

AGENDA  
CITY COUNCIL  
CITY OF WOODLAND



MONDAY, NOVEMBER 9, 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 October 12, 2015 City Council Minutes
- B. Resolution No. 36-2015 Adopting the Amended Emergency Management Plan
- C. Resolution No. 37-2015 approving requests from Butch Sprenger for the property located at 2840 Inner Road for:
  - 1) Variances to encroach into the required front yard setback; south side yard setback and required structure separation along the rear property line; and
  - 2) Conditional Use Permit for the placement of impervious surface above forty percent for the construction of a new single family home.

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. 38-2015 authorizing execution of an agreement between the City of Woodland and the City of Wayzata for fire protection services.

- B. Resolution No. 34-2015 authorizing the transfer of excess funds from the 2015 General Fund Budget to the Street Improvement Fund
  - C. Review of the City of Woodland Enterprise Fund
  - D. Resolution No. 39-2015 authorizing execution of a Letter of Engagement between Abdo, Eick & Meyers for audit services for 2015, 2016, and 2017
  - E. Authorization for the Mayor to execute an agreement between the City of Woodland and Cornerstone Industries, Inc. for snow plowing, mowing, and brush trimming services for the remainder of 2015 and all of 2016.
- 7. OLD BUSINESS
  - 8. MAYOR'S REPORT
  - 9. COUNCIL REPORTS
    - A. Carlson –Enterprise Finance and Operations, Intergovernmental Relations, and MCWD
    - B. Massie – Road right-of-way 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 December 14, 2015

MINUTES  
CITY COUNCIL  
CITY OF WOODLAND



MONDAY, OCTOBER 12, 2015

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Staff Present: Zoning Coordinator, Dale Cooney and City Clerk, Kathyne McCullum

Guests Present: County Commissioner Jan Callison, Woodland property owners Butch and Liz Sprenger

3. CONSENT AGENDA

A. Approval of the September 14, 2015 City Council Minutes

B. Resolution No. 36-2015 Adopting the Amended Emergency Management Plan

Item B was removed from the Consent Agenda by consensus, to be placed on the November 9, 2015 agenda for consideration.

Newberry moved, seconded by Weiner to approve Consent Agenda Item A as presented. Motion carried 5-0.

4. PUBLIC COMMENT – None

5. PRESENTATION

A. Presentation from Jan Callison, Hennepin County Commissioner

Mayor Doak introduced Hennepin County Commissioner Jan Callison.

Ms. Callison provided an update on the following items:

*County Road 101*

- County Road 101 will be open from Minnetonka Boulevard to McGinty Road in late fall, 2015

- The railroad bridge in Wayzata is expected to be open to through traffic in late summer, 2016
- The work on the curve at Breezy Point Road will stop during the winter months and will resume in the spring of 2016
- There will be a smoother, gentler curve and a turn lane added at Breezy Point Road

*Hennepin County Budget/Levy*

- There will be a 4.5% County property tax increase
- The increase reflects changes to state programming including Medicaid expansion and child protection, with some state programming changes that are unfunded mandates
- There has been an increase in demand for services from the County
- There were changes in the ways to become eligible for programs which resulted in more people qualifying for services
- There has been an increase in the elderly population who have become eligible County aid, resulting in more people participating in County programs
- There were seven County funded healthcare clients in the City of Woodland in 2014, up from three clients in 2013

6. PUBLIC HEARINGS

A. Public Hearing regarding requests from Butch Sprenger for the property located at 2840 Inner Road for:

- 1) Variances to encroach into the required front yard setback; south side yard setback and required structure separation along the rear property line; and
- 2) Conditional Use Permit for the placement of impervious surface above forty percent for the construction of a new single family home.

Mayor Doak introduced the applicants, Butch and Liz Sprenger.

Zoning Coordinator Cooney presented the staff report and stated that he recommended approval of the variances and conditional use permit. Mr. Cooney presented the City Engineer's written recommendation to the Council. The Groveland Homeowners Association has reviewed and approved the proposed home's plan. There have been no comments from neighbors.

Mayor Doak opened the public hearing.

The applicants stated agreement with the staff recommendation.

Mayor Doak noted that there is a sliding glass door shown on the plan, but there are no steps to the ground depicted on the plan.

Mr. Sprenger stated that he was aware of the hardsurface cover restrictions and would be placing wood steps. It was his understanding that steps are allowed and would not add to the hardsurface calculation.

Mayor Doak thought that a condition of approval should be added that requires the submission of a revised drawing that shows the steps prior to final approval of the resolution by the City Council.

The public hearing was closed.

Mayor Doak thought that the proposal was a significant improvement over the previous house. He noted his concern that the applicant removed the existing house and left the vacant lot in poor condition.

Mayor Doak explained the City expectations that the property and surrounding roads must be kept clean and orderly during the entire time of construction.

Council Members stated support for the proposal.

Newberry moved, seconded by Carlson to accept the recommendation of staff and approve the application for variances for Woodland Ordinance Sections 900.09 (3): to encroach 3 feet into the required 15 feet, 4 ¾ inch front yard setback, to encroach 1 foot into the required 10 foot south side yard setback, and to encroach 2 feet, 11 inches into the required 20 foot structure separation, as presented for the proposed single family home at 2840 Inner Road based upon the following findings:

- a. The variance will be in harmony and in keeping with the spirit and intent of the zoning ordinance:

Section 900.01 outlines the purpose and intent of the ordinance as the principal means of attaining the goals and standards set forth in Woodland's Comprehensive Plan, including preservation of open space, scenic views, natural topography and habitat, wetlands, lakes, indigenous vegetation and trees, and rehabilitation of existing housing units on their present location.

The proposal seeks to remove an existing non-conforming structure and replace it with a new non-conforming structure that has a similar footprint to the previously existing house. The proposal would also reduce the hardcover on the property by 19% from previous conditions.

- b. The variance request is consistent with the Comprehensive Plan:

The request is consistent with the Comprehensive Plan in that it maintains the single family nature of the neighborhood.

- c. The proposal puts the property to use in a reasonable manner:

The proposal put the property to a reasonable use by replacing an existing home constructed in 1919 with a single family house that has a similar footprint to the previously existing house and that also includes a one car garage.

- d. There are circumstances unique to the property not created by the landowner:

At 2,765 square feet, the subject property is the second smallest parcel within the Assembly Grounds which limits the ability to construct within the required setbacks. The applicant is reducing two of the four existing encroachments, while maintaining reasonable setbacks along the other two lot lines.

Also, the previous structure did not have a garage, and the addition of a garage on the proposed structure requires an enlarged footprint making it difficult to comply with the required setbacks.

- e. The variance(s) will not alter the essential character of the locality:

The essential character of the neighborhood would not be impacted by the proposal since the home is only a modest increase from the previous conditions, and is modest in scale compared with recent newly constructed homes in the Assembly Grounds. Additionally, the plan has been reviewed and approved by the Groveland Homeowners Association.

Newberry moved, seconded by Carlson to accept the recommendation of staff and approve the application for a Conditional Use Permit to exceed the maximum permitted impervious surface area of 40% by 3.92%, for an overall impervious surface area on the property of 43.92% as presented for the proposed single family home at 2840 Inner Road. The request meets the requirements for approval outlined in Section 900.15 (3) which are outlined in the following findings:

- a. the proposed home will enhance the general character of the community;
- b. the magnitude of the proposed alteration is consistent with the surrounding area;
- c. there would be no negative impacts on the use and enjoyment of surrounding properties;

- d. the amount of impervious surfaces will be reduced by 19% from previous conditions;
- e. the location of the proposed house is further away from two of the three adjacent structures than the previous home; the proposed house is only one foot closer to the third adjacent home;
- f. there would be no effect on the light and visibility available to the adjoining properties;
- g. there would be minimal impact of the existing vegetation;
- h. the proposal would not have a negative impact on property values; and
- i. there are no concerns related to fire safety in regards to the proposal.

With the following condition:

1. The applicant submit revised plans that show the steps at the sliding glass door egress prior to final approval of the resolution by the City Council.

Motion carried 5-0.

Council Member Carlson asked the applicant to work with the Minnehaha Creek Watershed District if drainage becomes an issue. She suggested the addition of a rain garden if there are drainage concerns.

Mayor Doak reminded the applicant of the City's construction process, including but not limited to, an as-built foundation survey upon completion of work to the foundation, an as-built survey of the building, and an as-built grading survey.

*Discussion relating to the light house at 2400 Cedar Point Drive*

The Council briefly discussed the presence of a light house (lawn ornament) on the Cedar Point Drive peninsula. Mayor Doak explained that according to the City Attorney, the object must be viewed as either a "structure" or "art". If it is a structure, it must meet ordinance standards. If it is art, it is not regulated by City ordinance. Cooney added that if the function of the object is decorative and as it is not usable, it would be considered art. The City Attorney opined that the object is "art".

Mayor Doak indicated that the brightness and beam of light at the top of the light house can be regulated by the City. He noted that a letter was sent to the property owner indicating that the light must conform.

- B. Items pertaining to delinquent sewer and water charges
  1. Public Hearing relating to delinquent sewer and water charges

2. Resolution No. 30-2015 directing delinquent water and sewer charges be placed on the 2016 property tax rolls

Mayor Doak opened the public hearing. No one wished to speak. The public hearing was closed.

Massie moved, seconded by Carlson to adopt Resolution No. 30-2015 directing delinquent water and sewer charges be placed on the 2016 property tax rolls. Motion carried 5-0.

7. NEW BUSINESS - None

8. OLD BUSINESS - None

9. MAYOR'S REPORT

Mayor Doak stated that the deer harvest permit is moving ahead and a permit from the Department of Natural Resources is expected to be obtained by the end of the month.

Mayor Doak commended City Clerk McCullum for her excellent management of the City's website.

10. COUNCIL REPORTS

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

Council Member Carlson stated that the Watershed District management and community relations have improved. She noted that the District has been doing a better job at reaching out to communities and the District's Policy Committee has been very engaged and is making progress.

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

Council Member Massie stated that the renovated French drain on Maplewood Circle appears to be working well. He noted that the water still pools, as expected, but it seeps into the ground much quicker.

- C. Newberry – Ordinances, Septic Ordinance, and Inspections – None

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

Council Member Weiner said that she will be in contact with the Police Chief to talk to him about the updated Emergency Management Plan before its consideration by the Council in November.

11. ACCOUNTS PAYABLE

Newberry moved, seconded by Weiner to approve the Accounts Payable as presented. Motion carried 5-0.

12. TREASURER'S REPORT

Carlson moved, seconded by Massie to approve the Treasurer's Report as presented.  
Motion carried 5-0.

13. ADJOURNMENT

The meeting adjourned by consensus at 8:15 p.m.

ATTEST:

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Kathryne A. McCullum, City Clerk

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James S. Doak, Mayor



## Deephaven Police Department

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CORY JOHNSON

Chief of Police

20225 Cottagewood Road

(952)474-7555 Office

Deephaven, MN 55331

(952)474-4564 Fax

**October 12, 2015**

**TO: Honorable Mayor Doak  
Woodland City Council**

**CC: Kathy McCullum, City Administrator**

**FROM: Chief Cory Johnson**

**RE: Lake Minnetonka Emergency Management Plan**

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Over the past eight months, the Lake Minnetonka Emergency Management Group has been working on updating our Emergency Operations Plan (EOP). We have completed the final revisions and it has been distributed to all jurisdictions involved in our emergency management group. The changes to the plan include three new annexes: Domestic and Exotic Animal Directory, Terrorism, and Volunteer/Donations, along with other updates such as name changes and several minor grammatical changes.

You will find a copy of the Emergency Management Operations Plan in digital format at the October 12, 2015 Council meeting. For some of you this is new and you have never seen this plan. I encourage you to review the disc. The plan covers how we will operate in the event of an emergency. This is your copy. Please keep it in a safe place and please keep this information confidential.

Attached to this memo is a resolution asking for your acceptance of the Lake Minnetonka Emergency Management Operations Plan. We would ask the City Council to approve the resolution accepting the changes to the plan and authorizing the Mayor and City Clerk to sign the resolution accepting the changes.

If you have any questions, please feel free to contact me.

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF NOVEMBER 9, 2015

**Agenda Item 3. C.**

**Consent Agenda**

TO: Honorable Mayor and Members of the City Council

FROM: Kathryne McCullum, City Clerk

SUBJECT: Resolution No. 37-2015 approving requests from Butch Sprenger for the property located at 2840 Inner Road for:

- 1) Variances to encroach into the required front yard setback; south side yard setback and required structure separation along the rear property line; and
- 2) Conditional Use Permit for the placement of impervious surface above forty percent for the construction of a new single family home.

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**Background**

On October 12, 2015, the City Council approved the request for variances and Conditional Use Permit for the property located at 2840 Inner Road. The Council added a condition of approval that the applicant submit revised plans that show the steps at the double entry door prior to final approval of the resolution by the City Council. The applicant submitted a revised plan with his building permit application.

**Recommendation**

Adopt Resolution No. 37-2015 approving requests from Butch Sprenger for the property located at 2840 Inner Road for:

- 1) Variances to encroach into the required front yard setback; south side yard setback and required structure separation along the rear property line; and
- 2) Conditional Use Permit for the placement of impervious surface above forty percent for the construction of a new single family home.

**CITY OF WOODLAND**

Meeting Date: November 9, 2015  
Motion:

Resolution No. 37-2015  
Second:

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**IN RE:** The application of Butch Sprenger for a Variance and a Conditional Use Permit for the construction of a new single family home at 2840InnerRoad, Woodland, Minnesota (PID No. 07-117-22-44-0164)

**LEGAL:** LOT 22 AND S 4 FT OF LOT 21, BLOCK 001, METHODIST LAKESIDE ASSEMBLY IN WOODLAND

**WHEREAS,** the applicant has made application to the City for Variance to encroach into the required front and south side yard setbacks; and

**WHEREAS,** the applicant has made application to the City for a Variance to encroach into the minimum required rear structure separation in the Groveland Assembly Grounds; and

**WHEREAS,** the applicant has made application to the City for an Conditional Use Permit to exceed the maximum permitted impervious surface area in the Groveland Assembly Grounds for the construction of a new single family home; and

**WHEREAS,** notice of public hearing was published; notice given to neighboring property owners; and a public hearing held before the City Council to consider the application; and

**WHEREAS,** public comment was taken at the public hearing before the City Council on October 12, 2015; and

**WHEREAS,** the City Council has received the staff report, and considered the application and comments of the applicant and the public.

**NOW, THEREFORE,** the City Council of the City of Woodland, Minnesota does hereby make the following:

**FINDINGS OF FACT**

That the real property located at 2840Inner Road, Woodland, Minnesota (PID No. 07-117-22-44-0164) is a single lot of record located within the R-GResidential Groveland zoning district. This property is used for single family residential purposes.

1. The applicant submitted an application for a Variance to encroach into the minimum required front yard setback.

Ordinance Section 900.09(3)(b) requires states that the minimum front yard is the yard created by a straight line drawn between the fronts of the dwellings on the adjoining lots, or the front yard of the adjoining dwelling if there is only one adjoining dwelling, or 15 feet if there are no adjoining dwellings. The required setback, based on the front of the dwellings on the adjoining lots, is 15 feet, 4 ¾ inches. Applicant proposes a front setback of 12 feet, 4 ¾ inches and is requesting a variance to encroach 3 feet into the required front yard setback.

The low area of the front stoop encroaches three feet into the front setback. The steps leading to the stoop are an allowed encroachment. The taller portions of the structure (the cantilever and the main body of the house) do not encroach into the required front setback.

2. The applicant submitted an application for a variance to encroach into the minimum required south side yard setback.

Ordinance Section 900.09(3)(a) requires a side yard setback of 10 feet. The applicant proposes south side yard setback of 9 feet for the proposed single family home and is requesting a variance to encroach 1 foot into the required south side yard setback.

The overall side yard setbacks for the property are improved for the proposed structure. The combined setbacks for the proposed house are 19 feet (10 feet on the north side, and 9 feet on the south side). The previous home had combined side setbacks of 18 feet (6 feet, 6 inches on the north side and 11 feet, 6 inches on the south side). The proposed home is more centered within the lot lines than the previous house.

3. The applicant submitted an application for a variance to encroach into the minimum setback from the nearest structure on an adjoining lot.

Ordinance Section 900.09 (3)(a) requires a minimum setback from the nearest structure on an adjoining lot of 20 feet. The applicant proposes a structure separation along the rear (west) property line of 17 feet, 1 inches for the proposed single family home and is requesting a variance to encroach 2 feet, 11 inches into the required structure separation setback.

The proposed structure would be 9 feet 8 inches from the lot line. The previous house was as close at 6 feet, 7 inches from the lot line. The proposed structure increases the rear yard setback and structure separation by approximately 2 feet.

4. The applicant submitted an application requesting a conditional use permit for an impervious surface area of 43.92%.

Ordinance Section 900.10(2) permits a maximum impervious surface area of 45 percent of the lot area for lots less than 16,500 square feet serviced by municipal water and sanitary sewer with the issuance of a conditional use permit. The applicant proposes an impervious surface area of 43.92%.

The property previously had an impervious surface area of 62.53%. The applicant proposes to greatly reduce the hardcover on the property from previously existing conditions.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Woodland, Minnesota:

**FINDINGS BASED ON THE REVIEW AND APPROVAL PROCESS IN SECTIONS 900.14 AND 900.10 OF THE ORDINANCE:**

Councilmember Newberry moved the council accept the recommendation of staff to approve the application for variances of Woodland Ordinance Section 900.09: to encroach 3 feet into the required 15 feet, 4 3/4 inch front yard setback, to encroach 1 foot into the required 10 foot south side yard setback, and to encroach 2 feet, 11 inches into the required 20 foot structure separation; and the application for a Conditional Use Permit to exceed the maximum permitted impervious surface area of 40% by 3.92%, for an overall impervious surface area on the property of 43.92%, as presented for the proposed single family home at 2840 Inner Road, subject to the following conditions:

- That the proposed house plans be updated to show the steps that provide access to the double entry doors on the north side of the house.

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

- a) Section 900.01 outlines the purpose and intent of the ordinance as the principal means of attaining the goals and standards set forth in Woodland's Comprehensive Plan, including preservation of open space, scenic views, natural topography and habitat, wetlands, lakes, indigenous vegetation and trees, and rehabilitation of existing housing units on their present location.

The proposal seeks to remove an existing non-conforming structure and replace it with a new non-conforming structure that has a similar footprint to the previously existing house. The proposal would also reduce the hardcover on the property by 19% from previous conditions.

- b) The request is consistent with the Comprehensive Plan in that it maintains the single family nature of the neighborhood.

The proposal puts the property to a reasonable use by replacing an existing home constructed in 1919 with single family house that has a similar footprint to the previously existing house and that also includes a one car garage.

There are circumstances unique to the property not created by the landowner. At 2,765 square feet, the subject property is the second smallest parcel within the Assembly Grounds which limits the ability to construct within the required setbacks. The applicant is

reducing two of the four existing encroachments, while maintaining reasonable setbacks along the other two lot lines.

The essential character of the neighborhood would not be impacted by the proposal since the home is a modest increase from previous conditions, and is modest in scale compared with recent newly constructed homes in the assembly grounds. Additionally, the plan has been reviewed and approved by the Groveland Homeowners Association.

**CONDITIONAL USE FINDINGS BASED ON THE REVIEW AND APPROVAL PROCESS IN SECTION 900.10 OF THE ORDINANCE:**

- (a) the proposed home will enhance the general character of the community;
- (b) the magnitude of the proposed alteration is consistent with the surrounding area;
- (c) there would be no negative impacts on the use and enjoyment of surrounding properties;
- (d) the amount of impervious surfaces will be reduced by 19% from previous conditions;
- (e) the location of the proposed house is further away from two of the three adjacent structures than the previous home; the proposed house is only one foot closer to the third adjacent home;
- (f) there would be no effect on the light and visibility available to the adjoining properties;
- (g) there would be minimal impact of the existing vegetation;
- (h) the proposal would not have a negative impact on property values; and
- (i) there are no concerns related to fire safety in regards to the proposal.

Councilmember Carlson seconded the motion. Motion carried 5-0.

Adopted by the City Council based 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 November 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 9<sup>th</sup> day of November, 2015.

Attest: \_\_\_\_\_

Kathryn A. McCullum, City Clerk

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF NOVEMBER 9, 2015

<b>Agenda Item 6. A.</b>
<b>New Business</b>

TO: Honorable Mayor and Members of the City Council

FROM: Kathryne McCullum, City Clerk

SUBJECT: Resolution No. 38-2015 authorizing execution of an agreement between the City of Woodland and the City of Wayzata for fire protection services.

**Background**

The City of Woodland has had an agreement with the City of Wayzata for the provision of fire services for many years. The Fire Protection Agreement is attached and is unchanged from past years.

The annual service charge for fire protection services is based on the percentage of calls in Woodland for the preceding three-year period. The following is a breakdown of calls from June 1, 2012 to May 31, 2015:

<b>Dates</b>	<b>Calls in Woodland</b>	<b>Other Calls</b>	<b>Total Calls</b>
June 1, 2012 – May 31, 2013	12	271	287
June 1, 2013 – May 31, 2014	13	267	280
June 1, 2014 – May 31, 2015	16	300	316
<b>Totals</b>	<b>45 (5.10%)</b>	<b>838 (94.90%)</b>	<b>883</b>

2015 Fire Department Operating Budget

\$431,249 x 5.10% \$21,994

Less difference in 2014 budget to actual \$6,249 x 4.73% -\$296

**2016 Fire Contract Amount** **\$21,698**

<b>Previous Budgeted Amounts</b>			
<b>Year</b>	<b>Fire Department Budget</b>	<b>Percent of Woodland Calls</b>	<b>Woodland Annual Expense</b>
2015	\$395,855	4.73%	\$17,316
2014	\$421,985	5.27%	\$22,239
2013	\$397,528	5.26%	\$20,429
2012	\$388,358	5.25%	\$20,388
2011	\$386,100	6%	\$23,166
2010	\$391,800	6%	\$23,508
2009	\$349,781	6%	\$25,653
2008	\$293,900	6%	\$20,987

**Recommendation**

Motion to adopt Resolution No. 38-2015 authorizing the execution of an agreement between the City of Woodland and the City of Wayzata for fire protection services.

**CITY OF WOODLAND**

Meeting Date: November 9, 2015

Resolution No. 38-2015

Motion:

Second:

**RESOLUTION NO. 38-2015 AUTHORIZING EXECUTION OF AN AGREEMENT  
BETWEEN THE CITY OF WOODLAND AND THE CITY OF WAYZATA  
FOR FIRE PROTECTION SERVICES**

**WHEREAS**, the City of Woodland has had an agreement with the City of Wayzata for the provision of fire services for many years; and

**WHEREAS**, the annual service charge for fire protection services is based on the percentage of calls in Woodland for the preceding three-year period; and

**WHEREAS**, during the term of the agreement, the City of Wayzata shall furnish fire fighting services to the City of Woodland; and

**WHEREAS**, the City of Wayzata shall provide services during the period beginning midnight, January 1, 2015 and expiring one minute before midnight on December 31, 2016; and

**WHEREAS**, payments shall be made by the City of Woodland to the City of Wayzata on a biannual basis in January, 2016 and July 2016; and

**WHEREAS**, the City of Woodland does not maintain a fire department and desires to purchase fire protection services from the City of Wayzata.

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby adopts Resolution No. 38-2015 authorizing the execution of an agreement between the City of Woodland and the City of Wayzata for fire protection services based 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 November 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 9<sup>th</sup> day of November, 2015.

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

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF NOVEMBER 9, 2015

**Agenda Item 6. B.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Resolution No. 34-2015 authorizing the transfer of surplus funds from the 2015 General Fund Budget to the Street Improvement Fund

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**Transfer of Funds**

As Council members know, the Breezy Point mill and overlay project occurred in early 2015 with a cost of approximately \$78,000. Because of the cost of this project, the Street Improvement Fund has been somewhat depleted. Last year, the City Council adopted a resolution approving the transfer of excess funds from the General Fund to the Street Improvement Fund to provide for an adequate fund balance for the following year's street improvements.

In September, the City Council approved the Preliminary Budget and at that time, discussed the potential of transferring the 2015 surplus funds to the 2016 Street Fund. Staff reviewed this proposal with the City's auditor who said that the Council may authorize the transfer of surplus funds by resolution at this time and the funds may be transferred when the actual amount is determined at year-end. If the attached resolution is approved at this time, the Council will be notified of the exact amount prior to any funds transfer.

The Council is requested to discuss the potential of the transfer of funds and adopt the attached resolution if it finds the transfer acceptable.

**Recommendation**

Adopt Resolution No. 34-2015 authorizing the transfer of surplus funds from the 2015 General Fund Budget to the Street Improvement Fund.

**CITY OF WOODLAND**

Meeting Date: November 9, 2015

Resolution No. 34-2015

Motion:

Second:

**RESOLUTION NO. 34-2015 AUTHORIZING THE TRANSFER OF SURPLUS FUNDS FROM THE 2015 GENERAL FUND BUDGET TO THE STREET IMPROVEMENT FUND**

**WHEREAS**, the City Council has expressed interest in securing additional funds in the Street Improvement Fund; and

**WHEREAS**, the General Fund will have surplus funds at the end of 2015; and

**WHEREAS**, Council policy allows for excess funds to be transferred from the General Fund to the Street Improvement Fund; and

**WHEREAS**, any excess funds that are found and confirmed by the 2015 audit shall be transferred from the General Fund to the Street Improvement fund after the audit is completed.

**NOW, THEREFORE, BE IT RESOLVED** that the Woodland City Council authorizes the transfer of surplus funds from the 2014 General Fund Budget to the Street Improvement Fund based 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 November 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 9<sup>th</sup> day of November, 2015.

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

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF NOVEMBER 9, 2015

**Agenda Item 6. D.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathryn McCullum, City Clerk

SUBJECT: Resolution No. 39-2015 authorizing execution of a Letter of Engagement between the City of Woodland and Abdo, Eick & Meyers, LLP for audit services for 2015, 2016, and 2017

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**Background**

The City of Woodland has contracted with Abdo, Eick, & Meyers, LLP (Abdo) for the annual financial audits. Abdo has proposed a three year engagement, consistent with the previous contracts. The 2012, 2013, and 2014 annual audits were at a cost of \$11,000. The proposal includes an increase to \$11,200 for 2015, 2016, and 2017.

**Recommendation**

Motion to adopt Resolution No. 39-2015 authorizing the execution of a Letter of Engagement between the City of Woodland and Abdo, Eick, and Meyers.

**CITY OF WOODLAND**

Meeting Date: November 9, 2015  
Motion:

Resolution No. 39-2015  
Second:

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**RESOLUTION NO. 39-2015 AUTHORIZING THE EXECUTION OF A  
LETTER OF ENGAGEMENT  
BETWEEN THE CITY OF WOODLAND AND ABDO, EICK, AND MEYERS, LLP FOR AUDIT  
SERVICES FOR 2015, 2016, AND 2017**

**WHEREAS**, the City of Woodland is required by the State of Minnesota to conduct an annual audit of their financial statements for revenues and expenditures for general obligations; and,

**WHEREAS**, the City of Woodland has worked with Abdo, Eick, and Meyer, LLP over the past years to conduct the annual financial audits; and

**WHEREAS**, the City of Woodland desires to extend their agreement for auditing services with the independent auditing firm of Abdo, Eick and Meyers, LLP, Certified Public Accountants and Consultants; and,

**WHEREAS**, the City of Woodland’s financial statements will be prepared under the regulatory basis of accounting and budget laws of the State of Minnesota by the firm of Abdo, Eick and Meyers, LLP

**NOW, THEREFORE, BE IT RESOLVED** that the Woodland City Council authorizes execution of the Letter of Engagement for auditing services with Abdo, Eick and Meyers, LLP for the years ended December 31, 2015, 2016, and 2017, and that the Woodland City Council hereby authorizes the Mayor or City Clerk to execute the letter on behalf of the City of Woodland based 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 November 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 9<sup>th</sup> day of November, 2015.

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

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF NOVEMBER 9, 2015

<b>Agenda Item 6. E.</b>
<b>New Business</b>

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Authorization for the Mayor to execute an agreement between the City of Woodland and Cornerstone Industries, Inc. for snow plowing, mowing, and brush trimming services for the remainder of 2015 and all of 2016.

**Background**

The City has used Cornerstone Industries for snow plowing, mowing, and brush trimming services for many years and has been very satisfied with the company's performance.

2014/2015 Costs		2015/2016 Costs	
One-ton truck with v or scoop plow	\$ 68/hour	One-ton truck with v or scoop plow	\$ 68/hour
Dump truck	\$ 85/hour	Dump truck	\$ 89/hour
Bobcat with snow bucket/plow	\$ 85/hour	Bobcat with snow bucket/plow	\$ 85/hour
Bobcat with snow blower	\$ 95/hour	Bobcat with snow blower	\$ 95/hour
Bobcat with tracks	\$ 85/hour	Bobcat with tracks	\$ 95/hour
Payloader	\$135/hour	Payloader	\$135/hour
Salt/Sand	\$ 87/ton	Salt/Sand	\$ 88/ton
*Salt	\$138/ton	*Salt	\$138/ton
*Market rates will apply in the event of salt shortage		*Market rates will apply in the event of salt shortage	
Summer Work	\$ 68/hour	Summer Work	\$ 68/hour

**Recommendation**

By motion, authorize the Mayor to execute the agreement between the City of Woodland and Cornerstone Industries, Inc. for snow plowing, mowing, and brush trimming services for the remainder of 2015 and all of 2016.