

WOODLAND
CITY COUNCIL MINUTES
Monday, March 10, 2008
7:00 P.M.

CALL TO ORDER

Mayor Stark called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Mayor Jean Stark; Councilmembers Jim Doak, Michael Jilek and Mark Evenstad and Tom Newberry.
Absent: None
Staff: Police Chief Cory Johnson and Clerk Shelley Souers,
Guests: Troon Dowds, Andy Berg, Linda Koblick, Rick Stanek, Chris Sagsveen, and Jennifer Neby

CONSENT AGENDA

A. Minutes February 11, 2008

Councilmember Doak moved approval of the consent agenda and the item contained within it. Councilmember Evenstad seconded the motion. Motion carried 5-0.

NEW BUSINESS

A) Review of the 2007 Audit – Andy Berg auditor with Abdo, Eick and Meyers, LLP

Mr. Andy Berg presented a summary of the audit for 2007 year-end financial statements. Mr. Berg noted that the City is not able to completely segregate all accounting functions, but recommended implementing certain compensating controls. Mr. Berg reported the year-end cash balance is 65% of the budgeted expenditures. A benchmark fund balance for cities is 60%. Mr. Berg agreed that the fund balance is acceptable given that expenditure are incurred somewhat evenly throughout the year and property tax and state aid revenues are not received until the second half of the year.

Mr. Berg reported that the activity in both the Water Fund and Sewer Fund is consistent. Mr. Berg suggested that the City annually review the utility rates to ensure operating and debt service costs are covered by the rates charged for services.

Mr. Berg reported that the City has a process for backing up the computer system each day and stores the back-up files off-site, however, there is no formal testing of the back-up tapes and there is no validation that the back-ups were created successfully. As a result, there is a risk that the data would not be able to be recovered from the tapes. Mr. Berg recommended that the City implement a plan to ensure that the backups are occasionally tested and there is notification of the daily back-ups being successful. Annual testing of the back-up tapes is sufficient.

Councilmember Doak stated that he was comfortable with the general fund balance and would support an increase in the balance given the fact the municipal budget is small and certain expense are not proportionate to a small budget. Councilmember Doak asked for clarification of funding road improvements from the general fund.

Mr. Berg suggested that Council adopt an annual resolution further clarifying the intent of the fund balance and designating a percentage of the general fund balance to be used toward future road improvement projects.

Councilmember Newberry moved to accept the 2007 audit report, financial statement and recommendations as presented. Councilmember Evenstad seconded the motion. Motion carried 5-0.

B) Hennepin County Updates – Linda Koblick

District 6 County Commissioner Linda Koblick was present along with several County employees to provide an overview of current Hennepin County issues. Commissioner Koblick reported that residential property tax revenue supports 36% of the County's budget. The remainder is principally supported by State and Federal grants and Fees. District 6 accounts for 26% of the County's property tax revenue.

The County Medical Center (HCMC) is under a new operating plan and operating board that is to contain costs and improve the competitiveness of the facility. The hospital plans on making large capital upgrades in the near future and has increased advertising.

Sherriff Stanek reported that the sheriff's office has 850 employees within eight different divisions and is a full service law enforcement agency that works with local police departments on the County roads. It also provides assistance in the event of emergencies and natural disasters. The Sherriff's office provides year-round service on the waters of all County lakes, rivers and streams including Lake Minnetonka.

Project Engineer for County Road 101, Mr. Sagsveen, reported that the County is working with the railroad regarding changes to the bridge in Wayzata and also consulting with the State archeologist to authenticate whether Indian Burial Mounds are located along County Road 101. If Indian Burial Mounds are found, the County will work with the Bureau of Indian Affairs who will have full authority over the use of the land. Mr. Sagsveen reported the road design will include curb and gutter along the entire roadway and an 8 foot wide multiuse trail along the east side of the road all the way into Wayzata. The County intends to hold a public open house in May to gather feedback on the design options.

Commissioner Koblick commented on several other issues including the transit sales tax approved by the legislature. The County will make a decision on the proposed .25% transit tax by April 1.

Council thanked Commissioner Koblick and the County staff for their attendance and information.

Councilmember Evenstad noted that he had a conversation with County staff and has learned that HCMC's new operating board has capped out-of-pocket expenses at \$26 million and allocated 5% of the operating budget for unpaid services. The hospital's advertising budget is 20% of what other hospitals spend. Advertising at the Target Center is "in-trade" for providing emergency

services for events. Councilmember Evenstad noted that fiscal responsibility starts at a City level and Cities should continue be the model for the County.

PUBLIC HEARING

A. Storm Water Pollution Prevention Program

Mayor Stark opened a public hearing at 8:05P.M. to hear and accept public comments on Woodland's storm water practices and prevention program. The State requires all cities to hold public hearings each year to seek public feedback on the city's Storm Water Pollution Prevention Program.

Clerk Souers reported that as part of the State's and Met Council's requirements, Zoning Coordinator Karpas has drafted a Storm Water Management Ordinance. Woodland will need to budget in 2009 for a Storm Water Pollution Prevention Plan. The City Engineer has estimated that the plan and maps may cost \$8,000 to \$9,000 to prepare.

Council directed staff to obtain several quotes for the preparation of the stormwater management plan.

There being no public comments, the hearing was closed at 8:11PM.

COUNCIL AND STAFF REPORTS

Finance & Public Safety

No report.

Police Report

Councilmember Doak noted that the police presence in Woodland has made an impact on the traffic speeds.

Chief Johnson reported that his department will be making updates to the Emergency Management Plan.

Councilmember Doak requested that Chief Johnson provide the Councilmembers with more direction and information regarding their role in an emergency.

Roads

Councilmember Doak stated that he will be working with the City Engineer to develop a plan for the 2008 road improvements.

Councilmember Doak requested that the police officers continue to monitor and enforce the load limit restrictions and truck traffic on City streets.

Deer Management & Website

No report.

Ordinance

No report.

TREASURER'S REPORT

Councilmember Evenstad moved to approve the Treasurer's Report. Councilmember Jilek seconded the motion. Motion carried 5-0.

ACCOUNTS PAYABLE

Councilmember Evenstad moved approval of the Accounts Payable. Councilmember Doak seconded the motion. Motion carried 5-0.

Councilmember Doak suggested, based on the auditor's suggestion, the computer backup tapes be tested and verified.

Staff will work with Deephaven on this matter.

ADJOURNMENT

There being no further business, on a motion by Councilmember Newberry and second by Councilmember Jilek the meeting adjourned at 8:38 P.M. Motion carried 5-0.

ATTEST:

Shelley J. Souers, City Clerk

Jean M. Stark, Mayor