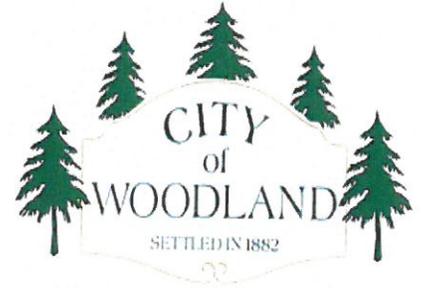


AGENDA
CITY COUNCIL
CITY OF WOODLAND



MONDAY, MARCH 14, 2016
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 February 8, 2016 City Council meeting minutes.
- B. Consideration of Resolution No. 06-2016 selecting to not waive the statutory tort limits for liability purposes established by Minnesota Statute 466.04.
- C. Consideration of street sweeping bid for the City of Woodland
- D. Adoption of Resolution No. 5-2016 for an Alteration of a Non-Conforming Structure in order to construct an addition to the front of the home for John and Lynn O'Neil, 2650 Maplewood Circle West.
- E. Approval of the Lake Minnetonka Communications Commission Updated 2016 Budget

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

- A. Public Hearing and First Reading of an Ordinance O03-2016 amending Chapter 9 of the City Code – Zoning – relating to home occupations.

6. NEW BUSINESS

A. Items pertaining to the 2015 Audit

- 1) Presentation by representative of Abdo, Eick, and Meyers
- 2) 2015 Audit Report – Resolution No. 07-2016 approving 2016 audit and related reporting and authorizing submittal to the Office of the State Auditor

7. OLD BUSINESS

- A. Continued discussion relating to the City of Woodland official depository
- B. Update regarding the City's utility fee changes

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 April 11, 2016

MINUTES
CITY COUNCIL
CITY OF WOODLAND



MONDAY, FEBRUARY 8, 2016

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, Councilor Members Massie, Newberry, and Weiner

Excused: Council Member Carlson

Staff Present: Zoning Coordinator Dale Cooney and City Clerk Kathy McCullum

3. CONSENT AGENDA

A. Approval of the Minutes of the January 11, 2016 City Council Meeting

Massie moved, seconded by Weiner to approve the January 11, 2016 City Council minutes. Motion carried 4-0.

4. PUBLIC COMMENT – None.

5. PUBLIC HEARINGS

A. Request for an Alteration of a Non-Conforming Structure in order to construct an addition to the front of the home for John and Lynn O'Neil, 2650 Maplewood Circle West.

Zoning Coordinator Dale Cooney explained that the applicants are requesting a permit to alter an existing non-conforming structure for the construction of an addition to the front of the house. He said that the applicants had applied for and were granted a permit for the same proposal in September, 2013, and the Council granted a one-year extension that expired in September, 2015. Mr. Cooney explained that the applicants were not able to move forward with the project at that time and the approval expired. They now needed to reapply.

Mr. Cooney explained that the proposal would connect a 1,976 square foot addition onto the existing home. He said the addition would match the facade of the current structure and therefore, encroach 2 feet six inches into

the required fifty-foot front yard setback. Mr. Cooney explained that the total encroachment of the proposed addition is very minor and, due to the curved nature of the lot, the addition would become compliant with the required front yard setback as it extends to the southwest.

In response to a question from Council Member Massie, Mr. Cooney said that notices were mailed to nearby residents as required by ordinance.

Mayor Doak opened the public hearing.

As no one was in attendance or wished to speak, the public hearing was closed.

Newberry moved, seconded by Weiner to adopt the findings of staff and approve the request for an Alteration of a Non-Conforming Structure in order to construct an addition to the front of the home for John and Lynn O'Neil, 2650 Maplewood Circle West. Motion carried 4-0.

6. NEW BUSINESS

- A. Discussion and consideration of an Ordinance O03-2016 relating to amendments to Chapter 9 – Zoning regarding Home Occupations.

Zoning Coordinator Cooney said that the City Council requested that staff develop an ordinance relating to home occupations that would provide guidance for residents who are considering pursuing an occupation on their property.

Mr. Cooney explained that the draft ordinance was written with the goal of providing direction that would preserve the residential character of the City and prohibit certain impacts to surrounding properties, but would allow for a variety of types of home businesses.

Mayor Doak explained that Deephaven and Greenwood ordinances include lists of home occupations that are allowed or not allowed. He suggested that lists can never be all-inclusive and do not emphasize the twin goals of reducing or eliminating adverse impacts on surrounding properties and preserving the residential character of the community.

Mayor Doak referenced item (i) on the draft which lists certain impacts and suggested that the words vapor, smoke, odor also be added to that item.

Council Member Weiner thought the draft language was appropriate to the residential character of the City of Woodland.

Council Member Newberry stated support for the ordinance with the addition of the language as suggested by Mayor Doak.

Mr. Cooney referenced item (e) on the draft ordinance and asked the Council if it thought that private social events should be limited to "4 times per year". He reminded the Council that the Groveland Homeowners Association was reviewing its bylaws and those include home occupations. He asked if the Council wished to have staff ask for input from the Association prior to the next meeting.

The Council agreed that the Groveland Homeowners Association should be requested to review the draft ordinance. The Association would have an opportunity to provide input at the public hearing and revisions could be made by the Council based on that input, if found appropriate. The Council asked that the item be placed on the March agenda for public hearing and first reading.

7. OLD BUSINESS

8. MAYOR'S REPORT

League of Women Voters Mayors Forum

Mayor Doak said that Council Member Carlson participated in the South Lake Minnetonka League of Women Voters Mayors Forum and spoke about the County Road 101 construction. He said the other participants discussed the future of the South Shore Senior Center at length.

Mayor Doak explained the importance for the City to continue to participate in South Lake Minnetonka area activities. He said that the City was redistricted into the larger Minnetonka/ Plymouth legislative district and it is important to keep active with and continue open communication with the smaller South Lake communities.

Bank Options

Mayor Doak said that he and the City Clerk are making progress in the search for a new bank for the City. He noted that the City needs a bank that can facilitate the investment of the City's cash balances and one that has personnel available when needed.

Police Department

Mayor Doak said that he participated in interviews of candidates for a new Deephaven Police Officer last week. He noted that about 30 applications were received and 10 interviews were conducted. Mayor Doak said that three finalists were chosen and the Police Chief will be making the final decision.

Deer Management

Mayor Doak said that the deer management program has been successful, and the USDA may resume its activities based on recent deer sightings.

Conduit Financing

Mayor Doak explained that the City was asked to consider conduit financing for the Minnetonka Youth Hockey Association. He said that the Association plans construction of a new rink, located in Minnetonka, and is interested in finding a City that will sponsor tax-exempt, bank-qualified conduit bonds for the Association this year in the amount of approximately \$5,000,000. Mayor Doak said that the Association's legal counsel had contacted several cities in the area, asking if they were interested in serving as a conduit for the financing. Mayor Doak said that the City of Deephaven had been working with the Association for some time and that Deephaven seemed best suited to sponsor the financing.

Subdivision Ordinance

Mayor Doak said that the Council may wish to review the subdivision ordinance as it relates to reconfiguration of lots within the City. He said that reconfiguration, or shifting lot lines, is considered a subdivision of land and could result significant alteration of existing parcels of land in the City, if approved. The Council agreed that Mayor Doak and Council Member Newberry should work with staff to review the subdivision ordinance.

City Assessor/Board of Review

Mayor Doak reported that the City Assessor, Dan Distel, has resigned from the City of Wayzata, but will continue to work with Woodland and Deephaven.

Mayor Doak explained that there must be at least one member at each meeting of a Board of Appeal and Equalization meeting who has completed an appeals and equalization course developed or approved by the Commissioner of Revenue within the last four years. He explained that he and Council Member Newberry are currently certified. Mayor Doak encouraged other Council Members to take part in the available on-line training to ensure the City is covered in the coming years.

Water Charges

Mayor Doak explained that the City of Minnetonka has indicated that it will be increasing charges for water consumed by Woodland residents, but that it will no longer be charging residents a minimum for water use. The water will now be billed at a conservation tiered rate. He said that this change is to encourage water conservation where the heaviest water users (70,001+ gallons) are charged twice what the lightest water users (0-18,000 gallons) are charged. Mayor Doak said that the middle two tiers are spread proportionately between the highest and lowest tiers, and this practice is common in other cities and provides high-volume users

with a greater incentive to conserve water. A number of Woodland residents who use very little water will find this new billing arrangement reduces their water bills.

Budget/Street Fund

Mayor Doak provided an overview of an updated spreadsheet, showing the 2016 budget and transfers to the Street Fund in an historical context.

9. COUNCIL REPORTS

- A. Carlson –Enterprise Finance and Operations, Intergovernmental Relations, and MCWD – No report.
- B. Massie – Road right-of-way maintenance, Trees, Deer Management – No report.
- C. Newberry – Ordinances, Septic Ordinance, and Inspections – No report.
- D. Weiner – Public Safety, Police and Fire, General Finance – No report.

10. ACCOUNTS PAYABLE

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

11. TREASURER'S REPORT

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

12. ADJOURNMENT

Massie moved to adjourn the regular meeting of February 8, 2016. Motion carried by consensus. The meeting adjourned at 8:15 p.m.

ATTEST:

Kathryne A. McCullum, City Clerk

James S. Doak, Mayor

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 14, 2016

Agenda Item 3. B.

TO: Honorable Mayor and Members of the City Council

FROM: Kathryn McCullum, City Clerk

Consent Agenda

SUBJECT: Consideration of Resolution No. 06-2016 selecting to not waive the statutory tort limits for liability purposes established by Minnesota Statute 466.04.

Background

Minnesota Statutes 466.04 have established tort liability limits for municipalities that limit the amount an individual claimant can recover to no more than \$500,000 per claimant and the total amount that all claimants would be able to recover for a single occurrence in which the statutory limits apply are limited to \$1,500,000.

Because Cities have the right to waive the liability limits, the City should adopt a resolution stipulating whether the City will waive or not waive monetary limits on tort liability. In the past Woodland had selected the option to not waive the monetary limits

The Council has voted to not waive monetary limits on tort liability every year since 2005. Most Cities do not waive the limits, so the limit per claimant/per occurrence is \$500,000 and \$1,500,000.

Recommendation

Adopt Resolution No. 06-2016 selecting to not waive the statutory tort limits for liability purposes established by Minnesota Statute 466.04.

CITY OF WOODLAND

Meeting Date: March 14, 2016
Motion:

Resolution No. 06-2016
Second:

RESOLUTION OF THE CITY WOODLAND, REGARDING MAKING A SELECTION NOT TO WAIVE THE STATUATORY LIMITS FOR LIABILITY INSURANCE PURPOSES

WHEREAS, Minnesota Statutes 466.04 has established tort liability limits for municipalities; and

WHEREAS, the League of Minnesota Cities Insurance Trust has asked the City to make an election with regard to waiving or not waiving its tort liability; and

WHEREAS, the choices available are as follows: to not waive the statutory municipal liability tort limit; or to waive the tort monetary limit to the limit of the liability insurance coverage obtained from the LMCIT;

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby elect not to waive the statutory tort liability limit established by Minnesota Statutes 466.04.

ADOPTED BY the Woodland City Council on March 14, 2016 upon the following vote:

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

State of Minnesota

County of Hennepin

CITY OF WOODLAND

By: _____
James S. Doak, Mayor

I, Kathryn A. McCullum, duly appointed City Clerk to the Council for the City of Woodland, County of Hennepin, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Woodland City Council, at their meeting held on March 14, 2016, 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 15th day of March, 2016.

Attest: _____
Kathryne A. McCullum, City Clerk

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 14, 2016

Agenda Item 3. C.

Consent Agenda

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Consideration of street sweeping bid for the City of Woodland

Background

In past years, the City of Woodland has teamed up with Deephaven and Greenwood for street sweeping services.

The City of Deephaven developed a request for proposals for the sweeping services and received four bids.

Company	Rate Per Hour
Allied Blacktop Company	\$82.00
Pearson Bros., Inc.	\$90.00
Carefree Services Inc.	\$98.00
Reliakor Services, Inc.	\$78.00

It should be noted that the low bidder, Reliakor Services has been invited by the City of Deephaven to bid since 2010. The City contracted with Reliakor Services in 2010 but there were significant issues with the company including cost overruns, mechanical issues with the sweepers, and a significant gas leak in one of the sweepers. Reliakor Services has continued to submit bids, however, the City of Deephaven has not awarded the bid to the company based on past negative experience.

Recommendation

Staff recommends that the Council approve working with the City of Deephaven again in 2016.

WOODLAND RESOLUTION NO. 05 - 2016

IN RE: The application of John and Lynn O'Neil for an Alteration of a Non-Conforming Structure Permit for the construction of an addition on the front of the home at 2650 Maplewood Circle West, Woodland, Minnesota (PID No. 17-117-22-32-0024).

LEGAL: LOT 20 AUD SUBD NO 93 AND THAT PART OF LOT 1 MAPLEWOOD LYING SWLY OF A LINE RUNNING S 76 DEG E MAGNETIC FROM A PT IN SWLY LINE OF LOT 1 DIST 75 FT SELY FROM MOST WLY COR OF LOT 1

WHEREAS, the applicants have made application to the City for an Alteration of a Non-Conforming Structure Permit for the construction of an addition on the front of a non-conforming 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 February 8, 2016; 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

1. That the real property located at 2650 Maplewood Circle West, Woodland, Minnesota (PID No. 17-117-22 32 0024) is a single lot of record located within the R-1 Single Family District. This property is used for single family residential purposes.

2. The applicant submitted application for a permit to alter an existing non-conforming structure for the construction of an addition on the front of the home. The proposal would connect a one thousand, nine hundred and seventy-six square foot addition on a portion of the existing home which encroaches two feet, six inches into the required fifty foot front yard setback. The proposed addition would become compliant with the required front yard setback as it moves southward.
 - Section 900.06(1) of the City Ordinances permits the alteration of non-conforming structures provided the alteration would not extend into the required setbacks by any distance greater than the existing main building and is not a physical alteration of a main building such that fifty percent or more of the surface area of all exterior walls of such main building, in the aggregate are removed.
3. The proposed alterations comply with the remaining setback requirements outlined in Section 900.09(4).
4. Ordinance Section 900.13(1) permits a maximum structure height of thirty-five feet as measured by Ordinance Section 900.02(19), which requires the measurement be based on the grade of the lot on June 14, 2010. The addition complies with the ordinance requirements.
5. Section 900.10 of the ordinance permits maximum structure coverage of 10% of the lot area and 25% total impervious surface area. The proposal complies with the ordinance requirements.

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

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

1. Councilmember Newberry moved the council accept the recommendation of staff and **approve** the application of John and Lynn O'Neil for a Permit for the Alteration of a Non-Conforming Structure for the construction of a 1,976 square foot addition onto an existing non-conforming home. The proposed addition will maintain the greatest encroachment of two feet, six inches where it

attaches to the existing non-conforming home and will come into compliance with the required setback as the addition moves southward. The motion is based on the following findings:

(a) The alteration maintains or enhances the general character and welfare of the community; (b) the magnitude and extent of the proposed alteration is consistent with the surrounding area; (c) there is no negative impact on the use and enjoyment of surrounding properties or other properties in the community; (d) there is a need for the proposed alteration in order to permit the adequate use of the property; (e) there is reasonable separation between the proposed alteration and structures on adjoining properties; (f) there would be no effect on the light and visibility available to the adjoining properties; (g) there is sufficient screening on the subject property to screen the proposed alteration; (h) the proposal would not have a negative impact on property value on the subject property or surrounding properties; (i) there are no concerns related to fire safety; (j) there are no alternate locations on the property for the proposed alteration which would not require a variance; (k) the shape of the lot creates a unique situation where alteration of the home must take place on the front of the structure otherwise a variance would be required; and (l) the existing/proposed front yard encroachment is two feet, six inches. The angle of the proposed addition is such that it will come into compliance with the required setback as it moves to the south.

Councilmember Weiner seconded the motion. Motion carried 4-0.

ADOPTED THIS 8th DAY OF FEBRUARY, 2016 BY THE CITY COUNCIL OF WOODLAND, MINNESOTA.

James S. Doak, Mayor

ATTEST:

Kathryne A. McCullum, City Clerk

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 14, 2016

Agenda Item 3. E.

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

Consent Agenda

SUBJECT: Approval of the Lake Minnetonka Communication Commissions Updated 2016 Budget

Background

The Lake Minnetonka Communications Commission has requested that the City Council review and approve its updated budget for 2016. The request from the LMCC is to correct an oversight that will include AV support dollars which will carry over until the end of 2019 or whenever all of the allocated funds have been depleted, whichever comes first. The attached documents describe the reason for the update and are provided for Council information.

Recommendation

Approve the Lake Minnetonka Communications Commission Updated 2016 Budget and direct staff to inform the Commission of the Council's approval.



LAKE MINNETONKA COMMUNICATIONS COMMISSION

4071 SUNSET DRIVE • BOX 385 • SPRING PARK, MN 55384-0385 • 952.471.7125 • FAX 952.471.9151 • lmcc@lmcc-tv.org

2/18/16

To: All LMCC Member Cities
From: Jim Lundberg, Operations Manager
Reason: LMCC AV Support Program and Our Budget

Last August, the LMCC Full Commission approved our budget for 2016. At the same meeting, the Commission voted down a different version of an AV Support Rebate Program that didn't provide the LMCC with enough control to make sure that the funds being allocated for this program were being used properly by our Member Cities.

In October of 2015, with some minor modifications, the LMCC Full Commission approved our current AV Support Program and it was sent out to Member Cities. Later, in December of 2015 it was noted that due to the timing of the approval of the budget in August and the AV Support Program in October that a funding mechanism had never been put into place.

To correct this oversight, we have updated our budget to include the AV Support dollars, the balance of which will carry over from year to year until the end of 2019 or whenever all of the allocated funds have been spent whichever comes first.

Attached to this brief letter you will find:

- A copy of the AV Support Program
- A copy of City Allocations for the AV Support Program
- An updated version of the LMCC's 2016 Budget

We ask that you have an agenda item at your next City Council meeting to review this information and approve our updated budget for 2016. Once we receive approval from a simple majority of our Member Cities, we can begin to pay out these AV Support Program dollars to Member Cities who have already begun participating in the program.

Please feel free to contact me if you have any questions regarding this brief communication.

Sincerely,

Jim Lundberg, Operations Manager
Lake Minnetonka Communications Commission

DEEPHAVEN

EXCELSIOR

GREENWOOD

INDEPENDENCE

LONG LAKE

LORETTO

MAPLE PLAIN

MINNETONKA
BEACH

ST. BONIFACIUS

SHOREWOOD

SPRING PARK

WOODLAND

LMCC Member City A/V Support Program:

Purpose:

Provide financial support to LMCC Member Cities as a means of improving audio/visual recording capabilities.

Proposal:

The LMCC will allocate \$80,000.00 for Member Cities to use for **approved* audio/video improvements. The amount allocated per City is based on the number of Mediacom subscribers within a Member City and is outlined in the spreadsheet that is attached to this document. The LMCC will pay up to the Member City's total A/V Support Program allocation after the City has completed the **approved* installation.

How it works:

- To qualify for the LMCC A/V Support Program, Member Cities must coordinate their purchases and installation with the LMCC's Operations Manager and use an LMCC approved Vendor.
- Once the installation is the Vendor will submit the initial invoice to the LMCC who will pay up to the total allocated for the Member City.
- If the total purchase cost for the A/V improvements is higher than the City's A/V Support Program allocation, the balance must be paid for by the member City.
- If the total purchase is less than the City's A/V Support Program allocation, the balance will be held in reserve for the City to use at a later date.
- This program covers purchases made since October 8th, 2015 and is available for Member Cities to use until the end of 2019.

****Approved:*** City allocations for this program are derived from PEG fees and are for the express use of supporting Public, Educational or Government Access channels or the use of such channels. LMCC Member Cities must work through the LMCC Operations Manager to bid out the audio visual improvements using an approved vendor. The LMCC Operations Manager will assist the Member City to determine their needs, schedule meetings with approved vendors and the Member City and review the bids. The LMCC Operations Manager will work with the Member City to choose the bid that is in the Member City's and the LMCC's best interest.

Who is eligible?

- Only current LMCC Member Cities are eligible for this A/V Support Program.

How often can an LMCC Member City use the A/V Support Program?

- LMCC Member Cities can use the A/V Support program as often as they would like until the end of 2019 or until all of your City's A/V Support Program allocation is used.

Lake Minnetonka Communications Commission
2015 Budget Detail vs 2016 Budget

	2015 Quarterly	2015 Annualized	2016 Quarterly	2016 Annualized
Budget Revenues				
Franchise fees	\$ 68,318.55	\$ 273,274.20	60,969.02	\$ 243,876.08
PEG fees	\$ 17,390.90	\$ 69,563.60	15,451.00	\$ 61,805.00
Mound Usage fees(1959 subscribers)	\$ 11,846.24	\$ 47,384.96	11,462.57	\$ 45,850.28
Studio Rental	\$ 500.00	\$ 2,000.00	625.00	\$ 2,500.00
All other	\$ 500.00	\$ 2,000.00	1,000.00	\$ 4,000.00
Total Budgeted revenues	\$ 98,555.69	\$ 394,222.76	89,507.59	\$ 358,031.36
Salaries		\$ 224,969.50		\$ 182,488.82
PERA Contributions		\$ 13,498.17		\$ 13,686.64
FICA Contributions		\$ 17,210.17		\$ 13,343.67
Health, dental and disability insurance		\$ 42,410.52		\$ 25,521.60
Worker's Compensation Insurance		\$ 2,500.00		\$ 1,349.30
Total 2015 Budget - Personnel Expenses		\$ 300,588.36		\$ 236,390.03
Office Supplies		\$ 1,600.00		\$ 1,000.00
Special Events/Meetings		\$ 300.00		\$ 300.00
Repairs & Maintenance Supplies		\$ 500.00		\$ 500.00
Studio Expendables		\$ 2,660.00		\$ 2,500.00
Audit/Accounting Fees		\$ 13,000.00		\$ 13,000.00
Access Contractors		\$ 15,500.00		\$ 13,000.00
Legal Fees		\$ 8,000.00		\$ 4,000.00
Copier Expense		\$ 3,507.00		\$ 3,507.00
Payroll Services		\$ 1,500.00		\$ 1,876.00
Janitorial Services		\$ 2,000.00		\$ 2,730.00
Security Services		\$ 900.00		\$ 300.00
Telephone/Communications		\$ 3,500.00		\$ 3,500.00
Postage		\$ 1,200.00		\$ 1,200.00
Computer Consulting		\$ 2,000.00		\$ 2,000.00
Training		\$ 400.00		\$ 400.00
Travel		\$ 900.00		\$ -
Mileage		\$ 500.00		\$ 1,000.00
Printing & Publishing		\$ 400.00		\$ 400.00
Insurance		\$ 4,500.00		\$ 4,500.00
Utilities		\$ 10,500.00		\$ 10,500.00
Refuse & Recycling		\$ 900.00		\$ 900.00
Bank Finance Fees		\$ 10.00		\$ -
Contracted Building Repair		\$ 2,000.00		\$ 2,000.00
Maintenance Repair Equipment		\$ 2,500.00		\$ 2,000.00
Equipment Rental		\$ 30.00		\$ -
Advertising		\$ 200.00		\$ 200.00
Van Operation		\$ 1,500.00		\$ 1,500.00
Web streaming/Broadband		\$ 10,000.00		\$ 7,800.00
Licenses		\$ 1,000.00		\$ 1,000.00
Other Expenses / Contingency		\$ 500.00		\$ 500.00
Capital Building Improvements		\$ 500.00		\$ 2,000.00
Total Budget - Expenses		\$ 92,507.00		\$ 84,113.00
Total Budget - All Expenses		\$ 393,095.36		\$ 320,503.03
Capital equipment expenditures budget		\$ 63,760.89		\$ 76,017.00
AV Support Program for Member Cities				\$ 80,000.00
Total 2015 Budget - All expenses plus Capital		\$ 456,856.25		\$ 476,520.03

LMCC Member City AV Support Program Alloactions

City:	Subs:	% of Funding	At \$80k	
Deephaven	671	14.37%	\$	11,496.00
Excelsior	595	12.74%	\$	10,192.00
Greenwood	143	3.10%	\$	2,480.00
Independence	187	4.06%	\$	3,248.00
Long Lake	301	6.53%	\$	5,224.00
Loretto	122	2.65%	\$	2,120.00
Maple Plain	320	6.95%	\$	5,560.00
Mtka. Beach	107	2.03%	\$	1,624.00
Shorewood	1313	28.50%	\$	22,800.00
Spring Park	352	7.64%	\$	6,112.00
St. Bonifacius	404	8.77%	\$	7,016.00
Woodland	92	2.00%	\$	1,600.00
Totals:	4607	99.34%	\$	79,472.00

Based on March 2014 Mediacom Data



Agenda Date: 03-14-16 CITY COUNCIL MEMO

Agenda Item: Public hearing and first reading of Ordinance O03-2016: an ordinance amending Section 900.02 and Section 900.04 of the Woodland Code of Ordinances, regarding Home Occupation.

Summary: The City Council reviewed the draft home occupation ordinance at their February 8 meeting. Since that time, the mayor and the city attorney have proposed several changes to the ordinance. The biggest changes include: restricting several broad categories of home occupations (listed in paragraph (e) of the home occupation definition); and restrictions on clients visiting homes (listed in paragraph (g) of the home occupation definition as well as in the updated home professional office definition).

The Groveland Homeowners Association provided Mayor Doak with their input regarding client visitation, and Mayor Doak worked to incorporate those concerns into this ordinance where it seemed reasonable to do so. The main challenge of regulating client visits was how to allow certain types of reasonable client visits without inadvertently allowing an assortment of unwanted client-based home occupations.

Section 2 of the ordinance is much longer than the original draft ordinance since it now contains the full text of Section 900.04 Subd. 2.

Timeline:

- ~~03-03-16 Public hearing notice published in Sun Sailor.~~
- 03-14-16 Public Hearing, City Council considers 1st reading of the ordinance (may make revisions).
- 03-17-16 If 2nd reading is waived, ordinance is submitted to the Sun Sailor for publication.
- 03-24-16 If 2nd reading is waived, the ordinance is published in Sun Sailor (goes into effect on this date).
- 04-11-16 City council considers 2nd reading of the ordinance (may make revisions).
- 04-14-16 If 2nd reading is not waived, ordinance is submitted to the Sun Sailor for publication.
- 04-21-16 If 2nd reading is not waived, the ordinance is published in Sun Sailor (goes into effect on this date).

City Council Action:

- 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 February agenda.

Possible motions on ordinance O03-2016...

1. I move that the City Council adopt ordinance O03-2016, an ordinance amending Section 900.02 and Section 900.04 of the Woodland Code of Ordinances, regarding Home Occupation, as written. I further move that the City Council waive the second reading of ordinance O03-2016.
2. I move that the City Council approve the first reading of O03-2016, an ordinance amending Section 900.02 and Section 900.04 of the Woodland Code of Ordinances, regarding Home Occupation, as amended. I further move that ordinance O03-2016 be placed on the next available council agenda.
3. I move that the City Council maintains the current ordinance regulations.

ORDINANCE NO. 003-2016**AN ORDINANCE AMENDING SECTION 900.02 AND SECTION 900.04 OF THE WOODLAND CODE OF ORDINANCES, REGARDING HOME OCCUPATION.**

The City Council of Woodland, Minnesota, ordains:

Section 1. Section 900.02 Definitions is amended to read as follows:

Subd. 19. Home Occupation - means a use carried on for gain or as a hobby by an occupant of a dwelling entirely within a dwelling or within an accessory building, which use is clearly incidental and secondary to the residential use ~~and~~, does not change the residential character of the property, and is subject to the following limitations:

- (a) no person not residing in the dwelling may be employed on-site in the home occupation;
- (b) no interior or exterior alterations may be made to the dwelling to accommodate the home occupation except as may be customarily found in a dwelling;
- (c) exterior signs or signs visible from the exterior advertising the home occupation are prohibited;
- (d) outside storage of items related to the home occupation is prohibited;
- (e) home occupations that provide medical or dental care, veterinary care or pet boarding, beauty or hygienic services, are prohibited;
- (f) the residential premises may not be held open to the general public as an on-demand, walk-in retail or wholesale showroom or service center;
- (g) no customers, clients, or patients may visit the site in connection with the home occupation except for the following: (1) product sales to specific customers seen by advance appointment; (2) product sales associated with private social events (i.e., "Tupperware" parties) provided they occur no more than 4 times per year at any given residence; (3) client meetings by advance appointment that are part of a home professional office as defined in Subd. 20 of this section below; and (4) in house instrument instruction and/or educational tutoring;
- (h) deliveries and other vehicular activity associated with the home occupation shall occur only in single rear axle straight trucks or smaller vehicles typically used to serve residential areas, and no trailered vehicles or equipment is allowed in connection with the home occupation;
- (i) all vehicle parking required for conduct of the home occupation, including visits by customers, shall be off-street, and parking/storage of any commercial or non-passenger vehicles used in the home occupation shall be within an enclosed garage;
- (j) the home occupation may not produce any light, glare, noise, vibration, odor, vapor, or smoke perceptible beyond the boundaries of the property which is not customarily associated with residential use; and
- (k) the home occupation must be operated in compliance with all other applicable federal, state and local statutes, ordinances, codes and regulations.

Subd. 20. Home Professional Office means an office designed for clerical work, art or craft studio, or for a professional advice practice—of a such as physician, an attorney, clergyman, architect, artist, engineer, financial advisor or similar professional person, located in the professional's dwelling.

Section 2. Section 900.04 is amended to read as follows:

Subd. 2. Uses Permitted. The following uses are permitted within the City:

- (a) One-family dwellings.
- (b) Accessory structures, uses and equipment necessary or incidental to a one-family dwelling, including public and private ways and easements, essential services, guesthouses complying with Section 900.12, Subd. 3, garages for use of the persons residing on the premises, pump houses, swimming pools, spas, hot tubs, recreational sports courts, and other structures for yard, garden and private recreational purposes or ornamentation subject to the following:
 - (1) An accessory use may not be dangerous, obnoxious or offensive as determined by the City Council, or impair the use, enjoyment or value of any property.
 - (2) No accessory structure may be rented or leased for any purpose.
 - (3) No accessory structure may be constructed on a lot prior to construction of the main building on the lot.
 - (4) An accessory structure shall be considered as part of the main building if the connection between the accessory structure and main building is above grade, fully enclosed with a full frost footing and has a minimum width equal to twenty five percent of the longest dimension of the accessory structure to be attached. In no case shall the length of the connection exceed fifty percent of the longest dimension of the accessory structure to be attached.
 - (5) No accessory structure shall be erected or located within any required setback or utility easement. All minimum setback requirements shall be the same for accessory structures as they are for main buildings. All accessory structures shall be located on that side of the main building opposite the front lot line, except that in the case of a lakeshore lot, all accessory structures (except gazebos, hot tubs, pool houses, pump houses, spas and pools) shall be located on that side of the main building opposite the lakeshore.
 - (6) Accessory structure height shall not exceed 14 feet as measured from the lowest point of grade surrounding the structure to the peak.
 - (7) Accessory structure shall occupy no more than 25 percent of the area of the yard in which they are located.
 - (8) No building permit shall be issued for the construction of more than one detached garage and one detached storage building for each single family dwelling. No lot shall have more than three accessory structures.
 - (9) No accessory structure or combination of accessory structures shall exceed the lesser of 1,000 square feet of gross floor area, 1,000 square feet of footprint area or 30% of the area of the footprint of the main building on the lot.
 - (10) No accessory structure shall be located closer than 12 feet from the main building.
 - (11) Air conditioning units, compressors, cooling structures, condensers, generators, pumps, pump houses, swimming pools, spas, hot tubs, and other items which generate noise, may be located only in the rear yard or front yard, or in a side yard abutting a street, and in all cases the equipment must be fully screened from view.
 - (12) Any accessory structure, use or equipment lawfully existing on September 10, 2001 may continue as a legally existing non-conforming use subject to the provisions of Section 900.05.
 - (13) The same or similar quality exterior material shall be used for an accessory structure and the main building. All accessory structures shall also be compatible with the main building on the lot. "Compatible" means that the exterior appearance of the accessory

- structure, including roof pitch and style, is not materially different from the main building from an aesthetic and architectural standpoint, so as to cause:
- a. A difference to a degree sufficient to cause incongruity.
 - b. A depreciation of neighborhood values or adjacent property values.
 - c. A nuisance, such as an unsightly building exterior.
- (14) All buildings having exterior trash receptacles shall provide an enclosed area in conformance with the following:
- a. Exterior wall treatment shall be similar to and/or complement the main building.
 - b. The enclosed trash receptacle areas shall be located in the rear or side yard.
 - c. The trash enclosure must be in an accessible location for pick up hauling vehicles.
 - d. The trash receptacles must be fully screened from view of adjacent properties and the public right-of-way.
 - e. The design and construction of the trash enclosure shall be subject to the approval of the Zoning Administrator.
 - f. The trash receptacle must meet all required setbacks of the zoning district.
- ~~(15) No accessory structure may be used for manufacturing, home occupation or commercial purposes.~~

Subd. 3. Home occupations subject to the limitations of Section 900.02 Subd. 19.

Section 3. Effective Date. This ordinance shall be effective as of its date of publication.

Adopted by the Woodland City Council on _____, 2016, and published in the paper of MN Sun Publications on _____, 2016.

James S. Doak, Mayor

ATTEST:

Kathryne A. McCullum, City Clerk

CITY COUNCIL
CITY OF WOODLAND
MEETING OF MARCH 14, 2016

Agenda Item 6. A.

New Business

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Items pertaining to the 2014 Audit:

- 1) Presentation by representative of Abdo, Eick and Meyers
 - 2) 2015 Audit Report – Resolution No. 07-2016 accepting the 2015 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 2015 audit.

Recommendation

Adopt Resolution No. 07-2016 accepting the 2015 audit and related reporting and authorizing submittal to the Office of the State Auditor

2015 AUDIT REPORT AVAILABLE UPON REQUEST

PLEASE CONTACT KATHY AT 952-358-9936.

CITY OF WOODLAND

Meeting Date: March 14, 2016
Motion:

Resolution No. 07-2016
Second:

**RESOLUTION ACCEPTING THE 2015 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, 2015; and

WHEREAS, as required 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. 07-2016 accepting the 2015 audit and related reporting and authorizing the subsequent submittal to the Office of the State Auditor.

ADOPTED BY the Woodland City Council on March 14, 2016 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 14, 2016, 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 15th day of March, 2016.

Attest: _____
Kathryn A. McCullum, City Clerk