure sodium
Halogen

**Section 2. Section 1.** Chapter 9, Section 900.02, Subd. 47, Definitions, Wetland, is hereby amended as follows: (deletions are ~~stricken~~ and additions are underlined.)

Subd. 47. ~~Wetland means the areas crosshatched on the Wetland Maps dated March, 1988 on file with the City Clerk, and made a part of this Code by reference.~~

Subd. 2. Definitions

- (a) "Wetland" or "Wetlands" - "Wetland" or "Wetlands" is defined in Minn. R. 7050.0186, Subp. 1.a. and includes those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

1. A predominance of hydric soils;
2. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and
3. Under normal circumstances support a prevalence of such vegetation.

The Wetland Inventory and Classifications, as found in the Comprehensive Plan, are incorporated into this ordinance by reference and made part thereof.

**Section 3. Effective date.** This ordinance shall become effective as of the date of publication.

Adopted by the City Council of Woodland on March 9, 2015, and published in the Minnesota Sun Publications on March 26, 2015.

ATTEST:

\_\_\_\_\_  
Kathryne McCullum, City Clerk

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

EXCERPT  
CITY OF WOODLAND  
COMPREHENSIVE PLAN

Wetlands Inventory

Wetlands are abundant throughout Woodland. Wetlands are defined as low lying areas generally covered by shallow or intermittent waters. Wetlands provide open space, wildlife habitat and a natural filtering system and storage basin for storm water runoff. They also reduce soil erosion and flood potential. Attached is a designated wetlands map.

WETLAND CLASSIFICATION

IDENTIFICATION DESCRIPTION	WOODLAND DESIGNATION	NATIONAL DESIGNATION	TYPE
Marsh inside Maplewood Circle	public water	PEMF	3
Marsh around Lake Marion	public water	PEMF	3
Marsh north side of Shavers Lake	public water	PEMC (East) PEMF (West)	3
Mash inside Marshland Road	wetland	PEMF	3
Wetland west of Woolsey Pond Channel	None	PEMF	3
“Charlie’s Bog” west of Maplewood Circle West (Gale Woods Plat)	wetland	POWF	5
Wetland intersection of Breezy Point Road and Breezy Heights Road	wetland	PEMF	3
Wetland south of Breezy Point Road (quarter section 43)	wetland	POWF	5
Wetland south of Breezy Point Road in Govt. Lot 3 (quarter section 43)	wetland	POWF	5
Wetland south of Breezy Point Road (quarter section 44)	wetland	PEMF	3
Wetland north of Breezy Point Road (Lots 4 & 5 Stone Arch Acres)	wetland	PEMF	3
Wetland north of Stone Arch Road	wetland	POWF	3
Wetland north of Maple Ridge Road	None	PEMC	3
P=Palustrine EM=Emergent C=Seasonal OW=Open Water F=Semi-permanent			

Wetland Categories

- Type 1. **Seasonally Flooded Basin or Forest:** The soil is covered with water or is waterlogged during variable periods but usually is well drained during much of the growing season.
- Type 2. **Inland Fresh Meadow:** The soil is usually waterlogged within a few inches of the surface throughout the growing season.
- Type 3. **Inland Shallow Fresh Marshes:** These principal

production areas for waterfowl are often found bordering deep water marshes, or as seep area on irrigated lands.

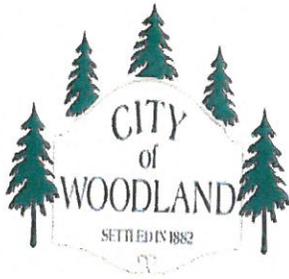
- Type 4. **Inland Deep Fresh Marshes:** Six inches of 3 feet of water, water lilies, duck and pond weeds and coontail.
- Type 5. **Inland Fresh Open water:** Less than 10 feet of water may sustain permanent populations of fish and migratory waterfowl.
- Type 6. **Shrub Swamps:** Waterlogged areas along sluggish streams and flood plains, supporting dogwood, willow, alders and many forms of wildlife.

#### Wetlands Plan

The City's ordinances include a wetland ordinance which prohibits unnecessary disturbance of designated wetlands. The wetland ordinance allows for limited dredging, filling and alteration, provided the necessary permits are obtained and provisions are made for protection. Because of fluctuating water levels, buildings should be a minimum of three feet above the known or projected high water mark of wetland areas.

Both the State and Federal governments regulate wetlands. In Minnesota, agencies regulating wetlands include the Army Corps of Engineers, the Board of Soil and Water Resources (BOWSR), the Department of Natural Resources (DNR), the watershed districts and municipalities. In general, wetlands or wetland alterations exceeding a total area of 400 square feet are subject to a variety of regulations. In most urban areas, any alteration of wetlands must be replaced at an acre ratio of 2 to 1. As a matter of practice, the City of Woodland rarely permits the alteration of wetland areas and reserves the right to permit such alterations on a case by case basis.

Alteration of any wetland identified on the City's official wetland map which will inhibit its role in the hydrologic or ecological role in the hydrologic or ecological systems shall be prohibited. Subdivision regulation shall require the protection of wetlands as part of public or private development.



**WOODLAND CITY COUNCIL**

MEETING DATE: March 9, 2015  
FROM: Gus Karpas, Zoning Administrator  
SUBJECT: Stormwater Pollution Prevention Program Annual Public Hearing

**Summary:** In 2003, all cities in the metropolitan area were required to submit a Stormwater Pollution Prevention Plan (SWPPP) outlining the steps they would take to limit runoff into protected water bodies. This is done through the adoption of Best Management Practices (BMP's) in six categories; Public Education and Outreach on Stormwater Impacts, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post-construction Stormwater Management in New Development and Redevelopment and Pollution Prevention/Good Housekeeping for Municipal Operations.

The City contracted with Bolten & Menk to the city's individual application for reauthorization of its permit in 2014, which was accepted by the MPCA, passed the thirty (30) day public comment period and has been reauthorized.

As part of the program the city must hold annual public hearings to collect public input on the program and to document suggestions. The previous hearings have yielded no public comment.

I would encourage any Councilmember with a question to call me.

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF MARCH 9, 2015

**Agenda Item 6. A.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathrynne McCullum, City Clerk

SUBJECT: Items pertaining to the 2014 Audit:

- 1) Presentation by representative of Abdo, Eick and Meyers
  - 2) 2014 Audit Report – Resolution No. 11-2015 accepting the 2014 audit and related reporting and authorizing the subsequent submittal to the Office of the State Auditor
- 

**Background**

The accounting firm of Abdo, Eick and Meyers performed the City's annual audit in January. Mark Ebensteiner, representative from Abdo, Eick and Meyers, will be present at the Council meeting to provide information and answer any questions the Council may have relating to the 2014 audit.

**Recommendation**

Adopt Resolution No. 11-2015 accepting the 2014 audit and related reporting and authorizing submittal to the Office of the State Auditor

CITY OF WOODLAND

Meeting Date: March 9, 2015  
Motion:

Resolution No. 11-2015  
Second:

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**RESOLUTION ACCEPTING THE 2014 AUDIT AND RELATED REPORTING  
AND AUTHORIZING THE SUBMITTAL  
TO THE OFFICE OF THE STATE AUDITOR**

**WHEREAS**, the firm of Abdo, Eick and Meyers, LLP, has audited each major fund of the governmental proprietary funds and the aggregate remaining fund information of the City of Woodland for the year ended December 31, 2014; and

**WHEREAS**, as promulgated by the State Auditor and pursuant to Minnesota Statute 6.65, Abdo, Eick and Meyers representatives tested six of seven categories for compliance: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions and all were found satisfactory (tax increment financing does not apply to the City of Woodland); and

**WHEREAS**, Abdo, Eick and Meyers representatives found that the information provided to them by the City complies with the regulatory basis of accounting prescribed by the Minnesota Office of the State Auditor.

**NOW THEREFORE BE IT RESOLVED**, that the City Council does hereby adopt Resolution No. 11-2015 accepting the 2014 audit and related reporting and authorizing the subsequent submittal to the Office of the State Auditor.

**ADOPTED BY** the Woodland City Council on March 9, 2015 upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Council Member Carlson				
Council Member Massie				
Council Member Newberry				
Council Member 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 March 9, 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 10<sup>th</sup> day of March, 2015.

Attest: \_\_\_\_\_  
Kathryn A. McCullum, City Clerk

# Annual Financial Report

## City of Woodland

Woodland, Minnesota

For the Year Ended  
December 31, 2014

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CITY OF WOODLAND  
WOODLAND, MINNESOTA

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED  
DECEMBER 31, 2014

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CITY OF WOODLAND, MINNESOTA  
 ANNUAL FINANCIAL REPORT  
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**INTRODUCTORY SECTION**

CITY OF WOODLAND  
WOODLAND, MINNESOTA

FOR THE YEAR ENDED  
DECEMBER 31, 2014

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CITY OF WOODLAND, MINNESOTA  
ELECTED AND APPOINTED OFFICIALS  
FOR THE YEAR ENDED DECEMBER 31, 2014

**ELECTED**

<u>Name</u>	<u>Title</u>	<u>Term Expires December 31,</u>
James Doak	Mayor	2016
Sliv Carlson	Council Member	2016
Tom Newberry	Council Member	2016
Chris Rich	Council Member	2014
John Massie	Council Member	2014

**APPOINTED**

Kathy McCullum	City Clerk
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**FINANCIAL SECTION**  
**CITY OF WOODLAND**  
**WOODLAND, MINNESOTA**

**FOR THE YEAR ENDED**  
**DECEMBER 31, 2014**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council  
City of Woodland, Minnesota

### **Report on the Financial Statements**

We have audited the accompanying financial statements of each major fund of the governmental and proprietary funds and the aggregate remaining fund information of the City of Woodland, Minnesota (the City), as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Minnesota Office of the State Auditor. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. The prior year comparative information has been derived from the City's 2013 financial statements and, in our report dated February 13, 2014, we expressed unmodified opinions on the respective proprietary fund financial statements. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Basis of Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1B, the financial statements are prepared by the City on the basis of the financial reporting provisions of the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the Minnesota Office of the State Auditor. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1B and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

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### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the “Basis of Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City, as of December 31, 2014, and the changes in financial position for the year then ended.

### **Opinion on Regulatory Basis of Accounting**

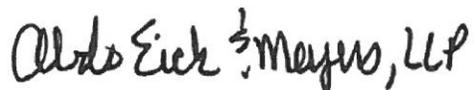
In our opinion, the financial statements of the governmental funds referred to in the first paragraph present fairly, in all material respects, the cash and unencumbered cash balances of each fund of the City, as of December 31, 2014, and their respective cash receipts and disbursements, for the year then ended, on the basis of the financial reporting provisions the Minnesota Office of the State Auditor as described in Note 1B. Also, in our opinion, the financial statements of the proprietary funds referred to in the first paragraph present fairly, in all material respects, the respective financial position of each fund of the City, as of December 31, 2014, and their respective changes in financial position and cash flows, for the year then ended, on the basis of the financial reporting provisions the Minnesota Office of the State Auditor as described in Note 1B.

### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The introductory section, combining and individual fund financial schedules, and supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial schedules are fairly stated in all material respects in relation to the basic financial statements on the regulatory basis financial statements as a whole.

The introductory section and supplementary information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.



ABDO, EICK & MEYERS, LLP  
Minneapolis, Minnesota  
February 23, 2015

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**BASIC FINANCIAL STATEMENTS - REGULATORY BASIS**

CITY OF WOODLAND  
WOODLAND, MINNESOTA

FOR THE YEAR ENDED  
DECEMBER 31, 2014

CITY OF WOODLAND, MINNESOTA  
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2014

	General	Street Improvement	Total
ASSETS			
Cash and temporary investments	\$ 266,983	\$ 88,763	\$ 355,746
CASH FUND BALANCES			
Assigned for street improvement	\$ -	\$ 88,763	\$ 88,763
Unassigned, reported in General fund	266,983	-	266,983
TOTAL CASH FUND BALANCES	\$ 266,983	\$ 88,763	\$ 355,746

The notes to the financial statements are an integral part of this statement.