

AGENDA  
CITY COUNCIL  
CITY OF WOODLAND



MONDAY, SEPTEMBER 12, 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 August 11, 2016 City Council Minutes

B. Resolution No. 20-2016 approving variance requests for David Jagodzinske, property owner 18275 Breezy Point Road in order to build a pool that would exceed the maximum permitted accessory structure gross floor area, would exceed the maximum permitted grade alteration, and encroach into the required accessory structure setback from the main building

C. Resolution No. 21-2016 authorizing the Mayor to enter into an agreement between the City of Woodland and Kurt Larsen Septic Service for septic system inspection services

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 O04-2016 relating to the General Floodplain District

6. NEW BUSINESS

- A. Resolution No. 29-2016 approving the sewer and water connections for 2641 Stone Arch Road
- B. Resolution 28-2016 approving the 2017 Lake Minnetonka Communications Commission Budget
- C. Items pertaining to the 2017 Preliminary Budget and Levy
  - 1. Resolution No. 22-2016 adopting the 2017 Preliminary Levy
  - 2. Resolution No. 23-2016 adopting the 2017 Preliminary Budget

7. OLD BUSINESS – NONE

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 October 10, 2016

MINUTES  
CITY COUNCIL  
CITY OF WOODLAND



MONDAY, AUGUST 11, 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, Council Members Carlson, Massie, Newberry, and Weiner

Staff Present: Dale Cooney, Zoning Administrator and Kathy McCullum, City Clerk

3. CONSENT AGENDA

A. Approval of the July 11, 2016 Minutes

Massie moved, seconded by Carlson to approve the Consent Agenda as presented. Motion carried 5-0.

4. PUBLIC COMMENT - NONE

5. PUBLIC HEARINGS

- A. Public Hearing to consider the variance requests of David Jagodzinske, property owner at 18275 Breezy Point Road, in order to build a pool that would exceed the maximum permitted accessory structure gross floor area, would exceed the maximum permitted grade alteration, and encroach into the required accessory structure setback from the main building.

Zoning Coordinator Cooney presented the staff report and stated that staff recommended approval based on the findings and one condition as stated below:

**Findings:**

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

The intent of the ordinance is to limit the amount of accessory structures on a property and to provide ample distance and screening from neighboring properties in order to minimize the noise and visual impacts of the pool complex. As proposed, the required screening and separation provide adequate means to accomplish this intent.

- 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 puts the property to a reasonable use. A pool is a reasonable amenity, and the size, location, and screening of the pool are within reasonable parameters.
- d. There are circumstances unique to the property not created by the landowner:**  
The lot's 1000 square foot accessory structure limit creates a practical difficulty when accommodating a pool. Without a variance, the pool and surrounding decking would otherwise be smaller than typical for the community. The existing topography creates challenges in the location and grading for the pool.
- 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 proposal is of a size and scale that is comparable with similar swimming pools in the community. The pool will be screened from the neighbors and be a significant distance away from the principal structures on the adjoining properties.

**Condition:**

Screening, in the form of a vegetative screen or privacy fence, is required to screen the property from the accessory structure to the southeast, and from the neighbors to the west.

Mayor Doak opened the public hearing.

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

Mayor Doak stated that his principal concern was noise and the new pool needs to be properly screened.

Council Member Massie also stated concern regarding noise and screening of the pool, especially on the western portion of the property.

Zoning Coordinator Cooney explained that the condition of approval for requiring placement of vegetative screening or privacy fence should alleviate concerns.

Newberry moved, seconded by Massie to approve variance requests for David Jagodzinske, property owner 18275 Breezy Point Road in order to build a pool that would exceed the maximum permitted accessory structure gross floor area, would exceed the maximum permitted grade alteration, and encroach into the

required accessory structure setback from the main building based on the following findings and one condition:

**Findings:**

- a. **The variance will be in harmony and keeping with the spirit and intent of the zoning ordinance:**  
The intent of the ordinance is to limit the amount of accessory structures on a property and to provide ample distance and screening from neighboring properties in order to minimize the noise and visual impacts of the pool complex. As proposed, the required screening and separation provide adequate means to accomplish this intent.
- 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 puts the property to a reasonable use. A pool is a reasonable amenity, and the size, location, and screening of the pool are within reasonable parameters.
- d. **There are circumstances unique to the property not created by the landowner:**  
The lot's 1000 square foot accessory structure limit creates a practical difficulty when accommodating a pool. Without a variance, the pool and surrounding decking would otherwise be smaller than typical for the community. The existing topography creates challenges in the location and grading for the pool.
- 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 proposal is of a size and scale that is comparable with similar swimming pools in the community. The pool will be screened from the neighbors and be a significant distance away from the principal structures on the adjoining properties.

**Condition:**

Screening, in the form of a vegetative screen or privacy fence, is required to screen the property from the accessory structure to the southeast, and from the neighbors to the west.

Motion carried 5-0.

6. NEW BUSINESS

- A. Discussion relating to fire call fees

Council Member Weiner explained that the number of repeat fire call false alarms has increased in the past year and this is affecting the City's fire service cost.

Mayor Doak said that he was not concerned by legitimate emergency and fire calls, but the significant increase in the number of repeat alarms from construction contractor carelessness and defective alarm systems was troubling. He noted that some of the properties had up to three fire calls of this nature in one year and this increases costs for the City. Fire coverage costs are related to Woodland's portion of total fire calls by the Wayzata Fire Department.

The Council discussed developing a publicity campaign to educate the residents to the need to maintain their alarm systems and keep tabs on contractors that seem insensitive to the status of alarm systems on construction sites. The Council also sought to correct the general misunderstanding that a fire call, once initiated, could be cancelled without financial impact to the City or resident.

The Council agreed that the next newsletter should include an article regarding fire calls. The article should include information relating to the recent increase in calls and the additional cost to the City.

B. Discussion relating to the 2017 General Fund Budget

Mayor Doak presented information regarding the projected expenses for 2017. He noted increases for fire service, Zoning Coordinator, and snow plowing were offset by the absence of election expenses and a reduced contribution to the street maintenance reserve. As a result, the levy for 2017 should be virtually unchanged. Mayor Doak stated that the City may need to use street improvement reserve funds for items related to the County Road 101 reconstruction project, but that the reserve had a healthy balance. He said that the City may need to provide a street light at Maple Hill Road and County Road 101 as well as other repairs to the areas that were disturbed by the County Road 101 project.

7. OLD BUSINESS

A. Items pertaining to 2800 Woolsey Lane for Robert and Deborah Johnson:

1. Resolution 18-2016 for denial of variances.
2. Resolution 19-2016 for denial of a Preliminary Plat "Johnson Addition"

This item was discussed at length at the July 11, 2016 City Council meeting and the Council agreed that there was no further discussion needed at this time.

Carlson moved, seconded by Newberry to adopt Resolution No. 18-2016 Motion carried 4-0-1 (Mayor Doak abstained).

Newberry moved, seconded by Weiner to adopt Resolution No. 19-2016 Motion carried 4-0-1 (Mayor Doak abstained).

## 8. MAYOR'S REPORT

- Mayor Doak hosted a tour of the City of Woodland by representatives of the Metropolitan Council. He said that the tour was a good opportunity to show the ecological assets of the City and highlight the City's diverse housing stock. He emphasized the Council and residents' commitment to preservation of open space and protection of the environment. Mayor Doak said that the representatives stated that the Metropolitan Council staff is available to assist with the Comprehensive Plan update.
- Resident Peter Davis has requested help from the City to place landscaping around the electrical junction boxes and place a street light on the corner of Maple Hill Road and County Road 101.
- Mayor Doak thanked Council Member Newberry for cleaning up the garden that is located under the Stone Arch.
- There has been a lot of storm damage and the City's tree service has been busy cleaning up the roads and right of way. A large elm tree located in the City right of way on the corner of Breezy Point Road and Maplewood Road is dying and needs to be removed.
- The property owners at 2730 Woosley Lane have notified surrounding property owners that they are seeking a judicial clarification of their property boundaries and the elimination of an old, unused easement on their property. The easement was intended to be used by Woolsey Pond shoreline owners for access to Lake Minnetonka, if water levels became extremely low. The City was also served the documents because it owns a portion of Woolsey Channel. The City Attorney has suggested that the City does not have to take action on the item.

## 9. COUNCIL REPORTS

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

- The Enterprise Funds continue to be in strong positions.
- The State legislature made a change to allow cities to enact emergency water surface rules for up to 30 days without the approval of the commissioner of Natural Resources.
- She will continue to research cities that allow pervious surfaces as substitutes for uncovered soil or vegetation. Minnetonka Beach has a generous policy with what they allow, but there is no stated method of

inspection to be sure the pervious material continues to work as it ages. She will continue to research to find how the process is done in Minnetonka Beach.

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

- Council Member Massie and Mayor Doak will tour the City to look for weak or hazardous trees in the right of way that need to be removed or purned.
- The Deer Management program will resume in early November. The USDA has indicated that they will work with the City to start the permit process in September.

C. Newberry – Ordinances, Septic Ordinance, and Inspections

Council Member Newberry recommended that an on-site sewage treatment system not be considered an accessory structure and its setback from property boundaries be governed by State regulations. He is continuing to develop recommendations for placement and screening of the above-ground equipment associated with on-site sewage treatment systems. Additional discussion related to the City's absolute ban on the possession and use of fireworks in the face of moderate liberalization of policies regarding their use by the State.

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

Council Member Weiner thought that the pedestrian warning signs that were placed on Maplewood Road were too small. The Council agreed and requested that staff purchase larger signs. The small signs may be appropriate for use in a different area of the City.

10. ACCOUNTS PAYABLE

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

11. TREASURER'S REPORT

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

12. ADJOURNMENT

The meeting adjourned by consensus at 8:55 p.m.

ATTEST:

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Kathryne A. McCullum, City Clerk

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James S. Doak, Mayor

## WOODLAND RESOLUTION NO.20-2016

**IN RE:** The application of variance request of David Jagodzinske to build a pool that exceeds the maximum permitted accessory structure gross floor area, exceeds the maximum permitted grade alteration, and encroaches into the required accessory structure setback from the main building at 18275 Breezy Point Road, Woodland, Minnesota (PID No. 18-117-22-12-0015).

**LEGAL:**

Lot 2, "Auditor's Subdivision Number Ninety three (93), Hennepin County, Minnesota", and that part of Lot 1, "Auditor's Subdivision Number Ninety three (93), Hennepin County, Minnesota", described as follows: Commencing at the Southwest corner of said Lot 1; thence North on the West line of said Lot 1, a distance of 490.1 feet to a point which is the point of beginning; thence at right angles East a distance of 30 feet; thence at right angles North a distance of 115 feet; thence at right angles East a distance of 95 feet; thence at right angles North a distance of 200 feet more or less to the center line of Breezy Point Road; thence Northwesterly along the center line of said road to the West line of said Lot 1; thence South along the West line of said Lot 1, to the point of beginning.

**WHEREAS,** the applicant has made application to the City for variances to exceed the maximum permitted accessory structure gross floor area, exceed the maximum permitted grade alteration, and to encroach into the required accessory structure setback from the main building in order to build a pool; 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 August 11, 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 18275 Breezy Point Road, Woodland, Minnesota (PID No. 18-117-22-12-0015) is a single lot of record located within the R-1 zoning district. This property is used for single family residential purposes.
2. The applicant submitted an application for variances to exceed the maximum permitted accessory structure gross floor area, exceed the maximum permitted grade alteration, and to encroach into the required accessory structure setback from the main building in order to construct a swimming pool.
3. The applicant submitted an application a variance to exceed the maximum permitted accessory structure gross floor area. Section 900.04, Subd. 2(b)(9) states that 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. The pool complex (the pool plus the surrounding pool decking) has a proposed footprint of 1,924 square feet, and the applicant is seeking a variance to exceed the maximum permitted accessory structure gross floor area by 924 square feet. A pool and deck area of less than 1,000 square feet is a small area for a typical pool, and the proposed pool is reasonable in size, scale, and location.
4. The applicant submitted an application for a variance to encroach into the required accessory structure setback from the main building. Section 900.04, Subd. 2(b)(10) states that no accessory structure shall be located closer than 12 feet from the main building. The pool decking butts up against a corner of the house, while the water's edge of the pool is 10 feet from the house. Applicant is seeking a variance to encroach 12 feet into the minimum required accessory structure setback from the main building. Moving the pool further back from the house would create difficulties since the grade begins to fall away quickly.
5. The applicant submitted an application for a variance to exceed the maximum permitted grade alteration. Section 900.17, Subd. 4 of the zoning code limits changes to existing grades to less than three feet. Applicant is proposing to construct a 4 foot retaining wall that will alter the grade by more than three feet in a small area near the corner of the house. The applicant is seeking a variance to exceed the maximum permitted grade alteration by up to 1 foot. The grade begins to fall away quickly in this area of the property, creating difficulties to build the pool within the confines of the ordinance.

6. The proposed pool complex area meets the remaining requirements of the zoning ordinance.

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

Councilmember Newberry moved the council accept the recommendation of staff to approve the application for variances of Woodland Ordinance Section 900.04, Subd. 2(b)(9): to exceed the maximum permitted accessory structure gross floor area by 924 square feet; Section 900.04, Subd. 2(b)(10) to encroach 12 feet into the minimum required accessory structure setback from the main building; Section 900.17, Subd. 4 to exceed the maximum permitted grade alteration by up to 1 foot, as presented for the proposed pool at 18275 Breezy Point Road.

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

Findings:

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

The intent of the ordinance is to limit the amount of accessory structures on a property and to provide ample distance and screening from neighboring properties in order to minimize the noise and visual impacts of the pool complex. As proposed, the required screening and separation provide adequate means to accomplish this intent.

**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 puts the property to a reasonable use. A pool is a reasonable amenity, and the size, location, and screening of the pool are within reasonable parameters.

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

The lot's 1000 square foot accessory structure limit creates a practical difficulty when accommodating a pool. Without a variance, the pool and surrounding decking would otherwise be smaller than typical for the community. The existing topography creates challenges in the location and grading for the pool.

**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 proposal is of a size and scale that is comparable with similar swimming pools in the community. The pool will be screened from the neighbors and be a significant distance away

from the principal structures on the adjoining properties.

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

The approval is conditioned that the property owners install screening, in the form of a vegetative screen or privacy fence, in order to screen the property from the accessory structure to the southeast and from the neighbors to the west.

ADOPTED THIS 11<sup>th</sup> DAY OF AUGUST, 2016 BY THE CITY COUNCIL OF  
WOODLAND, MINNESOTA.

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James S. Doak, Mayor

ATTEST:

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Kathryne A. McCullum, City Clerk

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF SEPTEMBER 12, 2016

<b>Agenda Item 3. C.</b>
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<b>Consent Agenda</b>
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TO: Honorable Mayor and Members of the City Council

FROM: Kathryn McCullum, City Clerk

SUBJECT: Resolution No. 21-2016 authorizing the Mayor to enter into an agreement between the City of Woodland and Kurt Larsen Septic Service for septic system inspection services

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**Background**

Woodland's septic inspector, Kurt Larsen conducts a visual inspection of about half of the septic systems in the City each year. Kurt makes every effort to meet with homeowners during the review period. During the inspection, Kurt opens tank covers, when possible, to measures sludge levels, examines baffles, filters, and the overall tank condition. He also examines the drain field. The annual review process educates residents on their septic systems and keeps the City informed with regard to situations that may need the homeowner's attention.

The proposed 2017 agreement is attached. Council Members may note that the charge per system has increased from \$80 to \$85. The mileage fee (approximately 500 miles) will continue to be at the current Federal rate.

**Recommendation**

Adopt Resolution No. 21-2016 authorizing the Mayor to enter into an agreement between the City of Woodland and Kurt Larsen Septic Service for septic system inspection services

**CITY OF WOODLAND**

Meeting Date: September 12, 2016  
Motion:

Resolution No. 21-2016  
Second:

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**RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT  
FOR SEPTIC SYSTEM INSPECTIONS FOR 2017**

**WHEREAS**, the City of Woodland desires to extend the agreement for septic system inspections with Kurt Larsen Septic Services. The services will be conducted according to the agreement for services, as stated in the attached memorandum from Kurt Larsen dated August 5, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Woodland City Council authorizes entering into the 2017 Agreement for septic system inspection services with Kurt Larsen Septic Services upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak	X			
Council Member Carlson	X			
Council Member Massie	X			
Council Member Newberry	X			
Council Member Weiner	X			

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 September 12, 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 13<sup>th</sup> day of September, 2016.

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

Kathryne A. McCullum, City Clerk

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF SEPTEMBER 12, 2016

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

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Resolution No. 29-2016 approving the sewer and water connection for 2641 Stone Arch Road

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**Background**

Resident Chris Larson, 2641 Stone Arch Road, is requesting that the City Council approve the connection to the municipal sewer and water systems. Mr. Larson's realtor has indicated that the existing septic system has failed and there are no other options. The applicant has indicated that he would like to maintain the well and is aware that the property must be connected to the municipal water system.

The agreement with the City of Minnetonka allows up to 52 connections. This connection would bring the total number of connections to 50\*. Staff requested approval from the Minnetonka City Engineer and the Director of Operations and Maintenance and received written approval from them (see attached). The *Guidelines for Additional Sanitary Sewer and Water Connections* document, the pertinent ordinance, and a list of required permits were provided to the applicant. Woodland staff also gathered information relating to all of the required fees and provided the applicant with a list of fees in addition to information relating to the type of water meter that is required by the City of Minnetonka and the contact information for the water meter company.

The Woodland City Engineer met with the applicant and has reviewed the plans. The City Engineer has indicated that the plans are not as detailed as required, but recommends that the Council approve the connection contingent upon the applicant taking care of the items on the list before they can proceed. The list of requirements is attached and included on the City Council resolution approving the connections.

**Recommendation**

Adopt Resolution No. 29-2016 approving the sewer and water connection for 2641 Stone Arch Road contingent upon the completion of the following items:

1. A curb stop needs to be shown at or near the property line.
2. Road restoration details need to be shown. The existing road section consists of geotextile fabric, 9" CL aggregate base, 3.5" of bituminous.
3. Turf restoration details should be provided.
4. A de-watering plan needs to be submitted for review and approval.
5. Neighboring properties will need to be informed of dewatering activities.
6. A building permit will be needed for internal plumbing connections.
7. The City should be informed of when the work will begin so that inspection can be provided for work in the right of way and connections to public infrastructure.

\*Review of this request brought to the attention of the City of Minnetonka that the property at 2800 Stone Arch Road has not been considered part of the Woodland utility system and was billed by the City of Minnetonka. Because the property is located in the City of Woodland, Minnetonka staff has turned over billing for this property to Woodland and is now being counted as a Woodland connection.

Meeting Date: September 12, 2016  
Motion:

Resolution No. 29-2016  
Second:

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**RESOLUTION APPROVING A NEW CONNECTION  
TO THE CITY SEWER AND WATER SYSTEM**

**WHEREAS**, resident Chris Larson, 2641 Stone Arch Road, has requested that the City Council approve the connection to the municipal sewer and water systems; and

**WHEREAS**, the agreement with the City of Minnetonka allows up to 52 connections. This connection would bring the total number of connections to 50; and

**WHEREAS**, City of Woodland staff requested approval from the Minnetonka City Engineer and the Director of Operations and Maintenance and received written approval from the City of Minnetonka; and

**WHEREAS**, the *Guidelines for Additional Sanitary Sewer and Water Connections* document, the pertinent ordinance, a list of all fees, and a list of required permits were provided to the applicant. The applicant was also provided information relating to the type of water meter that is required by the City of Minnetonka; and

**WHEREAS**, the Woodland City Engineer met with the applicant and has reviewed the plans. The City Engineer has indicated that the plans are not as detailed as required, but recommends that the Council approve the connection contingent upon the applicant completing the following items before they can proceed:

1. A curb stop needs to be shown at or near the property line.
2. Road restoration details need to be shown. The existing road section consists of geotextile fabric, 9" CL aggregate base, 3.5" of bituminous.
3. Turf restoration details should be provided.
4. A de-watering plan needs to be submitted for review and approval.
5. Neighboring properties will need to be informed of dewatering activities.
6. A building permit will be needed for internal plumbing connections.
7. The City should be informed of when the work will begin so that inspection can be provided for work in the right of way and connections to public infrastructure.

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby approves the new connection to the City Sewer and Water System at 2641 Stone Arch Road upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak	X			
Council Member Carlson	X			
Council Member Massie	X			
Council Member Newberry	X			
Council Member Weiner	X			

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 September 12, 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 13<sup>th</sup> day of September, 2016.

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

## **CITY ENGINEER RECOMMENDATION**

**From:** David Martini [mailto:davidma@bolton-menk.com]  
**Sent:** Wednesday, September 07, 2016 9:29 AM  
**To:** 'Kathryne McCullum'  
**Subject:** RE: 2641 STONE ARCH ROAD APPLICATION AND PLAN

Kathy,

The concept is fine but the plan needs to show more detail before we allow them to proceed.

1. A curb stop needs to be shown at or near the property line.
2. Road restoration details need to be shown. The existing road section consists of geotextile fabric, 9" CL aggregate base, 3.5" of bituminous.
3. Turf restoration details should be provided.
4. A de-watering plan needs to be submitted for review and approval.
5. Neighboring properties will need to be informed of dewatering activities.
6. A building permit will be needed for internal plumbing connections.
7. The City should be informed of when the work will begin so that inspection can be provided for work in the right of way and connections to public infrastructure.

Let me know if you have questions.

Thanks.

**David P. Martini, P.E.**

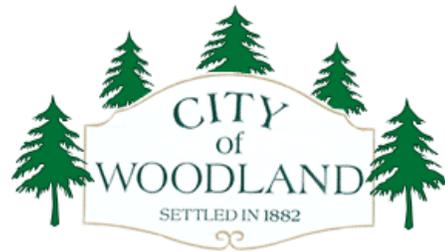
**Bolton & Menk, Inc.**

P: (952) 448-8838 ext. 2458

M: (612) 756-4315

email: davidma@bolton-menk.com

## Letter to the City of Minnetonka Requesting Additional Connection



August 29, 2016

Sent Via E-mail – August 29, 2016

Will Manchester  
City of Minnetonka  
Engineering Department  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345

RE: Confirmation of an additional sewer and water connection per the 1997 Agreement for Municipal Sanitary Sewer and Water Service with Woodland

Dear Will,

I am writing to request, per our 1997 Agreement for Municipal Sewer and Water Service, that Woodland be given approval to allow a new service connection to Woodland's lateral sewer and water system. Donna Gause from your Operations and Maintenance Department indicated that the agreement states the number of connections allowed is 52 and this connection will bring the City's total connections to 50.

The property owners at 2641 Stone Arch Road, are making a formal request to the Woodland City Council on Monday, September 12, 2016, to abandoned the existing ISTS and connect to the municipal system within the street. The water will also have a new connection. If you would, please forward your approval to me at your earliest convenience.

Thank you for your assistance with this matter. Please contact me with any questions.

Sincerely,

Kathryne McCullum  
City Clerk

952-358-9936

## City of Minnetonka Approval

**From:** Will Manchester [mailto:wmanchester@eminnetonka.com]

**Sent:** Wednesday, August 31, 2016 4:46 PM

**To:** Kathryn McCullum

**Cc:** Corrine Heine; Brian Wagstrom; Jim Malone

**Subject:** RE: REQUEST FOR SEWER AND WATER CONNECTION

Hi Kathy,

Checked with others here and Minnetonka is agreeable to this connection per our agreement, which requires appropriate fees. Did you ever receive the current fees required per the agreement? Let us know. Thanks.

Will

William D. Manchester, P.E.

Director of Engineering

City of Minnetonka

14600 Minnetonka Blvd

Minnetonka MN 55345

Phone: 952-939-8232

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## **Guidelines for Additional Sanitary Sewer and Water Connections**

- A. Definition: "Connection" means tying the residence's waste and water systems into the "as is" city sewer and water structures; it does not mean a tying into pre-existing stubs on the mainline pipe (s), because such stubs have not been installed.
- B. If a resident or group of residents wishes to connect to city sewer or water, they must submit a written request to the City including the following:
- demonstrate at their own expense that repairing or replacing the existing ISTS(s) is not feasible, based on economic, aesthetic, and engineering criteria, due to small lot size, low lying elevation, and other considerations, and
  - demonstrate at their own expense that the proposed connection would not interfere with or increase the cost of the most probable connection route(s) that other residents or the City would eventually seek for a similar project, for example, where the location of scenic trees dictates only one feasible route and soil conditions prohibit more than one pipe depth along that route.
- C. In granting or denying the request, the Council may in addition consider the following matters:
- whether the requirements of paragraph B have been met.
  - whether the remaining number of authorized but unused connections permitted under the agreement between Woodland and the City of Minnetonka is sufficient. If deemed insufficient, whether the City is able to negotiate a satisfactory amendment to the existing agreement with the City of Minnetonka (or negotiate a satisfactory agreement with the City of Deephaven) to provide for additional connections. "Satisfactory" means, among other things, that the cost to residents already connected is not adversely affected.
  - the extent to which the proposed project would disrupt vehicle and pedestrian traffic on city streets, including but not limited to interfering with emergency vehicle access.

- Must receive City Council approval of the connection.
- All necessary permits are the responsibility of the applicant.
- Actual construction costs/fees, including road improvements and extension of lines, shall be paid directly by the applicant.

Costs <b>Paid Up-Front</b> to the City of Woodland		
Item	Description	Fee
Water Lateral	Fee confirmed by the City of Minnetonka	\$ 1,772
Sewer Lateral	Fee confirmed by the City of Minnetonka	\$ 997
Fee SAC (Metropolitan Council)	\$2,485 – 2016 Fee – Metropolitan Council has indicated that this fee will remain unchanged in 2017	\$ 2,485
Project Assessment Fee	\$12,000	\$12,000
Water Meter  Example is listed. Please check with the City of Minnetonka to ensure this is the correct meter for your needs.	Must purchase meter that works with Minnetonka technology. Minnetonka purchases them from: Metering & Technology Solutions at 952-242-1960 Example: -Meter M355SBZ ¾ short bare -Head – UG35GAL RTR INT -Resetter – ST7402MS43	\$ 87  \$ 147  \$ 87
City Permit Fees	\$ <b>TBD</b> – septic demolition (based on valuation of the demolition)  \$51.00 Sewer Connection Permit  \$51.00 Water Connection Permit	\$ _____  \$ 51  \$ 51
Escrow – Sewer and Water	\$10,000 to cover City Engineer costs	\$10,000
Escrow – Road Repair	\$4,500	\$ 4,500
Other Permit Costs		
DNR Permit	Water appropriations permit for dewatering APPLICANT MUST CHECK WITH DNR FOR	

	PERMIT AND FEE (current fee is \$150)	\$ 150
Minnehaha Creek Watershed District	APPLICANT MUST CHECK WITH DISTRICT FOR PERMIT AND FEE (IF REQUIRED)	
Well Cap	Well cap cost is at the owners expense.	

The aforementioned costs are associated with the privilege to connect to the municipal sewer and water systems. ***These costs do not include actual costs a contractor will charge the applicant to lay/extend the lines and plumb the house.***

<b>Applicants must hire, at their own expense, their own engineer and submit the following:</b>	
	2 sets of plans to extend and connect to the municipal system
	Topographic survey
	Basement elevation at point of connection to the house
	2 as-built plans at the time of the final inspection
	Resident is responsible for acquisition of all easements
	2 copies of the traffic control plan Traffic control along County Road 101 is the responsibility of the applicant.

Escrow fee is paid in conjunction with the fees will be held by the City to cover the costs of the City Engineer's review of plans and inspection and to ensure proper road restoration. Any remaining balance of the escrow fee will be returned to the applicant following final inspection.

All fees are to be paid at the time the permit is issued and after City Council approval. All costs and expenses incident to the installation and connection to the municipal sewer and water system shall be borne by the property owner.

**From:** Kathrynne McCullum [<mailto:kathy@woodlandmn.org>]

**Sent:** Thursday, June 09, 2016 3:57 PM

**To:** 'jimartineau@cbburnet.com'

**Subject:** ANSWERS TO YOUR QUESTIONS - WOODLAND

Hi Jeff,

Attached are the as-builts you requested.

Also, according to the City's ordinance which references State Statute 7080.2500 System Abandonment, the septic tanks may be crushed and filled. They can also be removed. A permit is required.

Any private well may remain and must comply with Minnesota State Statutes, Rules, etc.

I hope this helps!

Kathy.

Kathryne A. McCullum ♦ City Clerk  
City of Woodland ♦ Minnesota

952-358-9936

[www.woodlandmn.org](http://www.woodlandmn.org)

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF SEPTEMBER 12, 2016

**Agenda Item 6. B.**

**New Business**

TO: Honorable Mayor and Members of the City Council  
FROM: Kathyne McCullum, City Clerk  
SUBJECT: Resolution 28-2016 approving the 2017 Lake Minnetonka Communications Commission Budget

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**Overview**

Each year the City Council is requested to review and approve the LMCC's operating budget. The LMCC is requesting approval of the majority of the cities to proceed with the proposed budget at their September meetings.

No tax dollars go into funding the LMCC budget. The budget is funded with a cable company franchise fee paid annually to the LMCC.

The Lake Minnetonka Communications Commission (LMCC) provides the following services to the member cities within its Joint Powers Association (JPA):

Franchise negotiations

- The production of public cable TV programming
- Enforcing the terms of the negotiated contract with Mediacom
- Handles all resident complaints regarding Mediacom services

The staff at the LMCC has been very helpful with solving residents' issues with new connections and cable outages. In addition, the LMCC coordinated the upgrades to the wireless internet and A/V system in the City of Deephaven Council Chambers. The new wireless internet connection will be especially helpful in preparing the E-poll books for the upcoming election.

**Recommendation**

Adopt Resolution No. 28-2016 approving the 2017 LMCC Budget

**CITY OF WOODLAND**

Meeting Date: September 12, 2016  
Motion:

Resolution No. 28-2016  
Second:

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**RESOLUTION APPROVING THE 2017 LAKE MINNETONKA  
COMMUNICATIONS COMMISSION (LMCC) BUDGET**

**WHEREAS**, the Lake Minnetonka Communications Commission (LMCC) provides the following valued services to the member cities within its Joint Powers Association (JPA):

1. Expertise in franchise negotiations.
2. Expertise in the production of public cable TV programming.
3. Enforcing the terms of the negotiated contract with Mediacom.
4. Dealing with resident complaints about Mediacom.

**WHEREAS**, each year, the City Council is requested to review and approve the LMCC's operating budget according to the Joint Powers Agreement; and

**WHEREAS**, the LMCC's budget shall be effective unless rejected by a majority of the Member Cities within 45 days after its receipt; and

**WHEREAS**, no tax dollars go into funding the LMCC budget. The budget is funded with a cable company franchise fee paid annually to the LMCC.

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby approves the Lake Minnetonka Communications Commission Budget for 2017 upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak	X			
Council Member Carlson	X			
Council Member Massie	X			
Council Member Newberry	X			
Council Member Weiner	X			

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 September 12, 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 13<sup>th</sup> day of September, 2016.

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

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF SEPTEMBER 12, 2016

**Agenda Item 6. C.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathryn McCullum, City Clerk

SUBJECT: Items pertaining to the 2017 Preliminary Budget and Levy

1. Resolution No. 22-2016 approving the 2017 Preliminary Levy
2. Resolution No. 23-2016 approving the 2017 Preliminary General Fund Budget

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**Background**

On July 11, 2016 and August 11, 2016 the City Council reviewed the draft preliminary General Fund budget and levy.

**Summary**

The General Fund is the general operating fund of the City. It is used to account for all financial resources except the Enterprise Funds (Water & Sewer). The City Council oversees the policies and procedures of Woodland and is charged with approving a City budget to ensure current operating needs and ongoing maintenance are met while maintaining core services at a level consistent with Woodland's goals and policies.

**BUDGET**

**Expenditures**

The proposed 2017 General Fund **Budget** expenditures are estimated to be \$388,604, an increase of \$3,229, or 0.84% from the 2016 budget. The draft preliminary budget includes modest increases for police, fire, clerical, assessing, and snow plowing. The proposed draft budget also includes an increase in funds for the Deer Management Program.

**General Fund Budget Expenditures**



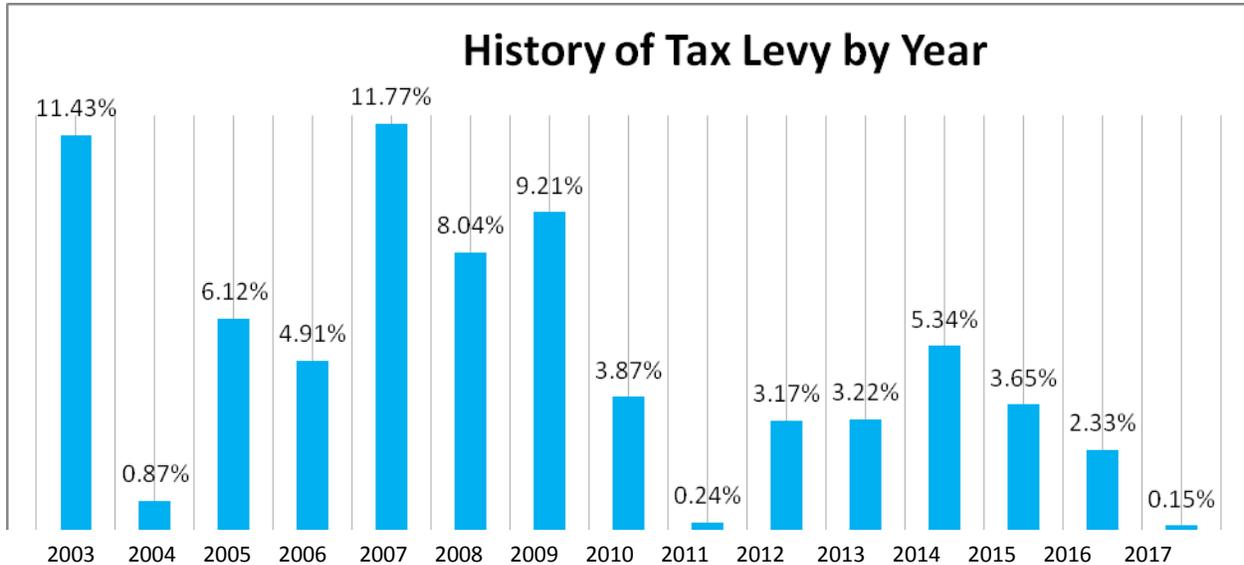
## TAX LEVY

### Revenues

The City has very limited sources of revenue leaving the majority of the funds necessary to balance the budget to be provided by property taxes (*tax levy*). The *tax levy* will provide approximately 91% of the revenue necessary to operate the City.

The total tax <b>levy</b> required to fund the 2017 budget	\$357,304
The total non-tax revenue	<u>\$ 31,300</u>
Total 2017 General Fund Budget	\$388,604
% General Fund Budget Increase	0.84%
2017 Levy	\$357,304
2016 Levy	<u>\$356,775</u>
Levy Increase	\$ 529
% <b>Levy</b> Increase	0.15%

## Woodland Levy – 2003 - 2017



### Adoption of the Preliminary Budget and Levy

The City is required to adopt a preliminary budget and tax levy, so that the levy can be certified to the County by September 30. After adoption of the proposed levy, the levy cannot be increased. The levy may be reduced prior to adoption of the *final* budget and levy in December.

### Recommendation

1. Adopt Resolution No. 22-2016 approving the 2017 Preliminary Levy
2. Adopt Resolution No. 23-2016 approving the 2017 Preliminary General Fund Budget

**CITY OF WOODLAND**

Meeting Date: September 12, 2016  
Motion:

Resolution No. 22-2016  
Second:

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**A RESOLUTION ADOPTING THE 2017 PRELIMINARY LEVY**

**WHEREAS**, the City Council has given approval of the General Fund Preliminary General Fund Budget for 2017. The proposed budget requires funds to be raised from property taxes.

**WHEREAS**, the City Council has determined that the following sum of money be levied for the current year, to be collectible in 2017, upon taxable property in the City of Woodland is:

**2017 Preliminary Levy – \$357,304**

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby directs staff to forward the 2017 Preliminary Property Tax Levy to be certified to the County Auditor of Hennepin County, Minnesota

Adopted this 12<sup>th</sup> day of September, 2016 by the City Council of the City of Woodland upon the following vote:

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

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 September 12, 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 12<sup>th</sup> day of September, 2016.

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

**CITY OF WOODLAND**

Meeting Date: September 12, 2016  
Motion:

Resolution No. 23-2016  
Second:

**RESOLUTION NO. 23-2016**

**A RESOLUTION ADOPTING THE PRELIMINARY 2017 GENERAL FUND BUDGET**

**WHEREAS**, the City Council of Woodland has prepared a line item budget based on expected revenues and expenditures for 2017 (Exhibit A), and

**WHEREAS**, the City Council of the City of Woodland has approved the 2017 Preliminary General Fund Budget in the following amount:

**2017 Preliminary General Fund – \$388,604**

**WHEREAS**, the City is required to adopt a preliminary budget and tax levy so that the levy can be certified to the County by September 30, 2016.

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby approves and adopts the Preliminary General Fund Budget for 2017 upon the following vote:

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

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 September 12, 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 12<sup>th</sup> day of September, 2016.

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