

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 9, 2015

Agenda Item 6. B.

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

New Business

SUBJECT: Discussion relating to the 2015 LMCC Survey

Background

Lake Minnetonka Communications Commission Operations Manager Jim Lundberg has requested the City to complete the attached survey (one per city council). Mr. Lundberg has requested that the survey be completed and returned to him by April 2nd.

Recommendation

Discuss, answer each question, and direct staff to forward the completed survey to the Lake Minnetonka Communications Commission.

2015 LMCC SURVEY

The Lake Minnetonka Communications Commission (LMCC) is seeking input from member city councils to help guide budget decisions in the future. Please complete this quick survey (**one per city council**) and return by April 2, 2015 to jim@lmcc-tv.org or to LMCC, 4071 Sunset Drive, PO Box 385 Spring Park, MN 55384. Your input is appreciated!



How high a priority is each of the following for your city?

	Very High Priority	High Priority	Neutral	Low Priority	Very Low Priority
Broadcasting and posting city council meetings on LMCC channels and website	<input type="checkbox"/>				
Agenda parsing* city council meetings that are posted on the LMCC website	<input type="checkbox"/>				
Broadcasting and posting other local government** meetings on LMCC channels and website	<input type="checkbox"/>				
Broadcasting and posting voter forums and candidate statements on LMCC channels and website	<input type="checkbox"/>				
Broadcasting and posting school concerts and sports on LMCC channels and website	<input type="checkbox"/>				
Broadcasting and posting community concerts and events on LMCC channels and website	<input type="checkbox"/>				
Creating, broadcasting, and posting LMCC-produced programming*** on LMCC channels and website	<input type="checkbox"/>				
Upgrading LMCC equipment and TV broadcasting to high definition (HD)	<input type="checkbox"/>				

Your City Name: **City of Woodland**

* *Agenda parsing allows the online user to click on an agenda topic to go directly to that section of the video recording.*

** *Examples of other local government meetings: police boards, fire boards, school boards, Lake Mtn Conservation District, LMCC, etc.*

*** *Examples of LMCC-produced programs are: The Pulse, First Responder TV, Lakeside News, Sound Check, Around the Lake, etc.*

CITY OF WOODLAND TREASURER REPORT

FEBRUARY 2015

FUND		ASSETS	LIABILITIES	TOTAL FUND BALANCE
101	GENERAL	\$ 134,286.48	\$ 32.07	\$ 134,254.41
401	STREET IMPROVEMENT	\$ 185,671.79	\$ -	\$ 185,671.79
406	CONSTRUCTION PROJECT	\$ (36.33)	\$ -	\$ (36.33)
601	WATER	\$ 167,799.50	\$ 53,347.05	\$ 114,452.45
602	SEWER	\$ 580,731.40	\$ 150,448.65	\$ 430,282.75
801	AGENCY	\$ 37,000.00	\$ 37,000.00	\$ -
		\$ 1,105,452.84	\$ 240,827.77	\$ 864,625.07
	EXCESS FUNDS BALANCE		\$ 864,625.07	
			\$ 1,105,452.84	
		CHECKING ACCOUNT	FUND ACCOUNT	
	BEGINNING BALANCE	\$ (4,882.27)	\$ 512,803.68	
	TOTAL DEPOSITS	\$ 3,113.66		
	COURT FINES	\$ 384.00		
	INTEREST	\$ -	\$ 43.68	
	ACH UTILITY PMTS RECEIVED	\$ -		
	HNPNTY SETTLEMENT	\$ -		
	HNPNTY ROAD AID	\$ -		
	TRNSFR - FUND TO CKG	\$ 39,626.82	\$ (39,626.82)	
	TRNSFR - CKG TO FUND	\$ (3,043.66)	\$ 3,043.66	
	TOTAL CHECKS	\$ (25,469.18)		
	SERVICE CHARGE	\$ (68.60)		
	ACH UTILITY BILL SVC FEE	\$ -		
	VANCO ACH SVC FEE	\$ (3.50)		
	ENDING BALANCE	\$ 9,657.27	\$ 476,264.20	
	GENERAL FUND CASH	\$ 134,286.48		
	STREET IMPROVE CASH	\$ 185,671.79		
	CONSTRUCTION PROJECT	\$ (36.33)		
	WATER FUND CASH	\$ 24,408.04		
	SEWER FUND CASH	\$ 104,641.49		
	AGENCY FUND CASH	\$ 37,000.00		

**CITY OF WOODLAND
TREASURER'S REPORT
FUND CASH BALANCES
01/31/15**

FUND	1/31/2015	Monthly	Monthly	Monthly	2/28/2015
	Cash Balance	Revenues	Expenses	*Liabilities	Cash Balance
General	\$ 256,004.00	\$ 729.00	\$122,447.00	\$ -	\$ 134,286.00
Street Improvement	\$ 88,763.00	\$ 96,909.00	\$ -		\$ 185,672.00
Construction Project	\$ (36.00)	\$ -	\$ -		\$ (36.00)
Water	\$ 23,181.00	\$ 1,227.00	\$ -		\$ 24,408.00
Sewer	\$ 103,059.00	\$ 1,586.00	\$ 4.00		\$ 104,641.00
Agency	\$ 37,000.00	\$ -	\$ -		\$ 37,000.00
Total	\$ 507,971.00	\$ 100,451.00	\$122,451.00	\$ -	\$ 485,971.00

CITY OF WOODLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
101-31010	CURRENT AD VALOREM	.00	4,329.44	.00	4,329.44	.00
101-31020	DELINQUENT AD VALOREM	.00	.00	.00	.00	.00
101-31040	FISCAL DISPARITIES	.00	.00	.00	.00	.00
101-31800	SURCHARGE REVENUE	.00	.00	.00	.00	.00
101-31910	PENALTIES	.00	.00	.00	.00	.00
TOTAL TAXES		.00	4,329.44	.00	4,329.44	.00
<u>LICENSES & PERMITS</u>						
101-32160	PROFESSIONAL LICENSE	50.00	300.00	.00	300.00	.00
101-32210	BUILDING PERMIT FEES	.00	18,781.13	.00	18,781.13	.00
101-32240	ANIMAL LICENSE	.00	75.00	.00	75.00	.00
101-32250	PARKING PERMITS	.00	10.00	.00	10.00	.00
101-32260	OTHER PERMITS (ISTS)	251.25	251.25	.00	251.25	.00
TOTAL LICENSES & PERMITS		301.25	19,417.38	.00	19,417.38	.00
<u>INTERGOVERNMENTAL AID</u>						
101-33402	HOMESTEAD CREDIT	.00	.00	.00	.00	.00
101-33423	GOVERNMENT AID - LGA	.00	.00	.00	.00	.00
101-33610	HENNEPIN COUNTY ROAD AID	.00	.00	.00	.00	.00
101-33620	CDBG MONIES	.00	.00	.00	.00	.00
101-33630	RECYCLING GRANT	.00	.00	.00	.00	.00
TOTAL INTERGOVERNMENTAL AID		.00	.00	.00	.00	.00
<u>PUBLIC CHARGES FOR SERVICE</u>						
101-34103	ZONING & SUBDIVISIONS	.00	225.00	.00	225.00	.00
101-34107	ASSESSMENT SEARCHES	.00	.00	.00	.00	.00
101-34207	FALSE ALARM FEES	.00	250.00	.00	250.00	.00
101-34960	REFUNDS	.00	.00	.00	.00	.00
TOTAL PUBLIC CHARGES FOR SERVICE		.00	475.00	.00	475.00	.00
<u>FINES & FORFEITURES</u>						
101-35101	COURT FINES	384.00	596.00	.00	596.00	.00
TOTAL FINES & FORFEITURES		384.00	596.00	.00	596.00	.00

CITY OF WOODLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
101-36100 SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
101-36102 INTEREST	43.68	89.51	.00	89.51	.00
101-36210 STONE ARCH DONATION	.00	.00	.00	.00	.00
101-36220 OTHER INCOME	.00	971.87	.00	971.87	.00
TOTAL MISCELLANEOUS REVENUE	43.68	1,061.38	.00	1,061.38	.00
<u>OTHER FINANCING SOURCES</u>					
101-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	728.93	25,879.20	.00	25,879.20	.00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>COUNCIL</u>					
101-41100-103 COUNCIL SALARIES	.00	.00	.00	.00	.00
101-41100-122 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41100-123 MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41100-309 MISC PROFESSIONAL SERVICE	.00	.00	.00	.00	.00
101-41100-371 TRAINING/CONFERENCES	.00	.00	.00	.00	.00
101-41100-433 DUES/SUBSCRIPTION	.00	.00	.00	.00	.00
101-41100-439 COUNCIL/CONTINGENCY/MISC	.00	.00	.00	.00	.00
TOTAL COUNCIL	.00	.00	.00	.00	.00
<u>ELECTIONS</u>					
101-41200-103 ELECTION SALARIES	.00	.00	.00	.00	.00
101-41200-122 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41200-123 MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41200-214 FORMS/PRINTING/PUBLICATIONS	.00	117.04	.00 (117.04)	.00
101-41200-219 OPERATING SUPPLIES	.00	.00	.00	.00	.00
101-41200-249 MINOR EQUIPMENT/OTHER	.00	.00	.00	.00	.00
101-41200-309 OTHER PROFESSIONAL SVCS	.00	.00	.00	.00	.00
101-41200-319 EQUIPMENT MAINTENANCE	.00	.00	.00	.00	.00
101-41200-322 POSTAGE	.00	.00	.00	.00	.00
101-41200-372 MEALS	.00	.00	.00	.00	.00
101-41200-419 POLLING PLACE RENTAL	.00	.00	.00	.00	.00
101-41200-439 ELECTION/CONTINGENCY	.00	.00	.00	.00	.00
TOTAL ELECTIONS	.00	117.04	.00 (117.04)	.00
<u>CONTRACTED SERVICES</u>					
101-41400-103 TREASURER'S SALARY	.00	.00	.00	.00	.00
101-41400-122 FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41400-123 MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
101-41400-201 SUPPLIES	.00	.00	.00	.00	.00
101-41400-202 DUPLICATING	.00	.00	.00	.00	.00
101-41400-214 NEWSLETTERS	103.69	103.69	.00 (103.69)	.00
101-41400-219 OPERATIONAL SUPPLIES-OTHER	251.24	251.24	.00 (251.24)	.00
101-41400-308 ZONING COORDINATOR SERVICES	146.16	475.28	.00 (475.28)	.00
101-41400-309 PROFESSIONAL SVCS - OTHER	.00	.00	.00	.00	.00
101-41400-310 CLERICAL SERVICES	3,644.92	7,289.84	.00 (7,289.84)	.00
101-41400-322 POSTAGE	.00	.00	.00	.00	.00
101-41400-351 PUBLISHING/LEGAL NOTICES	37.24	129.24	.00 (129.24)	.00
101-41400-371 TRAINING/MISC	.00	.00	.00	.00	.00
101-41400-439 CLERK-CONTINGENCY	68.60	68.60	.00 (68.60)	.00
101-41400-530 CAP OUTLAY-IMP OTHER THAN	.00	.00	.00	.00	.00
TOTAL CONTRACTED SERVICES	4,251.85	8,317.89	.00 (8,317.89)	.00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ASSESSOR CONTRACT</u>					
101-41500-309 ASSESSOR CONTRACT	785.75	1,571.50	.00	(1,571.50)	.00
TOTAL ASSESSOR CONTRACT	785.75	1,571.50	.00	(1,571.50)	.00
<u>LEGAL SERVICES</u>					
101-41600-304 LEGAL SERVICES/GENERAL	70.00	140.00	.00	(140.00)	.00
101-41600-305 LEGAL SVCS/PROSECUTION	.00	383.88	.00	(383.88)	.00
TOTAL LEGAL SERVICES	70.00	523.88	.00	(523.88)	.00
<u>AUDIT SERVICES</u>					
101-41700-301 AUDITING	8,300.00	8,300.00	.00	(8,300.00)	.00
TOTAL AUDIT SERVICES	8,300.00	8,300.00	.00	(8,300.00)	.00
<u>PUBLIC SAFETY EXPENSES</u>					
101-42100-302 JAIL/WORKHOUSE FEES	.00	.00	.00	.00	.00
101-42100-310 LAW ENFORCEMENT CONTRACT	9,129.50	18,259.00	.00	(18,259.00)	.00
TOTAL PUBLIC SAFETY EXPENSES	9,129.50	18,259.00	.00	(18,259.00)	.00
<u>FIRE PROTECTION</u>					
101-42200-309 FIRE PROTECTION	.00	8,658.00	.00	(8,658.00)	.00
101-42200-319 PROF SVC - FIRE MARSHALL INSP	.00	.00	.00	.00	.00
TOTAL FIRE PROTECTION	.00	8,658.00	.00	(8,658.00)	.00
<u>ENGINEERING FEES</u>					
101-42600-303 ENGINEERING FEES	1,972.00	4,018.00	.00	(4,018.00)	.00
TOTAL ENGINEERING FEES	1,972.00	4,018.00	.00	(4,018.00)	.00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC WORKS EXPENSES</u>					
101-43100-229 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
101-43100-309 PROFESSIONAL SVCS (SEAL COAT)	.00	.00	.00	.00	.00
101-43100-381 S&R-UTILITY SERVICES-ELEC	.00	.00	.00	.00	.00
101-43100-409 ROAD MAINTENANCE FUND	.00	.00	.00	.00	.00
TOTAL PUBLIC WORKS EXPENSES	.00	.00	.00	.00	.00
<u>PUBLIC WORKS CONTRACT SVCS</u>					
101-43900-219 OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	.00
101-43900-226 SIGNS	.00	.00	.00	.00	.00
101-43900-309 PROFESSIONAL SERVICES	.00	.00	.00	.00	.00
101-43900-310 SWEEPING/ROADS/MISC	.00	.00	.00	.00	.00
101-43900-311 STORM CULVERT/MISC CLEANUP	.00	.00	.00	.00	.00
101-43900-312 SNOW PLOWING CONTRACTURAL	.00	8,461.50	.00 (8,461.50)	.00
101-43900-313 TREES/MOWING CONTRACTURAL	.00	.00	.00	.00	.00
101-43900-319 PROF SERVICES - SEPTIC SYSTEMS	226.12	226.12	.00 (226.12)	.00
101-43900-320 DISASTER CLEAN-UP	.00	.00	.00	.00	.00
101-43900-439 PW-CONTINGENCY	.00	.00	.00	.00	.00
TOTAL PUBLIC WORKS CONTRACT SVCS	226.12	8,687.62	.00 (8,687.62)	.00
<u>PARKS CONTRACT SERVICES</u>					
101-49000-309 MISC-PROF SVCS/DEER CONTROL	.00	.00	.00	.00	.00
101-49000-310 RECYCLING CONTRACT	802.56	1,605.12	.00 (1,605.12)	.00
101-49000-319 PROF SERVICE-METRO WEST	.00	.00	.00	.00	.00
101-49000-369 INSURANCE	.00	.00	.00	.00	.00
101-49000-433 DUES & SUBSCRIPTIONS	.00	1,641.00	.00 (1,641.00)	.00
101-49000-438 DEER CONTROL	.00	.00	.00	.00	.00
101-49000-439 CONTINGENCY	.00	.00	.00	.00	.00
101-49000-440 BLDG ESCROW REFUND	.00	.00	.00	.00	.00
TOTAL PARKS CONTRACT SERVICES	802.56	3,246.12	.00 (3,246.12)	.00
<u>TRANSFERS</u>					
101-49300-720 TRANSFERS OUT	96,909.00	96,909.00	.00 (96,909.00)	.00
TOTAL TRANSFERS	96,909.00	96,909.00	.00 (96,909.00)	.00
<u>TOTAL FUND EXPENDITURES</u>					
	122,446.78	158,608.05	.00 (158,608.05)	.00

CITY OF WOODLAND
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(121,717.85)	(132,728.85)	.00	184,487.25	.00

CITY OF WOODLAND
REVENUES/EXPENDITURES COMPARED TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

GENERAL FUND

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TAXES	.00	4,329.44	.00 (4,329.44)	.0
LICENSES & PERMITS	301.25	19,417.38	.00 (19,417.38)	.0
INTERGOVERNMENTAL AID	.00	.00	.00	.00	.0
PUBLIC CHARGES FOR SERVICE	.00	475.00	.00 (475.00)	.0
FINES & FORFEITURES	384.00	596.00	.00 (596.00)	.0
MISCELLANEOUS REVENUE	43.68	1,061.38	.00 (1,061.38)	.0
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	728.93	25,879.20	.00 (25,879.20)	.0
<u>EXPENDITURES</u>					
COUNCIL	.00	.00	.00	.00	.0
ELECTIONS	.00	117.04	.00 (117.04)	.0
CONTRACTED SERVICES	4,251.85	8,317.89	.00 (8,317.89)	.0
ASSESSOR	785.75	1,571.50	.00 (1,571.50)	.0
LEGAL SERVICES	70.00	523.88	.00 (523.88)	.0
AUDITING	8,300.00	8,300.00	.00 (8,300.00)	.0
PUBLIC SAFETY EXPENSES	9,129.50	18,259.00	.00 (18,259.00)	.0
FIRE PROTECTION	.00	8,658.00	.00 (8,658.00)	.0
ENGINEERING	1,972.00	4,018.00	.00 (4,018.00)	.0
PUBLIC WORKS EXPENSE	.00	.00	.00	.00	.0
PUBLIC WORKS CONTRACT SERVICES	226.12	8,687.62	.00 (8,687.62)	.0
PARKS CONTRACT SERVICES	802.56	3,246.12	.00 (3,246.12)	.0
TRANSFERS OUT	96,909.00	96,909.00	.00 (96,909.00)	.0
TOTAL FUND EXPENDITURES	122,446.78	158,608.05	.00 (158,608.05)	.0
NET REVENUE OVER EXPENDITURES	(121,717.85)	(132,728.85)	.00	132,728.85	.0

CITY OF WOODLAND
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

STREET IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL AID</u>						
401-33610	STATE/COUNTY AID	.00	.00	.00	.00	.00
	TOTAL INTERGOVERNMENTAL AID	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>						
401-36102	INTEREST INCOME	.00	.00	.00	.00	.00
	TOTAL SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
<u>OTHER FINANCING SOURCES</u>						
401-39200	INTERFUND TRANSFER	96,909.00	96,909.00	.00	96,909.00	.00
	TOTAL OTHER FINANCING SOURCES	96,909.00	96,909.00	.00	96,909.00	.00
	TOTAL FUND REVENUE	96,909.00	96,909.00	.00	96,909.00	.00

CITY OF WOODLAND
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>STREET IMPROVE FUND EXPENSES</u>					
401-43100-303 PROF SERVICES/ENGINEERING	.00	.00	.00	.00	.00
401-43100-351 BID NOTICES/LEGAL/MISC	.00	.00	.00	.00	.00
401-43100-409 STREET IMPROVEMENT	.00	.00	.00	.00	.00
TOTAL STREET IMPROVE FUND EXPENSES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
NET REVENUES OVER EXPENDITURES	<u>96,909.00</u>	<u>96,909.00</u>	<u>.00</u>	<u>96,909.00</u>	<u>.00</u>

CITY OF WOODLAND
 REVENUES/EXPENDITURES COMPARED TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

STREET IMPROVEMENT FUND

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
INTERGOVERNMENTAL AID	.00	.00	.00	.00	.0
SPECIAL ASSESSMENTS	.00	.00	.00	.00	.0
OTHER FINANCING SOURCES	96,909.00	96,909.00	.00	(96,909.00)	.0
TOTAL FUND REVENUE	96,909.00	96,909.00	.00	(96,909.00)	.0
<u>EXPENDITURES</u>					
STREET IMPROVEMENT FUND EXPENSES	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	.0
NET REVENUE OVER EXPENDITURES	96,909.00	96,909.00	.00	(96,909.00)	.0

CITY OF WOODLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

CONSTRUCTION PROJECT WATER/SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
406-31800 SEWER SUR-CHARGE REVENUE	.00	10.33	.00	10.33	.00
406-31801 WATER SUR-CHARGE REVENUE	.00	10.34	.00	10.34	.00
TOTAL TAXES	.00	20.67	.00	20.67	.00
<u>LICENSES & PERMITS</u>					
406-32260 SEWER PERMITS	.00	.00	.00	.00	.00
406-32261 WATER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>					
406-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00
TOTAL SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
<u>SPECIAL FUND ACTIVITY</u>					
406-37150 WATER METER CHARGES	.00	.00	.00	.00	.00
406-37270 SAC-CITY PORTION	.00	.00	.00	.00	.00
TOTAL SPECIAL FUND ACTIVITY	.00	.00	.00	.00	.00
<u>OTHER FINANCING SOURCES</u>					
406-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	.00	20.67	.00	20.67	.00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

CONSTRUCTION PROJECT WATER/SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SEWER CONST PROJ EXPENSES</u>					
406-43251-303 PROF SVCE-ENGINEERING FEE	.00	.00	.00	.00	.00
406-43251-304 LEGAL SERVICES	.00	.00	.00	.00	.00
406-43251-309 PROFESSIONAL SVCS-OTHER	.00	.00	.00	.00	.00
406-43251-322 POSTAGE-SEWER	.00	.00	.00	.00	.00
406-43251-351 GENERAL NOTICES & PUBLICA	.00	.00	.00	.00	.00
406-43251-439 CONTINGENCY	.00	.00	.00	.00	.00
406-43251-530 CAPITAL OUTLAY-OTHER THAN	.00	.00	.00	.00	.00
TOTAL SEWER CONST PROJ EXPENSES	.00	.00	.00	.00	.00
<u>TRANSFERS</u>					
406-49300-720 OPERATING TRANSFERS	.00	.00	.00	.00	.00
TOTAL TRANSFERS	.00	.00	.00	.00	.00
<u>WATER CONST PROJ EXPENSES</u>					
406-49991-303 PROF. SVCE.-ENGINEERING F	.00	.00	.00	.00	.00
406-49991-304 LEGAL SERVICES	.00	.00	.00	.00	.00
406-49991-309 PROFESSIONAL SVCS-OTHER	.00	.00	.00	.00	.00
406-49991-322 POSTAGE-WATER	.00	.00	.00	.00	.00
406-49991-352 GENERAL NOTICES & PUBLIC	.00	.00	.00	.00	.00
406-49991-439 CONTINGENCY	.00	.00	.00	.00	.00
406-49991-530 CAPITAL OUTLAY-OTHER THAN	.00	.00	.00	.00	.00
TOTAL WATER CONST PROJ EXPENSES	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	.00
NET REVENUES OVER EXPENDITURES	.00	20.67	.00	20.67	.00

CITY OF WOODLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
601-31801 WATER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES & PERMITS</u>					
601-32260 WATER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>					
601-36101 SP ASSMTS - 97 IMPROVE PROJECT	.00	307.39	.00	307.39	.00
601-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
601-36103 SA - DELINQUENT UTILITIES	10.00	57.56	.00	57.56	.00
601-36200 SA - PRINCIPAL PREPAYMENTS	.00	.00	.00	.00	.00
601-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00
601-36220 OTHER INCOME	.00	.00	.00	.00	.00
TOTAL SPECIAL ASSESSMENTS	10.00	364.95	.00	364.95	.00
<u>WATER USAGE REVENUE</u>					
601-37101 WATER USE CHARGES	337.72	1,984.70	.00	1,984.70	.00
601-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
601-37103 0	.00	.00	.00	.00	.00
601-37150 HOOKUP FEES	.00	.00	.00	.00	.00
601-37170 WATER MAINTENANCE FEE	667.68	3,738.78	.00	3,738.78	.00
601-37171 WATER ADMIN FEE	.00	.00	.00	.00	.00
601-37172 WATER USER FEE	211.12	1,134.77	.00	1,134.77	.00
TOTAL WATER USAGE REVENUE	1,216.52	6,858.25	.00	6,858.25	.00
<u>OTHER FINANCING SOURCES</u>					
601-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	1,226.52	7,223.20	.00	7,223.20	.00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

		WATER FUND				
		PERIOD		BUDGET	% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>TRANSFERS</u>						
601-49300-720	OPERATING TRANSFERS	.00	.00	.00	.00	.00
TOTAL TRANSFERS		.00	.00	.00	.00	.00
<u>WATER FUND EXPENSES</u>						
601-49400-106	SALARY	.00	.00	.00	.00	.00
601-49400-122	FICA CONTRIBUTIONS	.00	.00	.00	.00	.00
601-49400-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00	.00
601-49400-209	WATER-OFFICE SUPPLIES	.00	.00	.00	.00	.00
601-49400-214	FORMS/PRINTING	.00	.00	.00	.00	.00
601-49400-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00	.00
601-49400-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00	.00
601-49400-303	ENGINEERING FEES	.00	.00	.00	.00	.00
601-49400-304	LEGAL FEES	.00	.00	.00	.00	.00
601-49400-309	PROFESSIONAL SERVICES-O	.00	.00	.00	.00	.00
601-49400-318	1/3 OF 2011 SHORTFALL	.00	.00	.00	.00	.00
601-49400-319	EQUIPMENT MNTCE-FIRE HYDRANTS	.00	.00	.00	.00	.00
601-49400-320	MNTCE & REPAIRS - CURB STOPS	.00	.00	.00	.00	.00
601-49400-321	EQUIP MNTCE/REPAIR-GATE VALVES	.00	.00	.00	.00	.00
601-49400-322	COMMUNICATIONS-POSTAGE	.00	.00	.00	.00	.00
601-49400-323	1/3 OF 2011 REV SHORTFALL-3 YR	.00	.00	.00	.00	.00
601-49400-324	2012 EXCESS MNTCE EXPENSE	.00	.00	.00	.00	.00
601-49400-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00	.00
601-49400-382	UTILITY SVC-WATER	.00	2,174.52	.00	(2,174.52)	.00
601-49400-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00	.00
601-49400-433	MISC.-DUES & SUBSCRIPTI	.00	.00	.00	.00	.00
601-49400-439	CONTINGENCY	.00	.00	.00	.00	.00
601-49400-590	CAPITAL OUTLAY-OTHER	.00	.00	.00	.00	.00
601-49400-602	IMPROVE BOND-PRINCIPAL	.00	12,500.00	.00	(12,500.00)	.00
601-49400-611	INTEREST EXPENSE	.00	.00	.00	.00	.00
601-49400-612	IMPROVEMENT BOND-INTEREST	.00	1,406.25	.00	(1,406.25)	.00
TOTAL WATER FUND EXPENSES		.00	16,080.77	.00	(16,080.77)	.00
<u>DEPRECIATION</u>						
601-49970-420	DEPRECIATION EXPENSE	.00	.00	.00	.00	.00
TOTAL DEPRECIATION		.00	.00	.00	.00	.00
<u>TOTAL FUND EXPENDITURES</u>						
		.00	16,080.77	.00	(16,080.77)	.00

CITY OF WOODLAND
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

WATER FUND				
	PERIOD	BUDGET	VARIANCE	% OF
	ACTUAL	AMOUNT		BUDGET
	YTD ACTUAL			
NET REVENUES OVER EXPENDITURES	1,226.52	(8,857.57)	.00	23,303.97
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

CITY OF WOODLAND
REVENUES/EXPENDITURES COMPARED TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SPECIAL ASSESSMENTS	10.00	364.95	.00 (364.95)	.0
WATER USAGE REVENUE	1,216.52	6,858.25	.00 (6,858.25)	.0
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	<u>1,226.52</u>	<u>7,223.20</u>	<u>.00 (</u>	<u>7,223.20)</u>	<u>.0</u>
<u>EXPENDITURES</u>					
TRANSFERS OUT	.00	.00	.00	.00	.0
WATER FUND EXPENSES	.00	16,080.77	.00 (16,080.77)	.0
DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>16,080.77</u>	<u>.00 (</u>	<u>16,080.77)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>1,226.52 (</u>	<u>8,857.57)</u>	<u>.00</u>	<u>8,857.57</u>	<u>.0</u>

CITY OF WOODLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
602-31801 SEWER SURCHARGE REV	.00	.00	.00	.00	.00
TOTAL TAXES	.00	.00	.00	.00	.00
<u>LICENSES & PERMITS</u>					
602-32260 SEWER PERMITS	.00	.00	.00	.00	.00
TOTAL LICENSES & PERMITS	.00	.00	.00	.00	.00
<u>SEWER USAGE REVENUE</u>					
602-34401 SEWER USE CHARGES	672.37	3,704.82	.00	3,704.82	.00
602-34402 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-34408 0	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	672.37	3,704.82	.00	3,704.82	.00
<u>SPECIAL ASSESSMENTS</u>					
602-36100 SP ASSMTS - 97 IMPROVE PROJECT	.00	.00	.00	.00	.00
602-36101 SA - PRINCIPAL PREPAYMENTS	.00	102.46	.00	102.46	.00
602-36102 SA - INTEREST PREPAYMENTS	.00	.00	.00	.00	.00
602-36103 SA - DELINQUENT UTILITIES	.00	209.66	.00	209.66	.00
602-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00
TOTAL SPECIAL ASSESSMENTS	.00	312.12	.00	312.12	.00
<u>SEWER USAGE REVENUE</u>					
602-37101 SEWER USE CHARGES	.00	.00	.00	.00	.00
602-37102 LATE CHARGES & PENALTIES	.00	.00	.00	.00	.00
602-37150 HOOKUP FEES	.00	.00	.00	.00	.00
602-37170 SEWER MAINTENANCE FEE	368.96	1,983.16	.00	1,983.16	.00
602-37171 SEWER ADMIN FEE	.00	.00	.00	.00	.00
602-37172 SEWER USER FEE	544.56	2,927.01	.00	2,927.01	.00
602-37270 SAC-CITY PORTION	.00	.00	.00	.00	.00
TOTAL SEWER USAGE REVENUE	913.52	4,910.17	.00	4,910.17	.00

CITY OF WOODLAND
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OTHER FINANCING SOURCES</u>					
602-39200 INTERFUND OPERATING TRANS	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
 TOTAL FUND REVENUE	 1,585.89	 8,927.11	 .00	 8,927.11	 .00

CITY OF WOODLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

		SEWER FUND			
		PERIOD		BUDGET	% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE
					BUDGET
<u>SEWER FUND EXPENSES</u>					
602-43200-106	SALARY	.00	.00	.00	.00
602-43200-122	FICA CONTRIBUTIONS	.00	.00	.00	.00
602-43200-123	MEDICARE CONTRIBUTIONS	.00	.00	.00	.00
602-43200-214	OPERATIONAL SUPP-FORMS/PR	.00	.00	.00	.00
602-43200-219	OPERATIONAL SUPPLIES-OTHE	.00	.00	.00	.00
602-43200-229	R&M SUPPLIES-OTHER	.00	.00	.00	.00
602-43200-303	ENGINEERING FEES	.00	.00	.00	.00
602-43200-309	PROFESSIONAL SVCS	3.50	6.75	.00 (6.75)
602-43200-310	SEWER-CONTRACTURAL	.00	.00	.00	.00
602-43200-319	EQUIPMENT MAINTENANCE-OTH	.00	.00	.00	.00
602-43200-322	COMMUNICATIONS-POSTAGE	.00	.00	.00	.00
602-43200-351	LEGAL NOTICES	.00	.00	.00	.00
602-43200-381	UTILITY SERVICES-ELECTRIC	.00	.00	.00	.00
602-43200-385	UTILITY SVC-SEWER	.00	4,102.53	.00 (4,102.53)
602-43200-400	REPAIR & MNTNCE-INFILTRATION	.00	.00	.00	.00
602-43200-404	R&M-MACHINERY & EQUIPMENT	.00	.00	.00	.00
602-43200-409	R&M CONTRACTURAL-OTHER	.00	.00	.00	.00
602-43200-420	SEWER-DEPRECIATION	.00	.00	.00	.00
602-43200-439	SEWER-CONTINGENCY	.00	.00	.00	.00
602-43200-530	CAPITAL OUTLAY-OTHER THAN	.00	.00	.00	.00
602-43200-602	IMPROVE BOND-PRINCIPAL	.00	17,529.55	.00 (17,529.55)
602-43200-611	ACCRUED INTEREST EXPENSE	.00	.00	.00	.00
602-43200-612	IMPROVE BOND-INTEREST	.00	1,870.45	.00 (1,870.45)
602-43200-720	OPERATING TRANSFERS	.00	.00	.00	.00
602-43200-770	DEPRECIATION EXPENSE	.00	.00	.00	.00
TOTAL SEWER FUND EXPENSES		3.50	23,509.28	.00 (23,509.28)
<u>DEPRECIATION</u>					
602-49970-420	DEPRECIATION EXPENSE	.00	.00	.00	.00
TOTAL DEPRECIATION		.00	.00	.00	.00
<u>TOTAL FUND EXPENDITURES</u>					
		3.50	23,509.28	.00 (23,509.28)
<u>NET REVENUES OVER EXPENDITURES</u>					
		1,582.39	(14,582.17)	.00	32,436.39

CITY OF WOODLAND
REVENUES/EXPENDITURES COMPARED TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	.00	.00	.0
LICENSES & PERMITS	.00	.00	.00	.00	.0
SEWER USAGE REVENUE	672.37	3,704.82	.00 (3,704.82)	.0
SPECIAL ASSESSMENTS	.00	312.12	.00 (312.12)	.0
SEWER USAGE REVENUE	913.52	4,910.17	.00 (4,910.17)	.0
OTHER FINANCING SOURCES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	<u>1,585.89</u>	<u>8,927.11</u>	<u>.00 (</u>	<u>8,927.11)</u>	<u>.0</u>
<u>EXPENDITURES</u>					
SEWER FUND EXPENSES	3.50	23,509.28	.00 (23,509.28)	.0
DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	<u>3.50</u>	<u>23,509.28</u>	<u>.00 (</u>	<u>23,509.28)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>1,582.39</u> (<u>14,582.17</u>)	<u>.00</u>	<u>14,582.17</u>	<u>.0</u>

CITY OF WOODLAND
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2015

AGENCY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL AID</u>						
801-33610	STATE/COUNTY AID	.00	.00	.00	.00	.00
	TOTAL INTERGOVERNMENTAL AID	.00	.00	.00	.00	.00
<u>SPECIAL ASSESSMENTS</u>						
801-36102	INTEREST INCOME	.00	.00	.00	.00	.00
	TOTAL SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00
<u>OTHER FINANCING SOURCES</u>						
801-39200	INTERFUND TRANSFER	.00	.00	.00	.00	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
	TOTAL FUND REVENUE	.00	.00	.00	.00	.00
	NET REVENUES OVER EXPENDITURES	.00	.00	.00	.00	.00

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 9, 2015

Informational
Report

TO: Honorable Mayor and Members of the City Council
FROM: Kathryn McCullum, City Clerk
SUBJECT: Informational Report

FEBRUARY, 2015 POLICE REPORT

The February, 2015 Police Report is attached. Please remember that this information is confidential.

2015 PERMIT ACTIVITY REPORT

The year to date permit activity report is attached for Council information.

**Building Permit Revenue* - The City's building inspection services are provided by the City of Minnetonka, and the City of Deephaven pays for all related costs. The City of Deephaven staff processes the permits for the City of Woodland and Woodland reimburses Deephaven using the following formula (in place since 2007):

- The first \$10,000 in Woodland building permit fees is retained by the City of Deephaven and the balance of the fees are split 60% to Woodland and 40% to Deephaven. The payments go toward Deephaven staff time for permit processing and Minnetonka building inspection costs.

The design of the building permit formula enables Woodland to retain a portion of its building permit revenue and also reimburses Deephaven for staff time and inspection services provided to Woodland. Over the last five years, Woodland's share of its building permit revenue has averaged \$15,001 per year and Deephaven's share of Woodland's building permit revenue has averaged \$12,916 per year after deducting fees paid to the City of Minnetonka for inspection services. Example: In 2013, the total permit revenue was \$60,402. Woodland's share was \$30,241 and Deephaven's share was \$22,191 after full payment to the City of Minnetonka for plan review and inspection services.

*Additional information provided for new Council Member Weiner.

“SKY” OR “CHINESE WISH” LANTERNS

On February 25th, staff received an unusual request for a permit to allow the release of sky lanterns at an upcoming wedding rehearsal dinner that will be held in the City of Woodland. Sky lanterns are used for special occasions and have become more popular for celebrations, including weddings. However, officials have indicated that the lanterns technically follow the same guidelines as fireworks. State Statute 424.20 indicates that the term “*Fireworks*” includes “*the type of balloons which require fire underneath to propel them*”. Fire Chief Kevin Klapprich has forwarded the attached memorandum from the State Fire Marshal that explains the specific issues in regard to the lanterns.

2015 PERMIT ACTIVITY

CITY OF WOODLAND

Report Period: Year to Date

Month Permit Issued	Type of Permit	Permit Number	Job Address	Value of Job	Permit Fee	Type of Job
January	Building	215001	2400 Cedar Point Drive	\$2,200,000.00	\$15,511.44	New Single Family Home Remodel Demo
February	Building	215002	17819 Maple Hill Road	\$186,000.00	\$2,439.33	
February	Building	215003	2840 Inner Road	\$4,300.00	\$116.25	
Yearly Building Permit Total		3		\$2,390,300.00	\$18,067.02	
January	Electrical	215001	17750 Maple Hill Road	\$3,039.00	\$79.73	200 Amp Service
January	Electrical	215002	2515 Cedar Point Drive	\$25,000.00	\$541.25	Wire New Home
February	Electrical	215003	17819 Maple Hill Road	\$20,000.00	\$441.25	Kitchen and Bath Remodel
February	Electrical	215004	2859 Gale Road	\$300.00	\$40.00	Add Outlet
February	Electrical	215005	2805 Stone Arch Road	\$5,000.00	\$128.75	New Wiring
Yearly Electrical Permit Total		5		\$53,339.00	\$1,230.98	
January	Heating	215001	2830 Breezy Heights Road	\$450.00	\$40.00	Gas Line for Grill
February	Heating	215002	2805 Stone Arch Road	\$4,470.40	\$96.91	Fireplace
February	Heating	215003	17819 Maple Hill Road	\$4,500.00	\$97.50	Heating Additions
February	Heating	215004	2665 Woolsey Lane	\$35,700.00	\$744.00	Central System
February	Heating	215005	2825 Maplewood Circle East	\$1,910.00	\$40.00	Fireplace
February	Heating	215006	2515 Cedar Point Drive	\$8,000.00	\$100.00	Furnace Replacement
Yearly Heating Permit Total		6		\$55,030.40	\$1,118.41	
February	Plumbing	215001	2805 Stone Arch Road	\$10,500.00	\$85.00	10 Fixtures
February	Plumbing	215002	2665 Woolsey Lane	\$50,000.00	\$204.00	24 Fixtures
February	Plumbing	215003	2540 Cedar Point Road	\$4,000.00	\$40.00	Water Softner/Iron Filters
Yearly Plumbing Permit Total		3		\$64,500.00	\$329.00	
Year to Date		17		\$2,563,169.40	\$20,745.41	

Number of Permits Issued in January - 4
 Number of Permits Issued in February - 13
 Number of Permits Issued in March -
 Number of Permits Issued in April -
 Number of Permits Issued in May -
 Number of Permits Issued in June -

Number of Permits Issued in July -
 Number of Permits Issued in August -
 Number of Permits Issued in September -
 Number of Permits Issued in October -
 Number of Permits Issued in November -
 Number of Permits Issued in December -



Alcohol and
Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



State Fire Marshal

444 Cedar Street • Suite 145 • Saint Paul, Minnesota 55101-5145
Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555
www.dps.state.mn.us

DATE: July 31, 2012

TO: Minnesota Retailers Association
400 Robert St N # 1540
Saint Paul, MN 55101

As Minnesota State Fire Marshal, I'm submitting this open letter to your members and asking you to share it with them in the interest of safety and property preservation.

Summertime in Minnesota brings more outdoor weddings, celebrations and cultural events. Often, these events include the use of items defined by Minnesota law as fireworks.

Some fireworks retailers sell items called "Sky Lanterns" or "Celebration Lanterns." They require heat from a candle to raise them skyward, where they blow out of sight and land wherever fate drops them. The devices are illegal in Minnesota because they pose a distinct fire and safety threat to buildings, homes, natural settings and livestock.

When Minnesota fireworks law was revised in 2002 to legalize non-explosive, non-aerial fireworks, sky lanterns remained unlawful for consumer use. Minnesota Statute 624.20 Subdivision 1 (a) describes them in a list of illegal items as "...the type of balloons which require fire underneath to propel them."

Minnesota Statute 624.21 states in part that: "Except as otherwise provided in sections [624.20](#) to [624.25](#), it shall be unlawful for any person to offer for sale, expose for sale, sell at retail or wholesale, possess, advertise, use, or explode any fireworks."

Minnesota Statute 624.25 (3) states that: "Any person violating the provisions of sections [624.20](#) to [624.24](#) ... may be sentenced to imprisonment for not more than 90 days, or to payment of a fine of not more than \$1,000, or both."

While the statutes are not simple to sort out, the bottom line is this: *It is illegal to sell or use sky lantern devices within the state of Minnesota.*

At present, the State Fire Marshal Division is not actively confiscating these items or seeking legal action against retailers who have sold them in the past, but instead is providing information to retailers so they can voluntarily remove these items from their shelves. Consumers who have already purchased sky lanterns should be encouraged to return them for refund or dispose of them safely without using them.

For more information on Minnesota fireworks law, visit the Minnesota State Fire Marshal Division website at: <https://dps.mn.gov/divisions/sfm/programs-services/Pages/Fireworks-Information.aspx>

A handwritten signature in black ink, appearing to read "Larry Landahl".