

CITY COUNCIL
CITY OF WOODLAND
MEETING OF SEPTEMBER 8, 2014

Agenda Item 6. B.

New Business

TO: Honorable Mayor and Members of the City Council
FROM: Kathyne McCullum, City Clerk
SUBJECT: Discussion relating to the City's Recycling Program

Overview

Woodland offers all residents bi-weekly recycling collection. Recycling collection is currently offered by Waste Management as valet service (collection of materials at the garage). Some residents do choose to bring their recycling container to the curb. All residents are provided a 64 gallon cart through the hauler. *Additional carts are available upon request. Materials can be co-mingled in the same container (single sort). Hennepin County provides a subsidy to the City for providing this service of \$1,580 per annum.*

Woodland approved a three year agreement with Waste Management for Recycling Collection in 2011. The current three year agreement will expire December 31, 2014.

Current Contract - Cost: \$4.18 per household - \$802.56 month.

Request for Quotes

Woodland sought quotes from four providers (Waste Management, Randy's Sanitation, Republic, and Vintage Waste Systems). Waste Management and Vintage Waste Systems provided quotes for service:

Waste Management

The proposal submitted by Waste Management would maintain the current rate of \$4.18 per household for 2015 with a 2% increase in years two and three.

2015 - \$4.18 per year
2016 - \$4.26 per year
2017 - \$4.35 per year

Vintage Waste Systems

The proposal submitted by Vintage Waste Systems would be \$4.50 per household. The contract would extend for three years with no increase. Vintage currently serves 70 residents in the City of Woodland for weekly trash service and five of those accounts participate in organics recycling.

If the Council decided on Vintage Waste Systems, the additional annual cost would be approximately \$650 for 2015.

Organics Recycling

The following is provided to the Council for information purposes only:

The Minnesota Pollution Control Agency (MPCA) has established solid waste management goals and Hennepin County revised its goals to meet those of the MPCA. This means that the cities within Hennepin County must step up participation in recycling and consider offering organics recycling. The

County's Residential Recycling Funding Policy now requires cities of the first class to provide organic collection services no later than January 1, 2015. All other cities will be required to offer organic recycling in the next few years – most likely by 2017. A recent MPCA study indicated that 31% of discarded waste is made up of organic material. Organic material includes:

Food scraps

- Fruits and vegetables
- Meat, fish and bones
- Bread, pasta and baked goods
- Egg shells
- Dairy products
- Coffee grounds

Food-soiled paper products

- Paper towels and napkins
- Paper plates and cups
- Pizza boxes
- Egg cartons
- Boxes from frozen and refrigerated foods
- Waxed paper and paper containers
- Coffee filters and tea bags

Other compostable items

- Full vacuum cleaner bags
- Dryer lint
- Tissues and cotton balls
- Floral trimmings and house plants

Residents would need to have three containers for trash, recycling, and organics recycling. Hennepin County has found that once people start organics recycling, they can move to a smaller trash container; however, three containers would still be needed.

Although not required to participate in organics recycling at this time, the City will likely be required to in the near future. Staff requested information from the companies that provided a quote for recycling service and found the following:

Waste Management does not offer organics recycling at this time as there has been very little interest and very few requests for it at this point in time. With the limited interest in the service, it would be very difficult and very expensive to try and establish a route. However, the company continues to explore the option, if the demand is there.

Vintage Waste Systems offers organics recycling and have since 2008. April 15-Nov. 30th organics recycling (which includes a 35 Gallon cart) is serviced weekly and in the winter months the cart is serviced bi-weekly (they have found that there is less material in the winter months). The cost for organics recycling, with a 35 Gallon organics cart, is \$6.50 per month. *This cost would be in addition to the charge the City pays for recycling as we currently know it. It is also important to note that to date this potential mandate is unfunded by either the State or the County.*

Recommendation

At this time, the Council is requested to discuss the recycling service quotes from Waste Management and Vintage Waste Systems for 2015, 2016, and 2017 and direct staff to place the item on the October City Council agenda for action.

CITY COUNCIL
CITY OF WOODLAND
MEETING OF SEPTEMBER 8, 2014

Agenda Item 6. C.

New Business

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Discussion concerning a homeowner questionnaire letter for the Lake Marion property owners

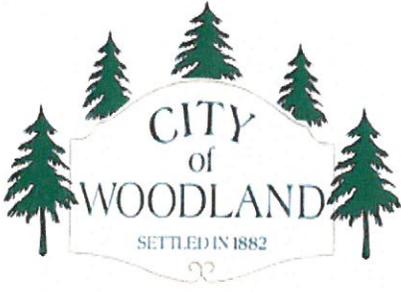
Background

At the August, 2014 meeting, Mayor Doak explained that the City received a request to increase the setback from 50' to 100' on Lake Marion. He noted that there are very few owners that abut Lake Marion and thought that in his opinion the City should obtain unanimous consent from all property owners who abut the Lake, before considering a revision to the setback.

At the meeting, Mayor Doak suggested that the Council draft a letter to property owners to ask how they feel about increasing the setback. The Council members agreed that the question to the property owners should state a setback revision from 50' to 75' and that a letter should be drafted to the Lake Marion property owners to obtain their input. A draft of the letter is attached for Council review.

Recommendation

Review and discuss the attached letter and provide staff with direction.



**LAKE MARION
RESIDENTS**

**City of Woodland
Homeowner
Questionnaire**

September 2, 2014

Dear Homeowner:

The Woodland City Council has been asked to consider amending the City's zoning code to increase the required setback for newly constructed buildings from the shoreline of Lake Marion. The current required set back is 50 feet from the ordinary high water level. In future meetings the Council will discuss increasing the setback to 75 feet, the same setback that is required from Lake Minnetonka. The Council believes that the opinions of residents that abut Lake Marion must be given significant weight in these discussions. We ask that you complete this questionnaire and return it to City Hall at your earliest convenience, but no later than September 19, 2014.

QUESTION:

Should the Woodland Zoning Ordinances be amended to increase the new structure setback from Lake Marion from 50' to 75'?

Yes

No

Do you have any comments you would like to share with the Council on this subject?

Thank you for your time.

Sincerely,

Kathryne McCullum
City Clerk

CITY COUNCIL
CITY OF WOODLAND
MEETING OF SEPTEMBER 8, 2014

Agenda Item 6. D.

New Business

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Consideration of Resolution No. 34-2014 adopting a policy relating to fire hydrant maintenance inspections and repairs

Background

The City Engineer has recommended that all hydrants be fully operated, inspected, and lubricated once a year, at a minimum. Any deficiencies noted should be addressed and repaired. Pump-out hydrants must be checked and pumped down as necessary each year prior to freeze up. The estimated cost for maintenance is \$750 annually. This would include a two man crew to operate, inspect and lubricate each fire hydrant. At \$150/hour, figure three (3) fire hydrants and hour, GHA has fifteen (15) fire hydrants, so figure five (5) hours for a total of \$750.00 for an annual operation/inspection.

At its August 14, 2014 meeting, the City Council requested that a fire hydrant maintenance policy be developed for consideration at the September meeting. A draft policy is attached for Council review. A resolution is also attached if the Council wishes to adopt the policy at this meeting.

Recommendation

Approve Resolution No. 34-2014 adopting a policy relating to fire hydrant maintenance inspections and repairs.

CITY OF WOODLAND

Meeting Date: September 8, 2014

Resolution No. 34-2014

Motion:

Second:

RESOLUTION NO. 34-2014 ADOPTING A POLICY RELATING TO FIRE HYDRANT MAINTENANCE INSPECTIONS AND REPAIRS

WHEREAS, the City Engineer has recommended that all hydrants be fully operated, inspected, and lubricated once a year, at a minimum. Any deficiencies noted should be addressed and repaired; and

WHEREAS, the City Council of Woodland believes that it is in the best interest of the City to specify the policy and procedures for the maintenance and use of public fire hydrants; and

WHEREAS, the Woodland City Council proactively planned for additional maintenance costs in 2014 to ensure that funds were available for needed water and sewer infrastructure repairs; and

WHEREAS, the Woodland City Council agreed that there was a need for a specific policy that would address fire hydrant maintenance inspections and repairs on an annual basis.

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council hereby adopts Resolution No. 34-2014 relating to fire hydrant maintenance inspections and repairs upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Council Member Carlson				
Council Member Massie				
Council Member Newberry				
Council Member Rich				

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 8, 2014, 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 8th day of September, 2014.

Attest: _____
Kathryne A. McCullum, City Clerk

**CITY OF WOODLAND
COUNCIL POLICIES**

CHAPTER 3 – PUBLIC SAFETY

POLICY 3-5 – FIRE HYDRANT USE AND MAINTENANCE POLICY

A) PURPOSE

The City Council of Woodland, Minnesota believes that it is in the best interest of the City to specify the policy and procedures for the maintenance and use of public fire hydrants. It is in the public interest that hydrants are inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.

B) OBJECTIVE

Define standard responsibilities, maintenance, and inspection procedures, and restrictions on use of public fire hydrants within the City of Woodland.

C) GENERAL

- 1) Fire hydrants in the City of Woodland are for the exclusive use of the City and shall not be used for purposes other than emergencies as determined by the City.
- 2) Hydrants shall be opened only by public safety, public works, or authorized technical personnel.

D) RESPONSIBILITIES

The City Engineer, at the direction of the City Council, shall:

- 1) Direct and schedule all hydrant maintenance and inspection activities.
- 2) Contract as necessary for maintenance and repair services within budget constraints
- 3) Review plans for and monitor the installation of new hydrants to ensure conformance with City needs and specifications.
- 4) The City Engineer or his designee shall:
 - a. Inspect and test all public fire hydrants connected to the municipal water system in the City.
 - b. Document hydrants needing repair and report the status of hydrants to the City Council, make repairs as directed by the City Council and within budget guidelines.

- 5) Hydrants that do not drain will be pumped dry each fall to prevent freezing and possible damage to the hydrant.
- 6.) Fire hydrants will be painted periodically to maintain their appearance and visibility to the Fire Department.

E. HYDRANT ACCESS

- 1) There shall be no less than 36" of horizontal clearance on all sides of the hydrant.
- 2) All hydrants are to be free of obstacles so that the hydrant may be seen by approaching fire trucks.
- 3) Posts, fences, vehicles, brush, trash, and other items shall not be placed or kept near fire hydrants.
- 4) The Fire Department shall not be deterred or hindered from gaining immediate access to a hydrant.

Adopted by the Woodland
City Council on September 8, 2014

Resolution No. 34-2014

CITY COUNCIL
CITY OF WOODLAND
MEETING OF SEPTEMBER 8, 2014

Agenda Item 6. E.

New Business

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Resolution No. 33-2014 authorizing entering into an agreement between the City of Woodland and Metro West Inspections for septic system inspection services

Background

Building Official Loren Kohnen of Metro West Inspection Services, Inc. has been providing septic system inspections for the City for several years. Mr. Kohnen has indicated that he is interested in extending the agreement between the City of Woodland and Metro West Inspection Services, Inc. in 2015.

Recommendation

Adopt resolution No. 33-2014 authorizing entering into an agreement between the City of Woodland and Metro West Inspections for septic system inspection services

CITY OF WOODLAND

Meeting Date: September 8, 2014
Motion:

Resolution No. 33-2014
Second:

**A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT
FOR SEPTIC SYSTEM INSPECTIONS FOR 2015**

WHEREAS, the City of Woodland desires to extend the agreement for septic system inspections with Metro West Inspection Services, Inc. The services will be conducted according to the agreement for services, as stated in the attached letter from Metro West Inspection Services, Inc. dated August 25, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes entering into the 2015 Agreement for septic system inspection services with Metro West Inspection Services, Inc. upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Council Member Carlson				
Council Member Massie				
Council Member Newberry				
Council Member Rich				

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 8, 2014, 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 8th day of September, 2014.

Attest: _____
Kathryne A. McCullum, City Clerk

METRO WEST INSPECTION SERVICES, INC.

Loren Kohnen, Pres.

(763) 479-1720
FAX (763) 479-3090
Mthrowst76@aol.com

August 25, 2014

City of Woodland
20225 Cottagewood Road
Deephaven, MN 55331

RE: Septic System Inspection Services
City of Woodland
Year: 2015

Thank you for your letter re: an updated agreement pertaining to septic system inspection services. For 2015 we would submit the following:

- 1) Review septic designs for issuance of a permit.
- 2) Conduct all required site inspections for installations.
- 3) Prepare as-built drawings of installations for City records.
- 4) Fees are 90% of permit fee for septic system installs.
- 5) Fees for emergency site visits and/or inspections would be \$75.00.
- 6) Inspectors certified by Minnesota Pollution Control Agency (MPCA).

Please call if you should have any questions.

METRO WEST INSPECTION SERVICES, INC.



Loren Kohnen
Building Official

LK:jg

CITY COUNCIL
CITY OF WOODLAND
MEETING OF SEPTEMBER 8, 2014

Agenda Item 6. F.

New Business

TO: Honorable Mayor and Members of the City Council
FROM: Kathyne McCullum, City Clerk
SUBJECT: Resolution 32-2014 approving the 2015 Lake Minnetonka Communications Commission Budget

Overview

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

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. The LMCC is asking member cities to review and approve the 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.

Recommendation

Adopt Resolution No. 32-2014 approving the 2015 LMCC Budget

CITY OF WOODLAND

Meeting Date: September 8, 2014
Motion:

Resolution No. 32-2014
Second:

A RESOLUTION APPROVING THE 2015 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; and

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 2015 upon the following vote:

Table with 5 columns: Name, Yes, No, Abstain, Absent. Rows include Mayor Doak, Council Member Carlson, Council Member Massie, Council Member Newberry, and Council Member Rich.

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 8, 2014, 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 8th day of September, 2014.

Attest: Kathryn A. McCullum, City Clerk