

# AGENDA

## Greenwood City Council Meeting

Wednesday, March 5, 2014  
20225 Cottagewood Road, Deephaven, MN 55331



### Worksession

*In accordance with open meeting laws, the worksession is open for public viewing, but there will be no opportunity for public participation.*

- 6:00pm 1. CALL TO ORDER ~ ROLL CALL ~ APPROVE AGENDA
- 6:00pm 2. DISCUSS: SOUTHSORE CENTER CONCEPT
- 6:50pm 3. ADJOURNMENT

### Regular Meeting

*The public is invited to speak to items on the regular agenda. The public may speak regarding other items during Matters from the Floor.*

- 7:00pm 1. CALL TO ORDER ~ ROLL CALL ~ APPROVE AGENDA
- 7:00pm 2. CONSENT AGENDA  
*Council members may remove consent agenda items for discussion. Removed items will be put under Other Business.*
  - A. Approve: 02-05-14 City Council Meeting Minutes
  - B. Approve: January Cash Summary Report
  - C. Approve: February Verifieds, Check Register, Electronic Fund Transfers
  - D. Approve: March Payroll Register
- 7:05pm 3. MATTERS FROM THE FLOOR  
*This is an opportunity for the public to address the council regarding matters not on the agenda. The council will not engage in discussion or take action on items presented at this time. However, the council may ask for clarification and may include items on a future agenda. Comments are limited to 3 minutes.*
- 7:10pm 4. PRESENTATIONS, REPORTS, GUESTS & ANNOUNCEMENTS
  - A. Presentation: CliftonLarsonAllen, 2013 Audit Report
  - B. Announcement: Pre-Board Worksession with Assessors, 6pm, 04-02-14
- 7:30pm 5. PUBLIC HEARINGS
  - A. City Stormwater Pollution Prevention Program
- 7:35pm 6. UNFINISHED BUSINESS
  - A. 2nd Reading: Ordinance 227, Alcohol Regulations (changing hours of service)
  - B. 2nd Reading: Ordinance 228, Practical Difficulties Considerations
  - C. Consider: Proposal for Increased Plantings Along Excelsior Blvd
- 7:45pm 7. NEW BUSINESS
  - A. Consider: Resolution 08-14, Planning Commission Appointments
  - B. Consider: Annual Contribution for Baywide Treatment of St. Alban's Bay Milfoil / Pondweed
  - C. 1st Reading: Ordinance 230 (chapter 2) and Discussion of Ordinance 231 (chapter 11), Permitting Suspension of the Planning Commission in the Absence of a Quorum
  - D. Discuss: Potential Grading Ordinance
  - E. Consider: Estimate for Greenwood Park Tennis Court Refurbishment
- 8:30pm 8. OTHER BUSINESS
  - A. None
- 8:30pm 9. COUNCIL REPORTS
  - A. Cook: Planning Commission
  - B. Fletcher: Lake Minnetonka Communications Commission, Fire
  - C. Kind: Police, Administration, Mayors' Meetings, Website, Southshore Center Committee
  - D. Quam: Roads & Sewer, Minnetonka Community Education
  - E. Roy: Lake Minnetonka Conservation District, Lake Improvement District
- 8:50pm 10. ADJOURNMENT



# Worksession

**Agenda Date: 03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Southshore Center Concept

**Summary:** The attached concept for the Southshore Center was created by Tonka Bay Councilmember Elli Ansari and me (Deb Kind) in response to the key leanings from the VANTAGE students' work. We presented the concept to the SSC Advisory Committee and received a positive response. The committee determined that the next step is for us to present the concept to the owner city councils at worksessions to see if there is general support for the idea. The worksession dates are as follows:

Greenwood	03-05-14
Tonka Bay	03-11-14
Shorewood	04-14-14
Excelsior	04-21-14

Note: Deephaven recently decided to withdraw from any further participation with the SSC.

**Council Action:** No action can be taken at city council worksessions. At this point, the goal is to determine whether there is general council support for the concept and to gather council input.



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## **3-YEAR PILOT PROJECT PROPOSAL**

FEBRUARY 15, 2014

Prepared by  
Tonka Bay Councilmember Elli Ansari  
and Greenwood Mayor Deb Kind

## BACKGROUND

The Southshore Center (SSC) is located at 5735 Country Club Road, Shorewood, MN. The facility was built in 1996 with funding from the following:

	Contribution	% of Ownership
Deephaven	\$139,639	22.45%
Excelsior	\$90,812	14.60%
Greenwood	\$24,569	3.95%
Shorewood	\$311,000	50.00%
Tonka Bay	\$55,980	9.00%
Friends of the Southshore Center (Seniors)	\$100,000	
<b>Total</b>	<b>\$622,000</b>	<b>100.00%</b>

The Friends of the Southshore Center operated the center with funds from grants and their membership until 2008 when grant money dried up. From 2009 to present, the city of Shorewood has managed the SSC. They hired a director to increase rentals of the facility and to create programming for all ages. At the same time, the “Friends” became the Southshore Senior Partners (SSSP) and rented space at the SSC for approximately \$600 per month for their senior programs. In 2012, Shorewood contributed \$60,000 to subsidize SSC operations. In August 2013, Shorewood officials initiated discussions with the 5 owner cities to determine the future operations of the SSC. A SSC Advisory Committee was formed and engaged students from VANTAGE (Minnetonka High School’s Advanced Professional Studies program) to help with the project. From November 2013 to January 2014, the VANTAGE team worked with SSC Advisory Subcommittee members to conduct research and make recommendations that will restore the financial viability of the SSC so it can continue its mission of providing services and facilities to the residents and businesses of the 5 cities.

### Key learnings from the VANTAGE team’s research:

1. There are 6 community centers in the metro area that operate at or near break-even, so it is possible for the SSC to operate at break-even as well.
2. The facility’s awareness needs to be improved. 43% of survey respondents never heard of the SSC, and of the 57% who have heard of the SSC, most believe that it is a “senior” center only.
3. To operate at break-even status, the facility needs to ...
  - Have professional programming, scheduling, and marketing to maximize use of the space.
  - Appeal to all ages and potential renters.
4. To appeal to all ages and potential renters ...
  - The appearance of the building needs to be upgraded to have a “wow” feeling.
  - The building technology needs to be upgraded.
  - The building needs new “branding.”

### Key desires from the city of Shorewood and the SSSP:

1. Would like someone on site during regular business hours, programming, and rentals.
2. Would like the SSSP to be able to continue to rent space at the facility.

**The 3-year pilot project proposal on the following pages addresses the above “key learnings” and “key desires” with the goal to set a course that will make the center financially viable for the future.**

# 3-YEAR PILOT PROJECT PROPOSAL

1. Since the “Southshore Center” name evokes “senior center,” it is important to re-brand the building with a new name and tagline to appeal to all ages and potential renters. The proposal is to change the building’s name to something like **The Cove** – *Learn, Play, Celebrate* (see design idea on the cover of this document). The Cove name is inspired by the building’s cozy / hidden location near Lake Minnetonka.
3. Update the website and building with the new brand.
4. Make building upgrades to create a “wow” first impression that appeals to all ages (see list on pages **4-5**). The list includes costs for “now” and costs for potential “future” upgrades. The “now” costs include changes that would create the biggest impact for the least amount of money ... (a) A dramatic entrance with a feature wall, accent lighting, carpet, etc. (b) To house the “senior” items and to make better use of space, the large coat room would be re-purposed into “The Corner” gift shop / display area – a centralized place to showcase bakery sale items, greeting cards, newsletters, books, etc. (c) Coats would be hung on an attractive new coat hook system in the hallway. (d) Also, to tie-in with the lake theme, the rooms would be named after Lake Minnetonka bays – Echo Bay Room (dining room), Gideon Bay Room (activity room), Carson Bay Room (conference room) – and black and white prints of Lake Minnetonka images would be displayed on the walls. Ideas for paying for the “now” costs are on page **6**.
3. A Cove Executive Board would oversee the upgrades (see page **6**).
4. For simplicity, the proposal is for Shorewood to continue to manage operations, set room rental rates, etc. Based on the projections on pages **7-10** spreadsheets, the operations are likely to break even (conservative estimate) or could be profitable (optimistic estimate). The spreadsheets for operations assume the following:
  - A. Minnetonka Community Education (MCE) will provide professional programming for all ages. Marketing will be done through the MCE catalog that is mailed to all school district homes. The catalog will include an ad for renting The Cove. MCE also will be in charge of scheduling all programs and rentals, so space information is in one place. Rentals will be for the room and table set-up only. The renter will need to arrange for linens, catering, liquor insurance, etc.

**Program** revenue will be split 60% to the instructor / program director, 30% to MCE, 10% to The Cove.  
**Rental** revenue from weddings, class reunions, etc. will be split 30% to MCE and 70% to The Cove.
  - B. The Cove may host fundraising events during times when the facility is not being used for MCE programming or rentals.
  - C. The Cove’s regular business hours would be 9am to 4pm, M-F. The reception desk would be “manned” during regular business hours and anytime The Cove has programming or rentals after hours.
  - D. A Site Manager / Receptionist (paid by The Cove) would work 4 hours per day, M-F. Responsibilities include:
    - Greeting people who enter the building, answering the phone, responding to emails.
    - Maintaining the Facebook page, website, electronic monument sign, TV loop.
    - Recruiting, training, and scheduling Assistant Receptionists to cover the other regular business hours and after-hours programming / rentals as needed.
    - Showing facilities to potential renters (scheduling will be done through MCE).
    - Coordinating The Cove fundraising events such as Oktoberfest and Open Mike Nights.
    - Managing the Custodian.
    - The Site Manager will have access to the schedule and / or coordinate with MCE to determine scheduling for the reception desk and Custodian.
  - E. The Custodian (paid by The Cove) will report to and be scheduled by the Site Manager. The Custodian will be responsible for cleaning / general maintenance of building and for table / chair set-ups as needed.
5. To honor the historic contributions of the “Friends” and SSSP, The Cove may discount rentals to the SSSP, and may split proceeds from “The Corner” gift shop / display area with the SSSP. However, to ensure that The Cove’s re-branding efforts are successful, the SSSP will need to keep a clear and separate identity for their organization and printed materials.

**The proposal is to commit to the above pilot project for 3 years. If all goes well, The Cove / MCE partnership may be continued in the future.**

# Estimate of Upgrade Costs

					Now	Future
	Unit	Quantity	Cost per Unit	Subtotal	Total with Design and Project Mgmt	Total with Design and Project Mgmt
1	<b>EXTERIOR</b>					
2	EA	1	\$200	\$200	\$250	
3	SF	600	\$2	\$1,200	\$1,500	
4	EA	4	\$200	\$800	\$1,000	
5	EA	1	\$2,500	\$2,500	\$3,125	
6	EA	1	\$300	\$300	\$375	
7	LF	44	\$30	\$1,320		\$1,650
8	EA	4	\$300	\$1,200		\$1,500
9	<b>FOYER</b>					
10				\$0	\$0	
11	SF	800	\$1	\$1,000	\$1,250	
12	SF	200	\$2	\$300	\$375	
13	EA	9	\$50	\$450	\$563	
14	EA	1	\$750	\$750	\$938	
15	SF	120	\$25	\$3,000	\$3,750	
16	EA	2	\$200	\$400	\$500	
17	SF	900	\$5	\$4,500	\$5,625	
18	EA	6	\$250	\$1,500	\$1,875	
19	EA	5	\$150	\$750	\$938	
20	<b>"THE CORNER" (FORMER COAT ROOM)</b>					
21				\$0	\$0	
22	SF	400	\$1	\$500	\$625	
23	SF	120	\$5	\$600	\$750	
24				\$0	\$0	
25				\$0	\$0	
26	<b>RECEPTION DESK</b>					
27				\$0	\$0	
28	SF	200	\$1	\$250	\$313	
29	SF	18	\$60	\$1,080	\$1,350	
30	LF	10	\$200	\$2,000		\$2,500
31	<b>ECHO BAY ROOM (DINING ROOM)</b>					
32				\$0	\$0	
33				\$0	\$0	
34	EA	2	\$1,200	\$2,400	\$3,000	
35	EA	1	\$1,550	\$1,550	\$1,938	
36			\$1,000	\$1,000		\$1,250
37	EA	6	\$250	\$1,500		\$1,875
38	EA	24	\$300	\$7,200		\$9,000
39	EA	140	\$120	\$16,800		\$21,000
40	EA	20	\$75	\$1,500		\$1,875
41	EA	2	\$1,500	\$3,000		\$3,750
42	EA	2	\$1,200	\$2,400		\$3,000
43						???
44						???

# Estimate of Upgrade Costs

					Now	Future
	Unit	Quantity	Cost per Unit	Subtotal	Total with Design and Project Mgmt	Total with Design and Project Mgmt
45	<b>GIDEON BAY ROOM (ACTIVITY ROOM)</b>					
46				\$0	\$0	
47	SF	1350	\$1	\$1,688	\$2,109	
48				\$0		
49	EA	1	\$200	\$200	\$250	
50	SF	30	\$60	\$1,800	\$2,250	
51	SF	1100	\$5	\$5,500		\$6,875
52	EA	12	\$250	\$3,000		\$3,750
53	<b>CARSON BAY ROOM (CONFERENCE ROOM)</b>					
54				\$0	\$0	
55				\$0	\$0	
56	SF	900	\$1	\$1,125	\$1,406	
57	EA	5	\$250	\$1,250	\$1,563	
58	EA	1	\$400	\$400	\$500	
59	SF	22	\$60	\$1,320	\$1,650	
60	EA	3	\$300	\$900	\$1,125	
61	SF	570	\$5	\$2,850		\$3,563
62				\$0	\$0	
63				\$0	\$0	
64	EA	100	\$20	\$2,000	\$2,500	
65				\$0	\$0	
66	<b>BATHROOMS</b>					
67	SF	600	\$1	\$750		\$938
68	SF	22	\$80	\$1,760		\$2,200
69	<b>GENERAL</b>					
70				\$0	\$0	
71	EA	8	\$50	\$400	\$500	
72					\$1,000	
73						???
74						???
75						???
76						
77	<b>Total Cost</b>				<b>\$44,891</b>	<b>\$64,725</b>

78  
79 *These costs were estimated by Tammy Magney (architect / designer of The Commons Workplace).*

Note: Shorewood also is considering parking lot improvements. See the concepts provided by Shorewood in the **FYI** section of this document.

# IDEAS FOR PAYING THE “NOW” COSTS

1. Split evenly by the owner cities (see spreadsheet below).
2. Split by percentage of building ownership (see spreadsheet below).
3. Split by blending 1-2 above (see spreadsheet below).
4. Seek in-kind partnerships (e.g. Cambria) and / or donations from the community to offset costs.
5. Other ???

Note: A separate but related topic that needs to be discussed by the owner cities is how to pay for other capital expenses such as a new roof. See the Capital Improvement Plan provided by Shorewood in the **FYI** section of this document.

## BUILDING OWNERSHIP

		% of Building Ownership
1	Deephaven	\$10,078 22.45%
2	Excelsior	\$6,554 14.60%
3	Greenwood	\$1,773 3.95%
4	Shorewood	\$22,445 50.00%
5	Tonka Bay	\$4,040 9.00%
6	<b>TOTAL</b>	<b>\$44,891 100.00%</b>

## SPLIT EVENLY

		% Split Evenly
9	Deephaven	\$8,978 20.00%
10	Excelsior	\$8,978 20.00%
11	Greenwood	\$8,978 20.00%
12	Shorewood	\$8,978 20.00%
13	Tonka Bay	\$8,978 20.00%
14	<b>TOTAL</b>	<b>\$44,891 100.00%</b>

## BLENDED - 1/2 BY BUILDING OWNERSHIP, 1/2 SPLIT EVENLY

	1/2 Ownership	1/2 Split Evenly	Total	Blended %
18	Deephaven	\$5,039	\$4,489	\$9,528 21.23%
19	Excelsior	\$3,277	\$4,489	\$7,766 17.30%
20	Greenwood	\$887	\$4,489	\$5,376 11.98%
21	Shorewood	\$11,223	\$4,489	\$15,712 35.00%
22	Tonka Bay	\$2,020	\$4,489	\$6,509 14.50%
23	<b>TOTAL</b>	<b>\$22,445</b>	<b>\$22,445</b>	<b>\$44,891 100.00%</b>

# THE COVE EXECUTIVE BOARD

The proposal is to establish The Cove Executive Board to oversee the improvements. The following outlines the procedures and duties of the board ...

1. One elected official appointed by each owner city. The board chair is elected by the board.
2. All city councils must approve expenditures beyond the scope outlined in the approved budget.
3. The board will review monthly payables reports and YTD statements provided by the fiduciary contractor via email.
4. The board may call special meetings as needed.
5. The board exists for the duration of improvement project only.

## Projection for Ongoing Operations - Conservative Estimate

### REVENUE

1	<b>Program Revenue</b>		
2	Average class fee per person per hour	\$10	
3	Times average number of members per class X	10	
4	Average income per room per hour	\$100	A
5			
6	Potential programing hours per day (9am to 9pm)	12	
7	Times 3 rooms X	3	
8	Times days per week (no programs on Fridays or weekends) X	4	
9	Times number of weeks per year X	45	
10	Equals total number of potential programming hours per year	6,480	
11	<b>Minus 65%</b> of program hours unscheduled or cancelled classes -	4,212	
12	Total number of program hours per year	2,268	B
13	Times average income per room per hour (A) X	\$100	A
14	Equals total program revenue per year	\$226,800	
15	60% to instructors	\$136,080	
16	30% to MCE	\$68,040	
17	<b>10% to The Cove (Annual Programming Revenue)</b>	<b>\$22,680</b>	<b>\$22,680</b>
18			
19	<b>Weddings and Special Event Rental Revenue</b>	\$25,000	
20	<b>SSSP Space Rental (\$600 per month)</b>	\$7,200	
21		\$32,200	
22	30% to MCE	\$9,660	
23	<b>70% to The Cove (Annual Rental Income)</b>	<b>\$22,540</b>	<b>\$22,540</b>
24			
25	<b>VANTAGE Space Rental</b>		<b>\$15,000</b>
26	<b>Donations to The Cove - from businesses and individuals</b>		<b>\$2,000</b>
27	<b>The Cove Fundraising Events (Oktoberfest, Open Mike Nights) - proceeds above costs</b>		<b>\$2,000</b>
28			
29	<b>Total Revenue</b>		<b>\$64,220</b>

### EXPENSES (paid by The Cove)

31	<b>Labor</b>		
32			
33	Regular business hours per year	1,750	H
34	(7 hours per day, 5 days a week, 52 weeks per year, minus 10 holidays)		
35	<b>Site Manager / Receptionist</b> hours per year		
36	(4 hours per day, 5 days a week, 48 weeks per year)	960	I
37	Times hourly rate X	\$15	
38	Site Manager / Receptionist cost per year	\$14,400	J
39			
40			
41	<b>Reception Desk Assistants</b> hours per year (H - I)	790	
42	Additional program hours (4pm to 9pm M-F) +	518	B-H
43	Additional special event hours (Friday late night and weekend rentals) +	550	
44	Times hourly rate X	\$8	
45	Reception Desk Assistants cost per year	\$14,864	K
46			
47	<b>Custodian</b> hours per year	300	
48	Times hourly rate X	\$30	
49	Cost per year	\$9,000	L
50			
51	Total Payroll (J + K + L)	\$38,264	
52	FICA (6.2%)	\$2,372	
53	Medicare Contribution (1.45%)	\$555	
54	Workers Comp	\$300	
55	<b>Total Labor</b>	<b>\$41,491</b>	<b>\$41,491</b>

55	<b>Custodian Supplies</b> (light bulbs, cleaning supplies, etc.)	<b>\$1,500</b>
56	<b>Office Expenses</b> (rental price sheets, envelopes, stamps, etc.)	<b>\$1,000</b>
57	<b>Sales &amp; Marketing</b>	
58	MCE Catalog Program Listings	<b>\$0</b>
59	MCE Catalog Ad for The Cove Rentals	<b>\$0</b>
60	Web Hosting	<b>\$450</b>
61	<b>Fiduciary Contractor</b>	<b>\$2,500</b>
62	Payroll	
63	Receivables	
64	Payables	
65	Year-to-Date Reports	
66	Year-End Report	
67	Audit	
68	<b>Property Taxes</b> (none - government building)	<b>\$0</b>
69	<b>Building Insurance</b>	<b>\$1,000</b>
70	<b>Utilities</b>	
71	Cable TV - None	<b>\$0</b>
72	Phone	<b>\$1,500</b>
73	Electric	<b>\$9,300</b>
74	Gas	<b>\$2,000</b>
75	Internet - WiFi (Shorewood)	<b>\$0</b>
76	Waste Removal	<b>\$2,150</b>
77	Water	<b>??</b>
78	<b>Snowplowing &amp; Landscape Contractor</b>	<b>\$1,000</b>
79	Snow Plowing	
80	Mowing / Landscape Maintenance	
81	Pest Control	
82		
83	<b>Total Expenses</b>	<b>\$63,891</b>
84		
85	<b>NET PROFIT (Revenue minus Expenses)</b>	<b>\$329</b>

## Projection for Ongoing Operations - **Optimistic Estimate**

### REVENUE

1	<b>Program Revenue</b>			
2	Average class fee per person per hour		\$10	
3	Times average number of members per class	X	10	
4	Average income per room per hour		\$100	A
5				
6	Potential programing hours per day (9am to 9pm)		12	
7	Times 3 rooms	X	3	
8	Times days per week (no programs on Fridays or weekends)	X	4	
9	Times number of weeks per year	X	45	
10	Equals total number of potential programming hours per year		6,480	
11	<b>Minus 30%</b> of program hours unscheduled or cancelled classes	-	1,944	
12	Total number of program hours per year		4,536	B
13	Times average income per room per hour (A)	X	\$100	A
14	Equals total program revenue per year		\$453,600	
15	60% to instructors		\$272,160	
16	30% to MCE		\$136,080	
17	<b>10% to The Cove (Annual Programming Revenue)</b>		<b>\$45,360</b>	<b>\$45,360</b>
18				
19	<b>Weddings and Special Event Rental Revenue</b>		\$25,000	
20	<b>SSSP Space Rental (\$1000 per month)</b>		\$12,000	
21			\$37,000	
22	30% to MCE		\$11,100	
23	<b>70% to The Cove (Annual Rental Income)</b>		<b>\$25,900</b>	<b>\$25,900</b>
24				
25	<b>VANTAGE Space Rental</b>			<b>\$15,000</b>
26	<b>Donations to The Cove - from businesses and individuals</b>			<b>\$2,000</b>
27	<b>The Cove Fundraising Events (Oktoberfest, Open Mike Nights) - proceeds above costs</b>			<b>\$2,000</b>
28				
29	<b>Total Revenue</b>			<b>\$90,260</b>

### EXPENSES (paid by The Cove)

33	<b>Labor</b>			
34	Regular business hours per year		1,750	H
35	(7 hours per day, 5 days a week, 52 weeks per year, minus 10 holidays)			
36	<b>Site Manager / Receptionist</b> hours per year			
37	(4 hours per day, 5 days a week, 48 weeks per year)		960	I
38	Times hourly rate	X	\$15	
39	Site Manager / Receptionist cost per year		\$14,400	J
40				
41	<b>Reception Desk Assistants</b> hours per year (H – I)		790	
42	Additional program hours (4pm to 9pm M-F)	+	2,786	B-H
43	Additional special event hours (Friday late night and weekend rentals)	+	550	
44	Times hourly rate	X	\$8	
45	Reception Desk Assistants cost per year		\$33,008	K
46				
47	<b>Custodian</b> hours per year		300	
48	Times hourly rate	X	\$30	
49	Cost per year		\$9,000	L
50				
51	Total Payroll (J + K + L)		\$56,408	
52	FICA (6.2%)		\$3,497	
53	Medicare Contribution (1.45%)		\$818	
54	Workers Comp		\$300	
55	<b>Total Labor</b>		<b>\$61,023</b>	<b>\$61,023</b>

56	<b>Custodian Supplies</b> (light bulbs, cleaning supplies, etc.)	<b>\$1,500</b>
57	<b>Office Expenses</b> (rental price sheets, envelopes, stamps, etc.)	<b>\$1,000</b>
58	<b>Sales &amp; Marketing</b>	
59	MCE Catalog Program Listings	<b>\$0</b>
60	MCE Catalog Ad for The Cove Rentals	<b>\$0</b>
61	Web Hosting	<b>\$450</b>
62	<b>Fiduciary Contractor</b>	<b>\$4,500</b>
63	Payroll	
64	Receivables	
65	Payables	
66	Year-to-Date Reports	
67	Year-End Report	
68	Audit	
69	<b>Property Taxes</b> (none - government building)	<b>\$0</b>
70	<b>Building Insurance</b>	<b>\$1,000</b>
71	<b>Utilities</b>	
72	Cable TV - None	<b>\$0</b>
73	Phone	<b>\$1,500</b>
74	Electric	<b>\$9,300</b>
75	Gas	<b>\$2,000</b>
76	Internet - WiFi (Shorewood)	<b>\$0</b>
77	Waste Removal	<b>\$2,150</b>
78	Water	<b>??</b>
79	<b>Snowplowing &amp; Landscape Contractor</b>	<b>\$2,000</b>
80	Snow Plowing	
81	Mowing / Landscape Maintenance	
82	Pest Control	
83		
84	<b>Total Expenses</b>	<b>\$86,423</b>
85		
86	<b>NET PROFIT (Revenue minus Expenses)</b>	<b>\$3,837</b>

## NEXT STEPS

We (Elli Ansari and Deb Kind) have met with Tim Litfin from MCE, and tweaks were made to this proposal based on his input. However, the MCE board would need to approve the plan before “committing” to anything. After our presentation to the SSC Advisory Committee, the consensus of the group was to present the concept to the owner city councils to gauge their interest in pursuing the project, before anything is presented to the MCE board. Also, it should be noted that the revenue spreadsheets include income from renting to Minnetonka High School’s VANTAGE program. It is our understanding that VANTAGE is looking for more rental space, but we have not met with VANTAGE officials yet.

Therefore, the next steps are ...

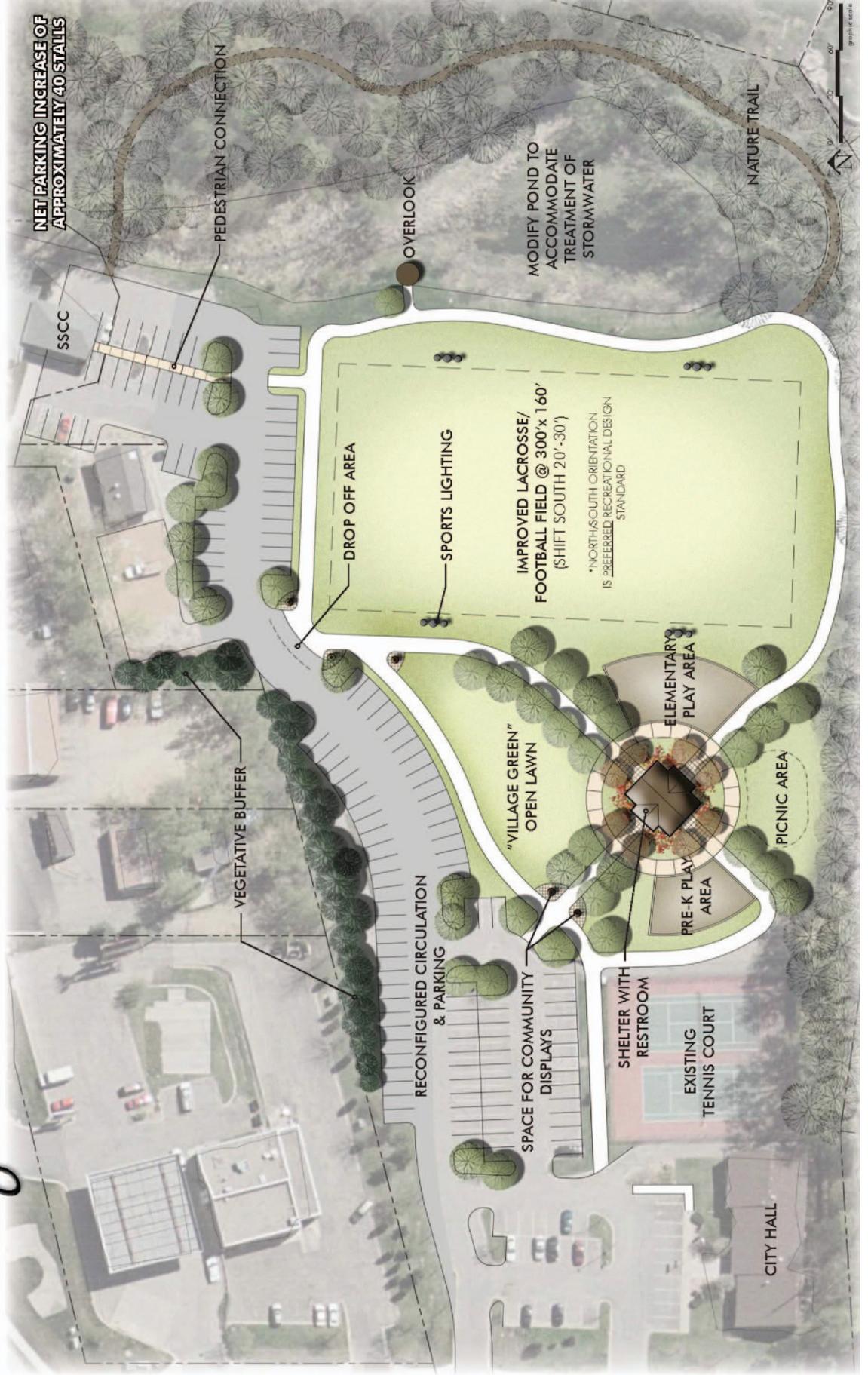
1. Present the proposal to the owner city councils to gauge their interest in pursuing the project.
2. Determine the formula for “now” costs.
3. Discuss concept with VANTAGE officials.
4. Present the proposal to Tim Litfin and the MCE Board.
5. The owner city councils consider approval of the 3-Year Pilot Project.



# Badger Park City of Shorewood, MN

## concept 1

701 Vista Avenue South, Suite 200  
 Minneapolis, MN 55416  
 www.mnbadger.com  
 Date: November 12, 2012  
 Project #: 01496-940





# Badger Park City of Shorewood, MN

## concept 2

701 Maple Avenue South, Suite 200  
Minneapolis, MN 55416  
www.vdberg.com  
Date: November 19, 2015  
Project #: 01455-340



**Capital Improvement Program  
City of Shorewood, Minnesota**

2014 *thru* 2018

**Department** 490 - Southshore Center  
**Contact**  
**Type** Improvement  
**Useful Life**  
**Category** Public Facilities/Buildings  
**Priority** n/a

**Project #** PF-11-01  
**Project Name** South Shore Community Center

**Total Project Cost:** \$88,500

**Description**

The council directed funds be included to cover possible capital maintenance or improvement costs to the South Shore Community Center.

2016 - Water Heater \$2,500  
 2017 - Roof \$41,000  
 2018 - HVAC \$43,000  
 2021 - Exterior Paint and Caulk \$2,000

**Justification**

<b>Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Equip/Vehicles/Furnishings			2,500	43,000	41,000	86,500
<b>Total</b>			<b>2,500</b>	<b>43,000</b>	<b>41,000</b>	<b>86,500</b>

<b>Funding Sources</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
403 - Equipment Replacement			2,500	43,000	41,000	86,500
<b>Total</b>			<b>2,500</b>	<b>43,000</b>	<b>41,000</b>	<b>86,500</b>

# MINUTES

## Greenwood City Council Meeting

Wednesday, February 5, 2014  
20225 Cottagewood Road, Deephaven, MN 55331



### 1. CALL TO ORDER ~ ROLL CALL ~ APPROVE AGENDA

Mayor Kind called the meeting to order at 7pm.

Members Present: Mayor Kind; Councilmembers Bill Cook, Tom Fletcher, Bob Quam, and Rob Roy

Others Present: Attorney Mark Kelly, City Zoning Administrator / City Clerk Gus Karpas, City Engineer Dave Martini

Members Absent: None

**Motion by Kind, second by Cook, to approve the agenda. Motion passed 5-0.**

### 2. CONSENT AGENDA

- A. Approve: 01-02-14 City Council Meeting Minutes
- B. Approve: December Cash Summary Report
- C. Approve: January Verifieds, Check Register, Electronic Fund Transfers
- D. Approve: February Payroll Register

**Motion by Kind, second by Quam, to approve the consent agenda items as presented. Motion passed 5-0.**

### 3. MATTERS FROM THE FLOOR

- A. None

### 4. PRESENTATIONS, REPORTS, GUESTS & ANNOUNCEMENTS

- A. Presentation: Certificate of Appreciation for Retiring Planning Commissioner John Beal

**Motion by Quam, second by Cook, to approve the certificate of appreciation recognizing the contributions of Planning Commissioner John Beal. Motion passed 5-0.**

- B. Presentation: Minnetonka High School Vantage Students, Southshore Center Project

No council action was taken.

- C. Report: Quarterly Police Update

No council action was taken.

- D. City Engineer: Dave Martini

- St. Alban's Bridge

Nothing new to report. This item will be on the council agenda in 6 months.

- Curve Street Drainage Issue

Nothing new to report. This item will be on the council agenda in 2 months.

- Excelsior Blvd Retaining Wall

**Motion by Roy, second by Quam, to approve the estimate in the amount of \$4357 for the plain concrete retaining wall along the Excelsior Blvd path. Motion passed 5-0.**

- 2014 No-Parking Sign Project

Councilman Quam and Councilman Cook will work with the city engineer to create a no-parking sign plan and present to the council in August.

E. Announcement: Planning Commission Term Expirations

In March, 3 planning commission terms and 1 alternate seat term will expire. In addition, there is 1 alternate seat open. Greenwood residents are encouraged to apply by contacting city clerk Gus Karpas at 952.358.9938 or download the planning commission application at [www.greenwoodmn.com](http://www.greenwoodmn.com).

5. PUBLIC HEARINGS

A. None

6. UNFINISHED BUSINESS

A. 1st Reading: Ordinance 227, Alcohol Regulations (changing hours of service)

**Motion by Cook, second by Roy, to approve the 1st reading of ordinance 227. Motion passed 5-0.**

B. 2nd Reading: Ordinance 224, Animal Regulations

**Motion by Fletcher, second by Cook, to approve the 2nd reading of ordinance 224 with the following revisions in subd 5, paragraph 2 ~~“At the hearing the city shall have the burden of proof. No formal rules of evidence shall apply however the owner shall have the right to present evidence in response to the allegations. All hearings shall be conducted according to chapter 12 of this code book.”~~ And further direct that the city clerk send the lined ordinance to the city administrators of Excelsior, Shorewood, and Tonka Bay. Motion passed 5-0.**

Resolution 05-14, Summary of Ordinance 224 for Publication

**Motion by Fletcher, second by Quam, to approve resolution 05-14, a summary of ordinance 224 for publication. Motion passed 5-0.**

C. 2nd Reading: Ordinance 226, Swimming Pool Regulations

**Motion by Fletcher, second by Quam, to approve the 2nd reading of ordinance 226. Motion passed 5-0.**

Resolution 06-14, Summary of Ordinance 226 for Publication

**Motion by Fletcher, second by Roy, to approve resolution 06-14, a summary of ordinance 226 for publication. Motion passed 5-0.**

7. NEW BUSINESS

A. Consider: Resolution 04-14, Findings, Rogers' Variance Request, 5050 Greenwood Circle

**Motion by Cook, second by Quam, to approve resolution 04-14 approving the variance application of Sam and Jenny Rogers as presented. And further direct the city clerk to mail a copy of the findings to the applicant and the DNR, and place an Affidavit of Mailing for each of the mailings in the property file. Motion passed 5-0.**

The council directed the planning commission to review and recommend changes to the zoning code relating to trading driveway hardcover for structural hardcover and burden-of-proof language. The schedule will be:

- February planning commission meeting, discussion to craft language for ordinance
- March planning commission meeting, public hearing
- April city council meeting, consider 1st reading of ordinance

B. 1st Reading: Ordinance 228, Practical Difficulties Considerations

**Motion by Roy, second by Quam, to approve the 1st reading of ordinance 228 with the following revisions to subd 6, "When determining reasonable manner or essential character, the board will ~~look into~~ consider, but will not be limited to, the following ~~considerations~~:" Motion passed 5-0.**

C. Consider: Annual Recycling Reports / Activities & Hennepin Cty Recycling Grant Application

**Motion by Quam, second by Cook, to direct the city clerk to submit an updated Hennepin County Recycling Program grant application by February 15, 2014 consisting of the Re-TRAC web-based report and the planning document that describes the programs and activities the city has implemented to increase recycling and make progress toward the county's goals. The updated grant application also shall include copies of the two reports from Vintage Waste: (a) October household participation report. (b) 2013 year-end report including types of recycling and tonnage. Motion passed 5-0.**

- D. Consider: Resolution 07-14, Support for Joint Powers Associations Sales Tax Exemption

**Motion by Cook, second by Roy, to approve resolution 07-14 in support of joint powers associations being granted sales tax exemption under MN statute 297A.70 with the following revision: change references to the Lake Minnetonka Communications Commission to be the Lake Minnetonka Conservation District. And further direct the city clerk to email a copy of this resolution to Minnesota Department of Revenue Commissioner Myron Frans, Senator David Osmeck, Representative Cindy Pugh, South Lake Minnetonka Police Chief Bryan Litsey, Excelsior Fire District Chief Scott Gerber, and Lake Minnetonka Conservation District Executive Director Greg Nybeck. Motion passed 5-0.**

- E. Discuss: Potential Increased Plantings Along Excelsior Blvd

The council agreed that Excelsior Blvd property owners could consult with the city's arborist regarding increasing plantings along Excelsior Blvd in conjunction with the Met Council project if the neighbors are willing to pay the city for the arborist's time and the cost for the increased plantings.

## 8. OTHER BUSINESS

- A. None

## 9. COUNCIL REPORTS

- A. Cook: Planning Commission
- B. Fletcher: Lake Minnetonka Communications Commission, Fire
- C. Kind: Police, Administration, Mayors' Meetings, Website, Southshore Center Committee
- D. Quam: Roads & Sewer, Minnetonka Community Education
- E. Roy: Lake Minnetonka Conservation District, Lake Improvement District

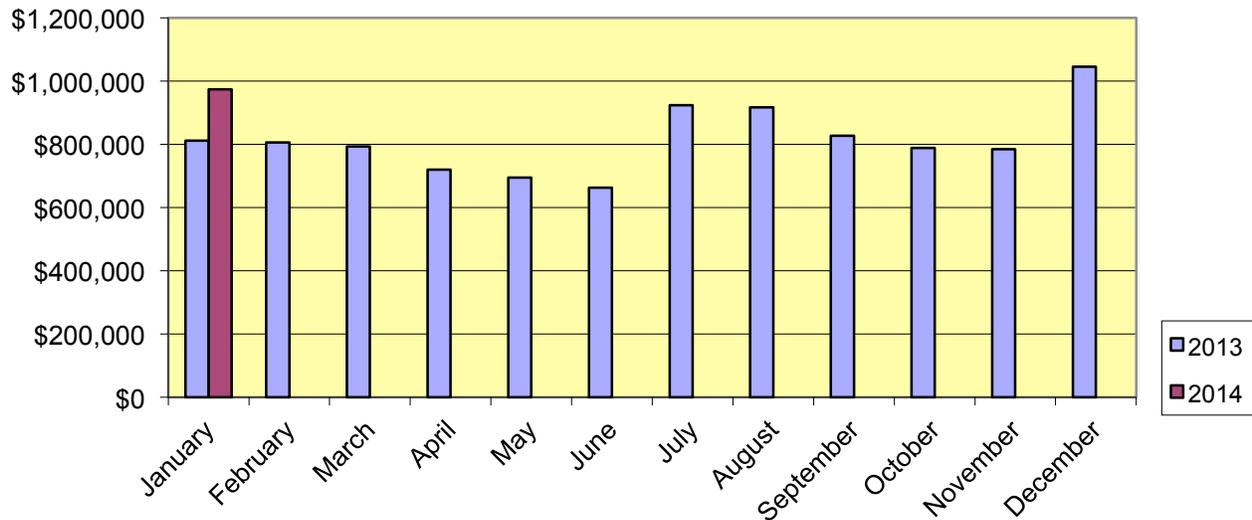
No council action was taken on any of the council reports.

## 10. ADJOURNMENT

**Motion by Fletcher, second by Cook, to adjourn the meeting at 9:01pm. Motion passed 5-0.**

*This document is intended to meet statutory requirements for city council meeting minutes. A video recording was made of the meeting, which provides a verbatim account of what transpired. The video recording is available for viewing on LMCC TV channel 8 for 1 month, at [www.lmcc-tv.org](http://www.lmcc-tv.org) for 1 year, and on DVD at the city office (permanent archive).*

**City of Greenwood**  
Monthly Cash Summary



Month	2013	2014	Variance with Prior Month	Variance with Prior Year
January	\$812,019	\$973,698	-\$72,277	\$161,679
February	\$805,692		-\$973,698	-\$805,692
March	\$793,435		\$0	-\$793,435
April	\$720,170		\$0	-\$720,170
May	\$694,987		\$0	-\$694,987
June	\$663,171		\$0	-\$663,171
July	\$924,057		\$0	-\$924,057
August	\$917,234		\$0	-\$917,234
September	\$826,755		\$0	-\$826,755
October	\$788,426		\$0	-\$788,426
November	\$784,533		\$0	-\$784,533
December	\$1,045,975		\$0	-\$1,045,975

Bridgewater Bank Money Market	\$704,488
Bridgewater Bank Checking	\$4,249
Beacon Bank CD	\$241,612
Beacon Bank Money Market	\$23,249
Beacon Bank Checking	\$100
	<b>\$973,698</b>

**ALLOCATION BY FUND**

General Fund	\$365,380
Special Project Fund	\$36,900
General Fund Designated for Parks	\$27,055
Bridge Capital Project Fund	\$98,613
Stormwater Fund	\$10,479
Sewer Enterprise Fund	\$403,418
Marina Enterprise Fund	\$31,853
	<b>\$973,698</b>

Check Issue Date(s): 02/01/2014 - 02/28/2014

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/14	02/18/2014	10985	808	ADVANTAGE SIGNS & GRAPHICS INC	101-20100	459.05
02/14	02/18/2014	10986	10	AMERICAN SOLUTIONS FOR BUSINES	101-20100	163.56
02/14	02/18/2014	10987	51	BOLTON & MENK, INC.	101-20100	1,224.50
02/14	02/18/2014	10988	9	CITY OF DEEPHAVEN	101-20100	9,584.69
02/14	02/18/2014	10989	761	DEBRA KIND	101-20100	362.52
02/14	02/18/2014	10990	822	ECM PUBLISHERS INC	101-20100	138.32
02/14	02/18/2014	10991	199	ELECTRIC PUMP WALDOR GROUP	602-20100	358.70
02/14	02/18/2014	10992	68	GOPHER STATE ONE CALL	602-20100	4.35
02/14	02/18/2014	10993	3	KELLY LAW OFFICES	602-20100	690.00
02/14	02/18/2014	10994	816	LABEL PRODUCTS	101-20100	402.10
02/14	02/18/2014	10995	99	LAKE MTKA CONSERVATION DISTRIC	101-20100	1,720.00
02/14	02/18/2014	10996	105	METRO COUNCIL ENVIRO SERVICES	602-20100	2,318.22
02/14	02/18/2014	10997	216	QUALITY FLOW SYSTEMS INC	602-20100	1,352.70
02/14	02/18/2014	10998	38	SO LAKE MINNETONKA POLICE DEPT	101-20100	15,184.58
02/14	02/18/2014	10999	745	Vintage Waste Systems	101-20100	1,628.25
02/14	02/18/2014	11000	145	XCEL ENERGY	602-20100	606.22
Totals:						<u>36,197.76</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
<b>ADVANTAGE SIGNS &amp; GRAPHICS INC</b>					
808	ADVANTAGE SIGNS & GRAPHICS I	00021100	SIGNS	02/04/2014	459.05
Total ADVANTAGE SIGNS & GRAPHICS INC					459.05
<b>AMERICAN SOLUTIONS FOR BUSINES</b>					
10	AMERICAN SOLUTIONS FOR BUSI	INV01669364	RECEIPT BOOKS	01/15/2014	163.56
Total AMERICAN SOLUTIONS FOR BUSINES					163.56
<b>BOLTON &amp; MENK, INC.</b>					
51	BOLTON & MENK, INC.	0163646	2013 I & I PROJECT	01/31/2014	782.50
		0163647	2013 EXC BLVD OVERSIGHT	01/31/2014	290.00
		0163649	2014 MISC ENGINEERING	01/31/2014	29.00
		0163650	2014 STREET IMPROVEMENTS	01/31/2014	29.00
		0163658	2013 STREET IMPROVEMENTS	01/31/2014	94.00
Total BOLTON & MENK, INC.					1,224.50
<b>CITY OF DEEPHAVEN</b>					
9	CITY OF DEEPHAVEN	JAN 2014	RENT & EQUIPMENT	01/31/2014	487.45
			Postage		32.62
			COPIES		34.60
			SEWER		925.45
			SNOW PLOWING/SANDING/SALT		3,676.35
			BIKE PATH		785.61
			ZONING		308.61
			Clerk Services		3,334.00
Total CITY OF DEEPHAVEN					9,584.69
<b>DEBRA KIND</b>					
761	DEBRA KIND	021314	FEDEX - RECEIPTS	02/13/2014	362.52
Total DEBRA KIND					362.52
<b>ECM PUBLISHERS INC</b>					
822	ECM PUBLISHERS INC	65270	LEGAL NOTICE	01/16/2014	95.76
		65271	LEGAL NOTICE	01/16/2014	42.56
Total ECM PUBLISHERS INC					138.32
<b>ELECTRIC PUMP WALDOR GROUP</b>					
199	ELECTRIC PUMP WALDOR GROUF	0051922-IN	LIFT STATION REPAIR	01/23/2014	358.70
Total ELECTRIC PUMP WALDOR GROUP					358.70
<b>GOPHER STATE ONE CALL</b>					
68	GOPHER STATE ONE CALL	92332	Gopher State calls	01/31/2014	4.35
Total GOPHER STATE ONE CALL					4.35
<b>KELLY LAW OFFICES</b>					
3	KELLY LAW OFFICES	6196	GENERAL LEGAL	01/28/2014	575.00
		6197	LAW ENFORCE PROSECUTION	01/28/2014	115.00
Total KELLY LAW OFFICES					690.00

**LABEL PRODUCTS**

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
816	LABEL PRODUCTS	70561	PARKING STICKERS	02/05/2014	402.10
	Total LABEL PRODUCTS				402.10
<b>LAKE MTKA CONSERVATION DISTRIC</b>					
99	LAKE MTKA CONSERVATION DIST	1ST QTR 2014	1st Qtr. LMCD Levy	01/01/2014	1,720.00
	Total LAKE MTKA CONSERVATION DISTRIC				1,720.00
<b>METRO COUNCIL ENVIRO SERVICES</b>					
105	METRO COUNCIL ENVIRO SERVIC	0001030291	Monthly wastewater Charge	02/03/2014	2,318.22
	Total METRO COUNCIL ENVIRO SERVICES				2,318.22
<b>QUALITY FLOW SYSTEMS INC</b>					
216	QUALITY FLOW SYSTEMS INC	27404	PUMP REPAIR	01/16/2014	757.20
		27418	PUMP REPAIR	01/20/2014	595.50
	Total QUALITY FLOW SYSTEMS INC				1,352.70
<b>SO LAKE MINNETONKA POLICE DEPT</b>					
38	SO LAKE MINNETONKA POLICE DE	FEB 2014	2014 OPERATING BUDGET EXP	02/01/2014	15,184.58
	Total SO LAKE MINNETONKA POLICE DEPT				15,184.58
<b>Vintage Waste Systems</b>					
745	Vintage Waste Systems	012814	City Recycling Contract	01/28/2014	1,628.25
	Total Vintage Waste Systems				1,628.25
<b>XCEL ENERGY</b>					
145	XCEL ENERGY	012814	Sleepy Hollow Road *	01/28/2014	9.81
			4925 MEADVILLE STREET *		9.76
			SIREN		3.86
			LIFT STATION #1		42.74
			LIFT STATION #2		39.20
			LIFT STATION #3		26.14
			LIFT STATION #4		35.22
			LIFT STATION #6		23.54
			Street Lights *		415.95
	Total XCEL ENERGY				606.22

Total Paid: 36,197.76

Total Unpaid: -

Grand Total: 36,197.76

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Description	GL Account	Amount
03/01/14	PC	03/03/14	3011401	COOK, WILLIAM B.	37		001-10101	184.70
03/01/14	PC	03/03/14	3011402	Fletcher, Thomas M	33		001-10101	84.70
03/01/14	PC	03/03/14	3011403	Kind, Debra J.	34		001-10101	277.05
03/01/14	PC	03/03/14	3011404	Quam, Robert	32		001-10101	184.70
03/01/14	PC	03/03/14	3011405	ROY, ROBERT J.	38		001-10101	184.70
Grand Totals:								<u>915.85</u>



Agenda Number: **4A**

Agenda Date: 03-05-14

**Agenda Item:** 2013 Audit Report

**Summary:** CliftonLarsonAllen has completed the 2013 audit. The audit documents are attached to this memo. The administrative committee (Mayor Deb Kind and Councilman Tom Fletcher) were available to the auditors during the audit process and offered the responses on behalf of management that are included in the report.

Dennis Hoogeveen, Chris Knopik, and Daniel Persaud from CliftonLarsonAllen will present the 2013 audit report at the 03-05-14 council meeting.

**Council Action:** Council action required. Potential motions ...

1. I move the council approves the 2013 audit report as presented by CliftonLarsonAllen.
2. I move the council approves the 2013 audit report as presented by CliftonLarsonAllen, with the following comments: \_\_\_\_\_.



CliftonLarsonAllen

CliftonLarsonAllen LLP  
www.cliftonlarsonallen.com

Honorable Mayor and Members of City Council  
City of Greenwood, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund, of City of Greenwood for the year ended December 31, 2013, and have issued our report thereon dated February 21, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

**Significant audit findings**

***Qualitative aspects of accounting practices***

**Accounting policies**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Greenwood are described in Note 1 to the financial statements.

For the year ended December 31, 2013, the financial statements include the impact of adoption of Governmental Accounting Standards Board statement number 65.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

GASB Statement No. 66, *Technical Corrections—2012*, improves accounting and financial reporting for state and local governmental entities by resolving conflicting guidance that resulted from the issuance of Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions and Statement No. 62 Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.

***Qualitative aspects of accounting practices (continued)***

***Accounting estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was management's estimate of the useful lives of capital assets, which is based on guidance recommended by authoritative literature and past experiences. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that these estimates are reasonable in relation to the financial statements taken as a whole.

***Financial statement disclosures***

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In 2012, the City recognized the 2013 first payment of tax assessment in the amount of \$7,000. This resulted in expenditures in the General Fund and expenses in governmental activities being understated by \$7,000 during 2013 and the resulting change in fund balance and net position being overstated by \$7,000. Revenues and expenditures in the General Fund are both overstated by \$7,705 due to a reimbursement from the City of Excelsior being included as miscellaneous revenues rather than being netted against the related expenditure, there is no affect on net change in fund balance related to this misstatement.

***Corrected misstatements***

During the course of the audit, we proposed audit adjustments to convert the City's records from the cash to accrual basis of accounting as a result of audit procedures in the areas of cash, receivables, prepaid items, accounts payable, accrued liabilities, revenues and expenditures. Additionally, we proposed audit adjustments to book depreciation expense for the current year. These adjustments were recorded by management.

***Disagreements with management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated February 21, 2014.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

We have provided a separate letter to you dated February 21, 2014 communicating internal control related matters identified during the audit.

***Other information in documents containing audited financial statements***

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Our auditors’ opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

\* \* \* \* \*

This information is intended solely for the use of the Mayor and Members of the City Council and management of City of Greenwood and is not intended to be and should not be used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
February 21, 2014

DRAFT

**CITY OF GREENWOOD, MINNESOTA**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEAR ENDED DECEMBER 31, 2013**

**CITY OF GREENWOOD, MINNESOTA  
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## INDEPENDENT AUDITORS' REPORT

Honorable Mayor  
Members of the City Council and Citizens  
City of Greenwood, Minnesota

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the City of Greenwood, Minnesota (the City), as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Honorable Mayor and  
Members of the City Council and Citizens  
City of Greenwood, Minnesota

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the City, as of December 31, 2013, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited the City of Greenwood's 2012 financial statements of the governmental activities, business-type activities, and each major fund, and we expressed unmodified opinions on those financial statements in our report dated February 25, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2013 is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
February 21, 2014

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

DRAFT

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

As management of the City, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2013.

**Financial Highlights**

- General Fund – The City's general fund revenues (not including transfers) of \$791,538 compared to budgeted revenues of \$728,193 resulted in \$63,345 more revenues than expected in 2013. This mainly was due to:
  - \$4,406 in unexpected intergovernmental aid.
  - Unanticipated residential and commercial building projects, which resulted in more building permits (\$8,766) revenues than expected.
  - Unanticipated change by a liquor license holder from reduced to full liquor hours, which resulted in more liquor revenues (\$12,217) than expected.
  - Miscellaneous income of \$15,493 primarily from reimbursements by others for bridge and curb work (\$7,705), revenues from a zoning and planning workshop that the City hosts (\$4,625), and other miscellaneous items (3,163).

The general fund expenditures (not including transfers out) of \$728,460 compared to budgeted expenses of \$736,270 resulted in \$7,810 less expenses than expected.

The result is the City's general fund's fund balance increased by \$71,155 (from \$351,631 at December 31, 2012 to \$422,786 at December 31, 2013). This is 54% of the 2013 operating budget and is slightly above the state auditor's recommendation of 35%-50%. Additionally, the \$422,786 general fund balance does not include significant reserves that are held directly by the South Lake Minnetonka Police Department and Excelsior Fire District under Joint Powers Agreements.

- Stormwater Fund – The City's stormwater fund's fund balance increased from \$11,539 at December 31, 2012 to \$13,746 at December 31, 2013 as revenues of \$16,257 exceeded expenditures of \$12,425.
- Bridge Capital Project Fund – The City's bridge fund's fund balance increased from \$78,613 at December 31, 2012 to \$98,613 at December 31, 2013. The city council's goal is to build up this fund to \$200,000, which is the City's anticipated share of the cost to replace the bridge in 5 to 10 years.
- Sewer Enterprise Fund – The City's sewer fund's cash balance increased from \$395,855 at December 31, 2012 to \$446,226 at December 31, 2013. The \$50,371 increase was the result of receiving assessment payments for the Excelsior Boulevard water project. The City expects to be billed for and pay for the majority of this project in 2014, which may reduce sewer fund balance in 2014. Engineering evaluations in preparation for the I&I project indicate that the sewer system is generally in good condition, so the 2013 year-end cash balance appears to be ample.
- Marina Enterprise Fund – The City's marina fund's fund balance increased from \$37,148 at December 31, 2012 to \$40,735 at December 31, 2013 after a budgeted transfer of \$15,586 to the General Fund. While the marina's docks, currently are in good condition, the Marina fund's fund balance is less than the estimated \$55,000 to \$120,000 replacement cost. There is a general sense by the current city council that the balance in this fund should be increased over time.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

- Overall, the City of Greenwood is in excellent financial health with a total of \$1,049,222 cash balance in all funds combined.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**Government-Wide Financial Statements**

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, and recreation. The business-type activities of the City include sewer, and marina operations.

The government-wide financial statements can be found on pages 12 and 13 of this report.

**Fund financial statements**

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental Funds** – *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, Storm Water Fund, and Bridge Fund.

The City adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 14 through 17 of this report.

**Proprietary Funds** – The *proprietary funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its business-type activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the sewer and marina operations. The sewer and marina funds are considered to be major funds of the City.

The basic proprietary fund financial statements can be found on pages 18 through 20 of this report.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 21 through 34 of this report.

### **Government-Wide Financial Analysis**

Beginning with the year ended December 31, 2004 financial statements were presented in accordance with the requirements of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis-for State and Local Governments*. Comparative information is included in these tables to highlight changes in financial position, shown in Exhibits 1A -1C.

The government-wide statements report the City's net position and how they have changed. Net position, the difference between the City's assets and liabilities, are one way to measure the City's financial position. Over time, increases or decreases in the City's net position can be used as an indicator of the City's financial position.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

The City's financial position is the product of many factors. For example, the determination of the City's investment in capital assets, net of related debt involves many assumptions and estimates, such as current and accumulated depreciation amounts. A conservative versus a liberal approach to depreciation estimates, as well as capitalization policies, will produce a very significant difference in the calculated amounts. For these reasons, it is important to view the net position as a starting point to evaluate future years' results, rather than to focus on the current balance.

**EXHIBIT 1A: CITY OF GREENWOOD'S NET POSITION - GOVERNMENTAL ACTIVITIES**

	Governmental Activities	
	2013	2012
Current and Other Assets	\$ 610,018	\$ 503,789
Capital Assets, Net	655,090	605,931
Total Assets	<u>1,265,108</u>	<u>1,109,720</u>
Current Liabilities	<u>67,306</u>	<u>47,501</u>
Net Position:		
Net Investment in Capital Assets	655,090	605,931
Restricted	27,055	27,055
Unrestricted	515,657	429,233
Total Net Position	<u>\$ 1,197,802</u>	<u>\$ 1,062,219</u>

**EXHIBIT 1B: CITY OF GREENWOOD'S NET POSITION - BUSINESS TYPE ACTIVITIES**

	Business-Type Activities	
	2013	2012
Current and Other Assets	\$ 630,906	\$ 457,839
Capital Assets, Net	331,478	361,208
Total Assets	<u>962,384</u>	<u>819,047</u>
Current Liabilities	<u>180,899</u>	<u>2,242</u>
Net Position:		
Net Investment in Capital Assets	331,478	361,208
Unrestricted	450,007	455,597
Total Net Position	<u>\$ 781,485</u>	<u>\$ 816,805</u>

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

**EXHIBIT 1C: SUMMARY OF GOVERNMENTAL AND BUSINESS-TYPE NET POSITION**

	Totals	
	2013	2012
Current and Other Assets	\$ 1,240,924	\$ 961,628
Capital Assets, Net	986,568	967,139
Total Assets	2,227,492	1,928,767
 Current Liabilities	 248,205	 49,743
 Net Position:		
Net Investment in Capital Assets	986,568	967,139
Restricted	27,055	27,055
Unrestricted	965,664	884,830
Total Net Position	\$ 1,979,287	\$ 1,879,024

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$1,979,287 at the close of the most recent fiscal year. The largest portion of the City's net position (50%) is invested in capital assets (e.g., land, buildings, machinery and equipment). The City uses these capital assets to provide services to citizens: consequently, these assets are *not* available for future spending. The second largest portion of the City's net position (49%) is unrestricted.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

**Governmental Activities**

Governmental activities increased the City's net position by \$135,583. Key elements of this increase are as follows:

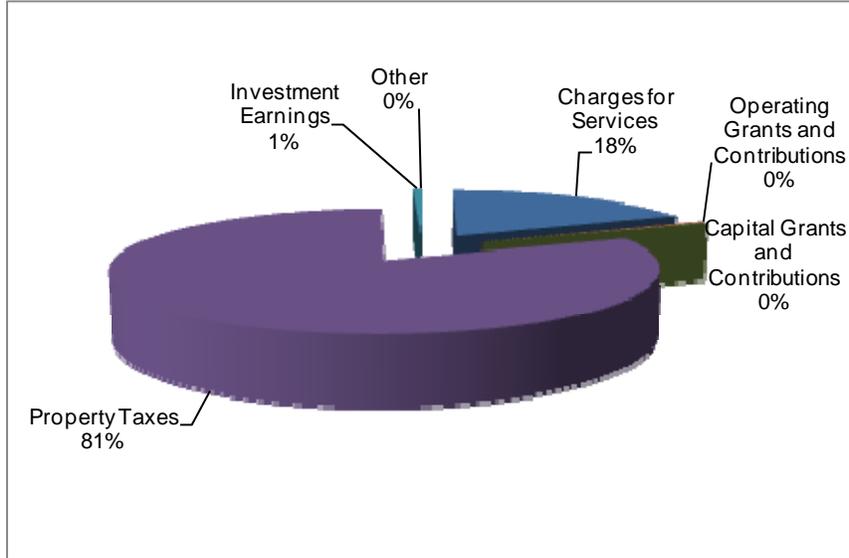
**EXHIBIT 2: CHANGES IN NET POSITION – GOVERNMENTAL ACTIVITIES**

	Governmental Activities			
	2013	2012	Annual Change	Percent Change
<b>REVENUES</b>				
Program Revenues:				
Charges for Services	\$ 146,993	\$ 103,544	\$ 43,449	42%
Operating Grants and Contributions	2,606	2,608	(2)	(0)
Capital Grants and Contributions	1,800	1,377	423	100
General Revenues:				
Property Taxes	644,855	644,679	176	0
Investment Earnings	4,603	5,108	(505)	(10)
Other	-	1,349	(1,349)	100
Total Revenues	<u>800,857</u>	<u>758,665</u>	<u>42,192</u>	<u>6</u>
<b>EXPENSES</b>				
General Government	115,058	114,550	508	0
Public Safety	393,317	374,157	19,160	5
Public Works	177,293	112,701	64,592	57
Recreation	6,058	2,332	3,726	160
Total Expenses	<u>691,726</u>	<u>603,740</u>	<u>87,986</u>	<u>15</u>
<b>TRANSFERS</b>	<u>26,452</u>	<u>25,786</u>	<u>666</u>	<u>3</u>
<b>CHANGE IN NET POSITION</b>	135,583	180,711	(45,128)	(25)
Net Position - Beginning of Year	<u>1,062,219</u>	<u>881,508</u>	<u>(45,794)</u>	<u>(5)</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 1,197,802</u>	<u>\$ 1,062,219</u>	<u>\$ 135,583</u>	<u>13%</u>

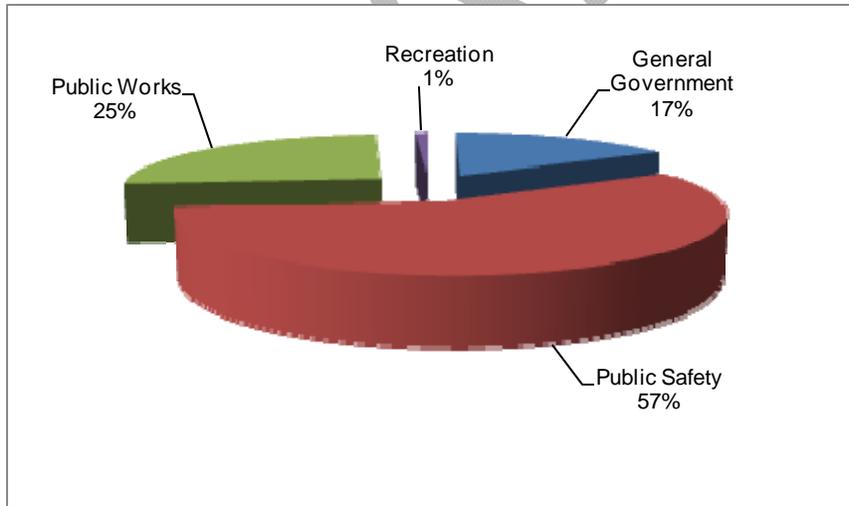
The net position of the governmental activities increased for fiscal year 2013 and 2012. The significant increase in net position for fiscal year 2013 can be attributed to some unanticipated government funding that the City received in 2013 including more building permits and increased liquor license revenues in 2013.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

The following is a graphical representation of the various sources of the City's 2013 governmental revenues of \$800,857:



The following is a graphical representation of the various sources of the City's 2013 governmental expenses of \$691,726:



**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

**Business-Type Activities**

Business-type activities decreased the City's net position by \$35,320. Factors of this decrease are presented below.

	Business-Type Activities			
	2013	2012	Annual Change	Percent Change
<b>REVENUES</b>				
Program Revenues:				
Charges for Services	\$ 133,782	\$ 140,033	\$ (6,251)	-4%
Operating Grants and Contributions	169,734	-	169,734	100
Total Revenues	<u>303,516</u>	<u>140,033</u>	<u>163,483</u>	<u>117</u>
<b>EXPENSES</b>				
Sewer	301,118	83,621	217,497	260
Marina	11,266	12,190	(924)	(8)
Total Expenses	<u>312,384</u>	<u>95,811</u>	<u>216,573</u>	<u>226</u>
<b>TRANSFERS</b>	<u>(26,452)</u>	<u>(25,786)</u>	<u>(666)</u>	<u>3%</u>
<b>CHANGE IN NET POSITION</b>	(35,320)	18,436	(53,756)	-292%
Net Position - Beginning of Year	<u>816,805</u>	<u>798,369</u>	<u>(217,239)</u>	<u>-27%</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 781,485</u>	<u>\$ 816,805</u>	<u>\$ (35,320)</u>	<u>-4%</u>

The decrease was the result of planned spending on the infiltration and inflow (I&I) reduction project that was timed to take advantage of a 2013 Metropolitan Council grant program, which was partially offset by an increase in special assessment revenues for a water treatment project with the City of Excelsior.

**Financial Analysis of the City's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds** – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$535,145. Approximately 73.1% of this total amount, \$391,316, constitutes unassigned fund balance. Approximately 21.0% of this total amount, \$112,359, is committed by the City Council for the Storm Water and Bridge Funds. Approximately 5.1% of the this total amount, \$27,055, is restricted by state statute for park improvements and the remainder of the fund balance, \$4,415, are for prepaid items and is nonspendable.

**CITY OF GREENWOOD, MINNESOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2013**

The general fund balance increased by \$71,155 in 2013, which was primarily due to better than anticipated building permit revenue. At December 31, 2013, the general fund unassigned fund balances was \$391,316 which represents 53.7% of the current year operating expenditures.

**Proprietary funds.** The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Sewer and Marina operations at the end of the year totaled \$417,812 and \$32,195, respectively.

**General Fund Budgetary Highlights**

The City Council adjusted the budget at its December 4, 2013 meeting with \$30,000 increases in both revenues and expenditures to reflect a portion of the increases in building permit revenues and related inspection and zoning expenditures that occurred during the year.

The City Council has adopted a balanced budget annually for many years. Detail of the General Fund budget, and actual revenues and expenditures can be found on pages 35 and 36 of this report. The net change in the General Fund's fund Balance was \$71,155.

**Capital Assets**

The City's net investment in capital assets for its governmental and business-type activities as of December 31, 2013 totaled \$986,568. This investment in capital assets includes land, buildings, machinery and equipment and current infrastructure. During 2013, the City has continued their ongoing road improvement projects which includes current year road improvement additions of \$71,361.

**CITY OF GREENWOOD'S CAPITAL ASSETS  
(Net of Depreciation)**

	Governmental Activities		Business-Type Activities		Totals	
	2013	2012	2013	2012	2013	2012
Land	\$ 43,642	\$ 43,642	\$ -	\$ -	\$ 43,642	\$ 43,642
Tennis Courts	25,970	25,970	-	-	25,970	25,970
Road Improvements	652,619	581,258	-	-	652,619	581,258
Civil Defense Siren	21,484	21,484	-	-	21,484	21,484
Collection System	-	-	1,108,783	1,108,783	1,108,783	1,108,783
Collection System Pumping	-	-	93,057	93,057	93,057	93,057
Docks	-	-	47,727	47,727	47,727	47,727
Administrative and General Assets	-	-	1,405	1,405	1,405	1,405
Less: Accumulated Depreciation	(88,625)	(66,423)	(919,494)	(889,764)	(1,008,119)	(956,187)
Total	<u>\$ 655,090</u>	<u>\$ 605,931</u>	<u>\$ 331,478</u>	<u>\$ 361,208</u>	<u>\$ 986,568</u>	<u>\$ 967,139</u>

Additional information on the City of Greenwood's capital assets can be found in Note 4 on pages 31 and 32 of this report.

**Requests for information.** This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Mayor of the City of Greenwood, 20225 Cottagewood Rd., Deephaven, MN 55331.

**BASIC FINANCIAL STATEMENTS**

DRAFT

**CITY OF GREENWOOD, MINNESOTA**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2013**  
**(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2012)**

	Governmental	Business-Type	Totals	
	Activities	Activities	2013	2012
<b>ASSETS</b>				
Cash and Investments	\$ 571,143	\$ 478,079	\$ 1,049,222	\$ 889,731
Receivables:				
Taxes	9,076	-	9,076	15,389
Special Assessments	-	123,738	123,738	-
Accounts Receivables	7,567	27,300	34,867	14,505
Other Receivables	17,817	-	17,817	36,174
Prepaid Items	4,415	1,789	6,204	5,829
Capital Assets, Net	655,090	331,478	986,568	967,139
<b>Total Assets</b>	<b>1,265,108</b>	<b>962,384</b>	<b>2,227,492</b>	<b>1,928,767</b>
<b>LIABILITIES</b>				
Accounts and Contracts Payable	23,487	180,899	204,386	45,183
Unearned Revenue	36,900	-	36,900	-
Due to Other Governments	6,919	-	6,919	4,560
<b>Total Liabilities</b>	<b>67,306</b>	<b>180,899</b>	<b>248,205</b>	<b>49,743</b>
<b>NET POSITION</b>				
Investment in Capital Assets	655,090	331,478	986,568	967,139
Restricted	27,055	-	27,055	27,055
Unrestricted	515,657	450,007	965,664	884,830
<b>Total Net Position</b>	<b>\$ 1,197,802</b>	<b>\$ 781,485</b>	<b>\$ 1,979,287</b>	<b>\$ 1,879,024</b>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA  
STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2013  
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2012)**

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position				
		Charges for Service	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Totals	
						2013	2012	
<b>Government Activities:</b>								
General Government	\$ 115,058	\$ 7,312	\$ -	\$ -	\$ (107,746)	\$ -	\$ (107,746)	\$ (106,930)
Public Safety	393,317	75,623	2,606	-	(315,088)	-	(315,088)	(321,669)
Public Works	177,293	64,058	-	1,800	(111,435)	-	(111,435)	(65,280)
Recreation	6,058	-	-	-	(6,058)	-	(6,058)	(2,332)
Total Governmental Activities	691,726	146,993	2,606	1,800	(540,327)	-	(540,327)	(496,211)
<b>Business-Type Activities:</b>								
Sewer	301,118	103,343	-	169,734	-	(28,041)	(28,041)	28,757
Marina	11,266	30,439	-	-	-	19,173	19,173	15,465
Total Business-Type Activities	312,384	133,782	-	169,734	-	(8,868)	(8,868)	44,222
Total Primary Government	\$ 1,004,110	\$ 280,775	\$ 2,606	\$ 171,534	(540,327)	(8,868)	(549,195)	(451,989)
<b>GENERAL REVENUES</b>								
Taxes:								
Property Taxes, Levied for General Purposes				644,855	-	644,855	644,679	
Investment Earnings				4,603	-	4,603	5,108	
Miscellaneous				-	-	-	1,349	
Transfers				26,452	(26,452)	-	-	
Total General Revenues				675,910	(26,452)	649,458	651,136	
<b>CHANGE IN NET POSITION</b>								
				135,583	(35,320)	100,263	199,147	
Net Position - Beginning of Year				1,062,219	816,805	1,879,024	1,679,877	
<b>NET POSITION - END OF YEAR</b>				\$ 1,197,802	\$ 781,485	\$ 1,979,287	\$ 1,879,024	

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2013  
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2012)**

	General Fund	Storm Water Fund	Special Projects Fund	Bridge Fund	Totals	
					2013	2012
<b>ASSETS</b>						
Cash and Investments	\$ 425,947	\$ 9,683	\$ 36,900	\$ 98,613	\$ 571,143	\$ 468,023
Receivables:						
Taxes	17,817	-	-	-	17,817	1,834
Delinquent Taxes	7,567	-	-	-	7,567	14,505
Accounts Receivable	4,912	4,164	-	-	9,076	15,389
Prepaid Items	4,415	-	-	-	4,415	4,038
<b>Total Assets</b>	<b>\$ 460,658</b>	<b>\$ 13,847</b>	<b>\$ 36,900</b>	<b>\$ 98,613</b>	<b>\$ 610,018</b>	<b>\$ 503,789</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>						
Liabilities:						
Accounts Payable	\$ 23,386	\$ 101	\$ -	\$ -	\$ 23,487	\$ 42,941
Due to Other Government Units	6,919	-	-	-	6,919	4,560
Unearned Revenue	-	-	36,900	-	36,900	-
<b>Total Liabilities</b>	<b>30,305</b>	<b>101</b>	<b>36,900</b>	<b>-</b>	<b>67,306</b>	<b>47,501</b>
Deferred Inflows of Resources:						
Unavailable Resources	7,567	-	-	-	7,567	14,505
Fund Balances:						
Nonspendable:						
Prepaid Items	4,415	-	-	-	4,415	4,038
Restricted for:						
Park Dedication Fees	27,055	-	-	-	27,055	27,055
Committed for:						
Storm Water Projects	-	13,746	-	-	13,746	11,539
Bridge Replacement	-	-	-	98,613	98,613	78,613
Unassigned	391,316	-	-	-	391,316	320,538
<b>Total Fund Balances</b>	<b>422,786</b>	<b>13,746</b>	<b>-</b>	<b>98,613</b>	<b>535,145</b>	<b>441,783</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 460,658</b>	<b>\$ 13,847</b>	<b>\$ 36,900</b>	<b>\$ 98,613</b>	<b>\$ 610,018</b>	<b>\$ 503,789</b>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2013  
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2012)**

	2013	2012
<b>TOTAL FUND BALANCES FOR GOVERNMENTAL FUNDS</b>	<b>\$ 535,145</b>	<b>\$ 441,783</b>

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. These capital assets, net of accumulated depreciation consist of:

Land	\$ 43,642		
Tennis Courts	7,144		
Road Improvements	589,264		
Civil Defense Siren	15,040	655,090	605,931

Some of the City's property taxes will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as deferred inflows of resources in the governmental funds.

	7,567	14,505
<b>TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$ 1,197,802</b>	<b>\$ 1,062,219</b>

**CITY OF GREENWOOD, MINNESOTA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2012)**

	General Fund	Storm Water Fund	Special Projects Fund	Bridge Fund	Totals	
					Governmental Funds	
					2013	2012
<b>REVENUES</b>						
Taxes	\$ 651,793	\$ -	\$ -	\$ -	\$ 651,793	\$ 640,346
Intergovernmental Revenue	4,406	-	-	-	4,406	3,985
Licenses and Permits	75,623	-	-	-	75,623	51,024
Fines, Forfeits and Penalties	7,312	-	-	-	7,312	7,620
Public Charges for Services	47,801	16,257	-	-	64,058	46,249
Investment Income	4,603	-	-	-	4,603	5,108
Total Revenues	<u>791,538</u>	<u>16,257</u>	<u>-</u>	<u>-</u>	<u>807,795</u>	<u>754,332</u>
<b>EXPENDITURES</b>						
Current:						
General Government	115,058	-	-	-	115,058	114,550
Public Safety	392,243	-	-	-	392,243	373,083
Public Works	215,750	12,425	-	-	228,175	229,736
Recreation	5,409	-	-	-	5,409	1,683
Total Expenditures	<u>728,460</u>	<u>12,425</u>	<u>-</u>	<u>-</u>	<u>740,885</u>	<u>719,052</u>
<b>EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES</b>	63,078	3,832	-	-	66,910	35,280
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfer in	28,077	-	-	20,000	48,077	47,411
Transfer out	(20,000)	(1,625)	-	-	(21,625)	(21,625)
Total Other Financing Sources (Uses)	<u>8,077</u>	<u>(1,625)</u>	<u>-</u>	<u>20,000</u>	<u>26,452</u>	<u>25,786</u>
<b>NET CHANGE IN FUND BALANCES</b>	71,155	2,207	-	20,000	93,362	61,066
Fund Balances - Beginning of Year	<u>351,631</u>	<u>11,539</u>	<u>-</u>	<u>78,613</u>	<u>441,783</u>	<u>380,717</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 422,786</u>	<u>\$ 13,746</u>	<u>\$ -</u>	<u>\$ 98,613</u>	<u>\$ 535,145</u>	<u>\$ 441,783</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGE IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES**  
**GOVERNMENTAL ACTIVITIES**  
**YEAR ENDED DECEMBER 31, 2013**  
**(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2012)**

	2013	2012
<b>NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 93,362</b>	<b>\$ 61,066</b>

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital Outlays Reported in Governmental Fund	\$ 71,361		
Depreciation Expense	(22,202)	49,159	115,312

Receivables not currently available are reported as deferred outflows of resources in the fund financial statements, but are recognized as revenue when earned in the government-wide statements.

	(6,938)	4,333
<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$ 135,583</b>	<b>\$ 180,711</b>

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**CITY OF GREENWOOD, MINNESOTA  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
DECEMBER 31, 2013  
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2012)**

	Business-Type Activities - Enterprise Funds			
	Sewer Enterprise Fund	Marina Enterprise Fund	Totals	
			2013	2012
<b>ASSETS</b>				
<b>Current Assets:</b>				
Cash and Cash Equivalents	\$ 446,226	\$ 31,853	\$ 478,079	\$ 421,708
Receivables:				
Special Assessments	123,738	-	123,738	-
Accounts Receivable	27,300	-	27,300	34,340
Prepaid Items	1,447	342	1,789	1,791
Total Current Assets	<u>598,711</u>	<u>32,195</u>	<u>630,906</u>	<u>457,839</u>
<b>Noncurrent Assets:</b>				
Capital Assets:				
Plant in Service	1,203,245	47,729	1,250,974	1,250,972
Less: Accumulated Depreciation	<u>(880,307)</u>	<u>(39,189)</u>	<u>(919,496)</u>	<u>(889,764)</u>
Total Capital Assets	<u>322,938</u>	<u>8,540</u>	<u>331,478</u>	<u>361,208</u>
Total Assets	921,649	40,735	962,384	819,047
<b>LIABILITIES</b>				
<b>Current Liabilities:</b>				
Accounts Payable	<u>180,899</u>	<u>-</u>	<u>180,899</u>	<u>2,242</u>
<b>NET POSITION</b>				
Investment in Capital Assets	322,938	8,540	331,478	361,208
Unrestricted	<u>417,812</u>	<u>32,195</u>	<u>450,007</u>	<u>455,597</u>
Total Net Position	<u>\$ 740,750</u>	<u>\$ 40,735</u>	<u>\$ 781,485</u>	<u>\$ 816,805</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION**  
**PROPRIETARY FUNDS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2012)**

	Business-Type Activities - Enterprise Funds			
	Sewer Enterprise Fund	Marina Enterprise Fund	Totals	
			2013	2012
<b>OPERATING REVENUES</b>				
Charges for Service	\$ 103,343	\$ 30,439	\$ 133,782	\$ 138,047
Special Assessments	-	-	-	1,986
Total Operating Revenues	<u>103,343</u>	<u>30,439</u>	<u>133,782</u>	<u>140,033</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance	273,800	8,854	282,654	66,080
Depreciation	<u>27,318</u>	<u>2,412</u>	<u>29,730</u>	<u>29,731</u>
Total Operating Expenses	<u>301,118</u>	<u>11,266</u>	<u>312,384</u>	<u>95,811</u>
<b>OPERATING INCOME (LOSS)</b>	(197,775)	19,173	(178,602)	44,222
<b>NONOPERATING REVENUE</b>				
Special Assessments	<u>169,734</u>	-	<u>169,734</u>	-
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	(28,041)	19,173	(8,868)	44,222
Transfers Out	<u>(10,866)</u>	<u>(15,586)</u>	<u>(26,452)</u>	<u>(25,786)</u>
<b>CHANGE IN NET POSITION</b>	(38,907)	3,587	(35,320)	18,436
Net Position - Beginning of Year	<u>779,657</u>	<u>37,148</u>	<u>816,805</u>	<u>798,369</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 740,750</u>	<u>\$ 40,735</u>	<u>\$ 781,485</u>	<u>\$ 816,805</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
YEAR ENDED DECEMBER 31, 2013**

**(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2012)**

	Business-Type Activities - Proprietary Funds			
	Sewer Enterprise Fund	Marina Enterprise Fund	Totals	
			2013	2012
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash Received from Customers	\$ 110,383	\$ 30,439	\$ 140,822	\$ 135,247
Cash Paid to Suppliers for Goods and Services	(95,142)	(8,853)	(103,995)	(67,722)
Net Cash Provided by Operating Activities	<u>15,241</u>	<u>21,586</u>	<u>36,827</u>	<u>67,525</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
Transfer Out	(10,866)	(15,586)	(26,452)	(25,786)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Special Assessments	<u>45,996</u>	<u>-</u>	<u>45,996</u>	<u>-</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	50,371	6,000	10,375	41,739
Cash and Cash Equivalents - Beginning of Year	<u>395,855</u>	<u>25,853</u>	<u>421,708</u>	<u>379,969</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 446,226</u>	<u>\$ 31,853</u>	<u>\$ 478,079</u>	<u>\$ 421,708</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>				
Operating Income (Loss)	\$ (197,775)	\$ 19,173	\$ (178,602)	\$ 44,222
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Depreciation Expense	27,318	2,412	29,730	29,731
Changes in Asset and Liability Accounts:				
(Increase) Decrease in Accounts Receivable	7,040	-	7,040	(4,786)
(Increase) Decrease in Prepaid Items	1	1	2	820
Increase (Decrease) in Accounts Payable	178,657	-	178,657	(2,462)
Net Cash Provided by Operating Activities	<u>\$ 15,241</u>	<u>\$ 21,586</u>	<u>\$ 36,827</u>	<u>\$ 67,525</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the City have been prepared in conformity with U.S. generally accepted accounting principles as applied to governmental units by the Governmental Accounting Standards Board (GASB). The following is a summary of the significant accounting policies:

**A. FINANCIAL REPORTING ENTITY**

As required by U.S. generally accepted accounting principles, the financial statements of the reporting entity include all funds, departments, agencies, boards, commissions, and other organizations over which City officials exercise oversight responsibility.

Component units are legally separate entities for which the City (primary government) is financially accountable, or for which the exclusion of the component unit would render the financial statements of the Primary Government misleading. The criteria used to determine if the Primary Government is financially accountable for a component unit include whether or not the Primary Government appoints the voting majority of the potential component unit's governing body, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit.

Based on these criteria, there are no organizations considered to be component units of the City.

The City contracts for administrative services, public works, repairs and maintenance, office space, use of office equipment, and other operational services from a neighboring city.

**B. BASIC FINANCIAL STATEMENTS**

**1. Government-Wide Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) display information about the primary government. These statements include the financial activities of the overall City government, except for fiduciary activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external parties for support. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's enterprise funds and various other functions of government. Eliminations of these charges would distort the direct costs and program revenues reported for the various functions concerned.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. BASIC FINANCIAL STATEMENTS (CONTINUED)**

1. Government-Wide Statements (Continued)

In the government-wide statement of net position, both the governmental and business-type activities columns: (a) are presented on a consolidated basis by column; and (b) are reported on a full accrual, economic resource basis, which recognizes all long-term assets, receivables, deferred outflows of resources as well as long-term debt and obligations and deferred inflows of resources. The City's net position is reported in three parts: (1) net investment in capital assets; (2) restricted net position; and (3) unrestricted net position. The City first utilizes restricted resources to finance qualifying activities.

The statement of activities demonstrates the degree to which the direct expenses of a given program or function is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program or function. Program revenues include: 1) charges to customers or applicant who purchase, use, or directly benefit from goods, services, or privileges provided by a given program or function, and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other revenue items not properly included among program revenues are reported instead as general revenues.

The government-wide statements are reported using the economic resources (cost of service) measurement focus and the accrual basis of accounting. The economic measurement focus means all assets, deferred outflow of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) are included on the statement of net position and the operating statements present increases (revenues) and decrease (expenses) in net position. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange like transactions should be recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange transactions should be recognized as soon as all eligibility requirements imposed by the provider have been met.

2. Fund Financial Statements

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses funds to report on its financial position and the results of its operations. The City segregates transactions related to certain government functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Government resources are allocated to and accounted for in individual funds based upon the purposes for which resources are to be spent and the means by which spending activities are controlled.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. BASIC FINANCIAL STATEMENTS (CONTINUED)**

2. Fund Financial Statements (Continued)

Separate fund financial statements are provided for Governmental and Proprietary funds. Major individual governmental and proprietary funds are reported in separate columns in the fund financial statements. Aggregated information for the remaining non-major governmental and proprietary funds is reported in a single column in the respective fund financial statements. A fund is classified as a major fund if it is the primary operating fund of the City (General Fund) or meets certain criteria related to its assets, deferred outflows, liabilities, deferred inflows, revenues, and expenditures/expenses.

The City reports the following major governmental funds:

General Fund

The general fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Storm Water

This special revenue fund records all revenues and expenditures related to storm water maintenance. The committed revenue source for this fund is fees collected for storm water charges.

Special Projects Fund

This special projects fund records all revenues and expenditures related to a construction project to be completed in 2014.

Bridge Fund

This capital project fund records all revenues and expenditures related to bridge replacement.

The City reports the following major proprietary funds:

Sewer Fund

The sewer fund accounts for customer sewer service charges that are used to finance sewer operating expenses and other purposes as approved by the City Council.

Marina Fund

The marina fund accounts for customer service charges that are used to finance the marina's operating expenses and other purposes as approved by the City Council.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Proprietary funds (enterprise funds) are used to account for operations that (a) are financed and operated in a manner similar to private business enterprises, where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that determination of net income (revenues less expenses) is appropriate or useful for financial management, capital maintenance, public policy or other purposes.

Measurement focus refers to what is being measured; basis of accounting refers to when revenues, expenditures, expenses, transfers, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources (cost of service) measurement focus and the accrual basis of accounting. The economic measurement focus means all assets, deferred outflows, liabilities and deferred inflows (whether current or noncurrent) are included on the statement of net position and the operating statements present increases (revenues) and decrease (expenses) in net total position.

Governmental fund financial statements are reported using current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they susceptible to accrual. Susceptible to accrual occurs when revenues become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues to be available if they are collected within 60 days after the end of the current period. Major revenues that are susceptible to accrual include property taxes, special assessments, intergovernmental revenues, charges for services and investment income. Revenue sources not susceptible to accrual are recorded only when received because they are not measurable until collected. Expenditures are recorded when the related fund liability is incurred. However, debt service expenditures for principal and interest on general long-term debt, and expenditures related to compensated absences are recorded only when payment is made.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)**

All proprietary funds are accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's Sewer and Marina Funds are charges to customers for sales and services. Operating expenses for these funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**D. BUDGETS**

A plan of financial operation for the City is established in the budget adopted by the City Council. The budget outlines proposed expenditures and the means of financing them. Budgeted amounts shown in the accompanying financial statements are as originally adopted and subsequently amended. Budgeted expenditure appropriations lapse at year-end. Individual line items within the budget may be overspent but the total budget can not be changed unless approved by the City Council.

Budgets are adopted on a basis consistent with U.S. generally accepted accounting principles for the General Fund.

**E. CASH AND INVESTMENTS**

Cash and investment balances from all funds are pooled and invested to the extent available in investments authorized by Minnesota Statutes. Earnings from investments are allocated to individual funds on the basis of the fund's equity in the cash and investment pool.

The City provides temporary advances to funds that have insufficient cash balances by means of an advance from another fund shown as interfund receivables in the advancing fund in the governmental fund financial statements, and an interfund payable in the fund with the deficit, until adequate resources are received.

Investments are stated at fair value as of the balance sheet date. Interest earnings are accrued at the balance sheet date.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. CASH AND INVESTMENTS (CONTINUED)**

For purposes of the statement of cash flows, the Proprietary Fund considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. All of the cash and investments allocated to the proprietary fund types have original maturities of 90 days or less. Therefore, the entire balance in such fund types is considered cash equivalents.

**F. PROPERTY TAX REVENUE RECOGNITION**

The City Council annually adopts a tax levy and certifies it to the County in December (levy/assessment date) of each year for collection in the following year. The County is responsible for billing and collecting all property taxes for itself, the City, the local School District and other taxing authorities. Such taxes become a lien on January 1 and are recorded as receivables by the City at that date. Real property taxes are payable (by property owners) on May 15 and October 15 of each calendar year. Personal property taxes are payable by taxpayers on February 28 and June 30 of each year. These taxes are collected by the County and remitted to the City on or before July 15 and December 15 of the same year. Delinquent collections for November and December are received the following January. The City has no ability to enforce payment of property taxes by property owners. The County possesses this authority.

Within the governmental fund financial statements, the City recognizes property tax revenue when it becomes both measurable and available to finance expenditures of the current period. In practice, current and delinquent taxes and State credits received by the City in July, December and the following January are recognized as revenue for the current year. Taxes and credits not received at the year-end are classified as delinquent and due from County taxes receivable. The portion of delinquent taxes not collected by the City in January is presented as a deferred inflow of resources because it is not available to finance current expenditures. Deferred inflows of resources in governmental activities are susceptible to full accrual on the government-wide statements.

The City's property tax revenue includes payments from the Metropolitan Revenue Distribution (Fiscal Disparities Formula) per *Minnesota Statute 473F*. This statute provides a means of spreading a portion of the taxable valuation of commercial/industrial real property to various taxing authorities within the defined metropolitan area. The valuation "shared" is a portion of commercial/industrial property valuation growth since 1971. Property taxes paid to the City through this formula for 2013 totaled \$3,237. Receipt of property taxes from this "fiscal disparities pool" does not increase or decrease total tax revenue.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. SPECIAL ASSESSMENTS**

Special assessments are levied against the benefited properties for the assessable costs of improvement projects in accordance with Minnesota Statutes. Assessments are collectible over a term of years at an interest rate established by the City Council upon adoption of each assessment roll. Property owners are allowed to prepay future installments without interest or prepayment penalties. In the enterprise fund financial statements, special assessment levies are recorded as a receivable and revenue at the time the City certifies the roll. Interest on special assessments is also recognized when it is collected.

**H. CAPITAL ASSETS**

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and for infrastructure assets, and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Prior to January 2004, infrastructure assets of governmental funds were not capitalized. Upon implementation of GASB No. 34, governmental units are required to account for all capital assets, including infrastructure, in the government-wide statements prospectively from the date of implementation. The City elected to report infrastructure assets prospectively, effective January 1, 2004.

Capital assets acquired or constructed by governmental funds are recorded as expenditures in these funds. These capital assets are not capitalized in individual governmental funds but rather are reported only in the government-wide financial statements. Capital assets of proprietary funds are recorded at cost in their respective funds. Depreciation of capital assets is recorded as an allocated expense in the statement of activities for government-wide financial statements, with capital assets reported net of accumulated depreciation.

Depreciation has been provided over the estimated useful lives of the assets using the straight-line method. Estimated useful lives of such assets are:

<u>Assets</u>	<u>Estimated Useful Life</u>
Structures	40 Years
Collection System	50 Years
Collection System Pumping Plant	20 Years
Docks	20 Years
Road Rehabilitation	12-15 Years

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**I. LONG-TERM OBLIGATIONS**

In the entity-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bond issue costs are reported as an expense of the period in which they are incurred.

In the governmental fund financial statements, bond premiums and discounts, as well as bond issue costs are recognized during the current period. The face amount of the debt issue is reported as another financing source. Premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses. Issue costs are reported as debt service expenditures.

**J. NET POSITION**

Net position represents the difference between assets and liabilities in the government-wide financial statements and is classified into three components:

- a) Net investment in capital assets – This component consists of capital assets net of accumulated depreciation and reduced by the amount of outstanding balance of bonds or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b) Restricted net position – Net position with constraints placed on the use either by 1) external groups such as creditors, grantors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation are reflected in this component.
- c) Unrestricted net position – All other assets that do not meet the definition of “restricted” or “net investment on capital assets.”

**K. FUND BALANCE**

In the fund financial statements, governmental funds report fund balances in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable – portions of fund balance related to prepaids, inventories, long-term receivables, and corpus on any permanent fund.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**K. FUND BALANCE (CONTINUED)**

Restricted – funds are constrained from outside parties (statute, grantors, bond agreements, etc).

Committed – funds are established and modified by a resolution approved by the City Council.

Assigned – consists of internally imposed constraints approved by the City Council

Unassigned – is the residual classification for the General Fund and also reflects negative residual amounts in other funds.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, it is the City's policy to use restricted first, then unrestricted fund balance.

When an expenditure is incurred for purposes for which committed, assigned, and unassigned amounts are available, it is the City's policy to use committed first, then assigned, and finally unassigned amounts.

The City formally adopted a fund balance policy for the General Fund. The policy establishes a year-end target fund balance range of 35% - 50% of the annual operating budget. As of December 31, 2013, they are in compliance with their fund balance policy.

**L. INTERFUND TRANSACTIONS**

Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures or expenses in the fund that is reimbursed. All other interfund transactions are reported as transfers.

**M. COMPARATIVE DATA**

The basic financial statements include certain prior-year summarized information in total, but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the City's financial statements for the year ended December 31, 2012, from which the summarized information was derived.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 2 DEPOSITS**

The City maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the statement of net position and the balance sheet as "Cash and Investments." In accordance with Minnesota Statutes, the City maintains deposits at financial institutions which are authorized by the City Council.

*Custodial Credit Risk* – Custodial credit risk for deposits is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk and follows Minnesota Statutes for deposits. Minnesota Statutes require that all deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or corporate surety bonds. Authorized collateral include: U.S. government treasury bills, notes, or bonds; issues of a U.S. government agency; general obligations of a state or local government rated "A" or better; revenue obligations of a state or local government rated "AA" or better; irrevocable standby letter of credit issued by a Federal Home Loan Bank; and time deposits insured by a federal agency. Minnesota Statutes require securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution not owned or controlled by the depository.

The carrying value and bank balance of the City's deposits in banks at December 31, 2013 were \$1,049,222 and \$1,050,760, respectively, and were entirely covered by federal depository insurance or by surety bonds and collateral in accordance with Minnesota Statutes.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 3 CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2013 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 43,642	\$ -	\$ -	\$ 43,642
Capital Assets Being Depreciated:				
Tennis Courts	25,970	-	-	25,970
Road Improvements	581,258	71,361	-	652,619
Civil Defense Siren	21,484	-	-	21,484
Total Capital Assets Being Depreciated	628,712	71,361	-	700,073
Less Accumulated Depreciation:				
Tennis Courts	18,177	649	-	18,826
Road Improvements	42,876	20,479	-	63,355
Civil Defense Siren	5,370	1,074	-	6,444
Total Accumulated Depreciation	66,423	22,202	-	88,625
Total Capital Assets Being Depreciated, Net	562,289	49,159	-	611,448
Governmental Activities Capital Assets, Net of Depreciation	\$ 605,931	\$ 49,159	\$ -	\$ 655,090
<b>Business-Type Activities:</b>				
Capital Assets Being Depreciated:				
Collection System	\$ 1,108,783	\$ -	\$ -	\$ 1,108,783
Collection System Pumping	93,057	-	-	93,057
Docks	47,727	-	-	47,727
Administrative and General Assets	1,405	-	-	1,405
Total Capital Assets Being Depreciated	1,250,972	-	-	1,250,972
Less: Accumulated Depreciation	889,764	29,730	-	919,494
Net Capital Assets - Sewer	\$ 361,208	\$ (29,730)	\$ -	\$ 331,478

**CITY OF GREENWOOD, MINNESOTA  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 DECEMBER 31, 2013**

**NOTE 3 CAPITAL ASSETS (CONTINUED)**

Depreciation expense was charged to the City functions as follows:

**Governmental Activities:**

Recreation	\$	649
Public Works		20,479
Public Safety		1,074
Total Depreciation - Governmental Activities		22,202

**Business-Type Activities:**

Sewer	\$	27,318
Marina		2,412
Total Depreciation - Business-Type Activities		29,730

**NOTE 4 JOINT VENTURES**

The City of Greenwood and the cities of Deephaven, Excelsior, Shorewood, and Tonka Bay entered into a joint powers agreement to provide fire protection, medical response, police services, and educational and recreational activities for its members.

Fire Services – The City participates in a joint powers agreement with the cities of Deephaven, Excelsior, Shorewood, and Tonka Bay, which created an entity called the Excelsior Fire District (the District). The City is billed for services based on a formula that determines its share of the total expenditures. The governing body is made up of council members from each member city. Local representatives are appointed by the respective municipal boards. The governing body has the authority to adopt its own budget, subject to approval by the councils of the member cities, and control the financial affairs of the District. The City made payments totaling \$122,948 to the District for 2013. The City believes that the District will continue to provide services in the future at similar rates. The City accounts for its share of the operations in the general fund. Separate financial statements can be obtained by writing the Excelsior Fire District, 339 3rd Street, Excelsior, MN 55331.

Law Enforcement Services – The City participates in a joint powers agreement with the cities of Excelsior, Shorewood, and Tonka Bay, which establishes the South Lake Minnetonka Police Department (the Department) for the purpose of providing police protection within the four communities. The agreement creates a coordinating committee, comprised of the mayors of each participating community, as the governing body, which meets quarterly. Each year, the coordinating committee adopts the operating budget, which is approved by all participating cities. The cost of the budget is divided between the participating cities based upon the formula per the joint powers agreement. The City made payments totaling \$224,349 to the Department in 2013.

**CITY OF GREENWOOD, MINNESOTA  
 NOTES TO BASIC FINANCIAL STATEMENTS  
 DECEMBER 31, 2013**

**NOTE 4 JOINT VENTURES (CONTINUED)**

Law Enforcement Services – (Continued)

Any budget shortfall is made up first from Department reserves, with any excess shortfall assessed to each participating community according to the formula. The City believes that the Department will continue to provide services in the future at similar rates. The City accounts for its share of the operations in the general fund. Separate financial statements can be obtained by writing the South Lake Minnetonka Police Department, 5755 Country Club Road, Shorewood, MN 55331.

Community Center – The City participates in a joint venture with the cities of Excelsior, Deephaven, Shorewood, and Tonka Bay, which establishes the Southshore Community Center to provide residents educational and recreational activities. The member cities have leased the community center to the City of Shorewood at a rate of \$1 per year. The lease term is from July 1, 2009 through December 31, 2015.

Lake Minnetonka Communications Commission – The City participates in a Joint Powers Agreement (JPA) which created the Lake Minnetonka Communications Commission (LMCC) to oversee the cable operator franchise agreement with Mediacom. The JPA participants in 2013 were the cities of Deephaven, Excelsior, Greenwood, Independence, Long Lake, Loretto, Maple Plain, Medina, Minnetonka Beach, Minnetrista, Mound, Orono, Shorewood, Spring Park, St. Bonifacius, Tonka Bay, Victoria, and Woodland. LMCC funding is through subscribers to Mediacom, so the City's budget does not include any revenues or expenditures related to the LMCC.

**NOTE 5 INTERFUND TRANSFERS**

Individual fund transfers for fiscal year 2013 are as follows:

	Transfer In	Transfer Out
Governmental Activity:		
General Fund	\$ 28,077	\$ 20,000
Stormwater	-	1,625
Bridge Fund	20,000	-
Business-Type Activity:		
Sewer	-	10,866
Marina	-	15,586
	\$ 48,077	\$ 48,077

During 2013, the City made routine interfund transfers to allocate financial resources.

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**NOTE 6 RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. There have been no significant reductions in insurance coverage during 2013 and settlements have not exceeded insurance coverage for any of the past three fiscal years.

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**REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON INFORMATION**

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**CITY OF GREENWOOD, MINNESOTA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
**GENERAL FUND**  
**YEAR ENDED DECEMBER 31, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
<b>Taxes:</b>				
General Property Tax	\$ 644,668	\$ 644,668	\$ 637,448	\$ (7,220)
General Property Tax Delinquent	-	-	10,995	10,995
Fiscal Disparities	-	-	3,237	3,237
Surcharge Revenue	-	-	101	101
Total Taxes	<u>644,668</u>	<u>644,668</u>	<u>651,793</u>	<u>7,125</u>
<b>Intergovernmental:</b>				
Local Transportation Aid Payments	-	-	1,800	1,800
Other Local Aid Payments	-	-	2,606	2,606
Total Intergovernmental Revenues	<u>-</u>	<u>-</u>	<u>4,406</u>	<u>4,406</u>
<b>Licenses and Permits:</b>				
Liquor and Malt Beverage Licenses	3,000	3,000	15,217	12,217
Animal Licenses	950	950	475	(475)
Other Miscellaneous Licenses	2,000	2,000	4,165	2,165
Building Permits	<u>17,000</u>	<u>47,000</u>	<u>55,766</u>	<u>8,766</u>
Total Licenses and Permits	<u>22,950</u>	<u>52,950</u>	<u>75,623</u>	<u>22,673</u>
<b>Fines and Forfeits:</b>				
Court Penalties and Costs	4,500	4,500	7,312	2,812
<b>Public Charges for Services:</b>				
Zoning and Subdivisions	1,000	1,000	6,652	5,652
Recycling Fees	19,000	19,000	19,563	563
False Alarm Fees	75	75	-	(75)
Load Limit Fees	2,500	2,500	6,093	3,593
Miscellaneous Other	<u>-</u>	<u>-</u>	<u>15,493</u>	<u>15,493</u>
Total Charges for Services	<u>22,575</u>	<u>22,575</u>	<u>47,801</u>	<u>25,226</u>
<b>Investment Income</b>	<u>3,500</u>	<u>3,500</u>	<u>4,603</u>	<u>1,103</u>
<b>Total Revenues</b>	<u>698,193</u>	<u>728,193</u>	<u>791,538</u>	<u>63,345</u>

**CITY OF GREENWOOD, MINNESOTA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL (CONTINUED)  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>EXPENDITURES</b>				
<b>General Government:</b>				
Council	\$ 15,660	\$ 15,660	\$ 16,626	\$ 966
Administration	50,208	50,208	53,788	3,580
Elections	-	-	509	509
Legal Counseling	16,000	16,000	11,926	(4,074)
Assessment of Property	14,100	14,100	7,817	(6,283)
Independent Auditing	10,130	10,130	10,717	587
Miscellaneous	13,010	13,010	13,367	357
Total General Government	<u>119,108</u>	<u>119,108</u>	<u>114,750</u>	<u>(4,358)</u>
<b>Public Safety:</b>				
Law Enforcement Contract	224,347	224,347	224,349	2
Other Public Safety	1,000	1,000	1,417	417
Fire Contract	122,948	122,948	122,948	-
Zoning Contract	4,200	4,200	3,576	(624)
Building Inspection	10,700	40,700	39,953	(747)
Total Public Safety	<u>363,195</u>	<u>393,195</u>	<u>392,243</u>	<u>(952)</u>
<b>Public Works:</b>				
Engineering	1,000	1,000	3,828	2,828
Street Maintenance	36,600	36,600	46,027	9,427
Road Improvements	130,000	130,000	135,474	5,474
Garbage	2,900	2,900	2,307	(593)
Recycling	18,820	18,820	19,539	719
Tree and Brush Control	20,000	20,000	8,575	(11,425)
Total Public Works	<u>209,320</u>	<u>209,320</u>	<u>215,750</u>	<u>6,430</u>
<b>Recreation:</b>				
Parks	3,100	3,100	5,409	2,309
Total Parks and Recreation	<u>3,100</u>	<u>3,100</u>	<u>5,409</u>	<u>2,309</u>
<b>Other:</b>				
Contingency	11,547	11,547	308	(11,239)
Total Expenditures	<u>706,270</u>	<u>736,270</u>	<u>728,460</u>	<u>(7,810)</u>
<b>REVENUES IN EXCESS OF EXPENDITURES</b>	(8,077)	(8,077)	63,078	71,155
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers In	28,077	28,077	28,077	-
Transfers Out	(20,000)	(20,000)	(20,000)	-
Total Other Financing Sources	<u>8,077</u>	<u>8,077</u>	<u>8,077</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	71,155	<u>\$ 71,155</u>
Fund Balance - Beginning of Year			<u>351,631</u>	
<b>FUND BALANCE - END OF YEAR</b>			<u>\$ 422,786</u>	

**CITY OF GREENWOOD, MINNESOTA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED DECEMBER 31, 2013**

**BUDGETARY INFORMATION**

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to September 1, the Administrative Committee submits to the City Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted in the Council chambers at City Hall to obtain taxpayer comments, and the final budget is adopted and the tax levy certified.
3. The Administrative Committee is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council. Reported budget amounts are as originally adopted.
4. The City has legally adopted budgets for the General Fund. Formal budgetary integration is not employed for the special revenue, enterprise, capital projects and debt service funds. Expenditures may not legally exceed budgeted appropriations at the total fund level. Monitoring of budgets is maintained at the expenditure category level (i.e., personal services, supplies, capital outlay, etc.) within each program. All amounts over budget have been approved by the City Council through the disbursement process. The City is not legally required to adopt an annual budget for the Capital Projects or Debt Service funds, or Special Revenue funds.
5. Budgets for the General Fund is adopted on a basis consistent with U.S. generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended by the City Council. All annual appropriations lapse at fiscal year-end.

**OTHER REQUIRED REPORTS**

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## INDEPENDENT AUDITORS' REPORT ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor  
Members of the City Council and Citizens  
City of Greenwood, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, the business-type activities, and each major fund of the City of Greenwood, Minnesota, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated February 21, 2014.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* promulgated by the State Auditor pursuant to Minnesota Statute § 6.65 contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Greenwood, Minnesota failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City of Greenwood, Minnesota's noncompliance with the above-referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance relating to the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions* and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
February 21, 2014

Honorable Mayor  
Members of the City Council  
City of Greenwood, Minnesota

In planning and performing our audit of the financial statements of the City of Greenwood, Minnesota (the City) as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.

#### **Material weakness**

We consider the following deficiency in the City's internal control to be a material weakness.

##### **Oversight of the Financial Reporting Process and Material Audit Adjustments**

The City does not have an internal control policy in place over annual financial reporting under GAAP, therefore, the potential exists that a material misstatement of the annual financial statements could occur and not be prevented or detected by the City's internal controls. The City relies on the audit firm to prepare the annual financial statements and related footnote disclosures. However, they have reviewed and approved the annual financial statements and related footnote disclosures.

Additionally, the audit firm proposed, and the City posted to its general ledger accounts, 13 journal entries to correct misstatements. These entries relate to internal controls over the year-end close-out process. The absence of a complete control procedure or process in this area is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the City's internal control processes.

**Oversight of the Financial Reporting Process and Material Audit Adjustments (Continued)**

The City should have controls in place to prevent and detect a material misstatement in the financial statements in a timely manner. Management is responsible for the accuracy and completeness of all financial records and related information. Their responsibilities include adjusting the financial statements to correct material misstatements.

We recommend the City continue to evaluate its internal control processes to determine if additional internal control procedures should be implemented to ensure that accounts are adjusted to their appropriate year-end balances in accordance with GAAP.

This report is intended solely for the information and use of the City Council, management, the Office of the State Auditor, state and federal awarding agencies, and pass-through agencies and is not intended to be and should not be used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
February 21, 2014

DRAFT

February 21, 2014

CliftonLarsonAllen LLP  
220 South 6th Street, Suite 300  
Minneapolis, Minnesota 55402-1436

This representation letter is provided in connection with your audit of the financial statements of City of Greenwood, Minnesota (the City) which comprise the respective financial position of the governmental activities, the business-type activities, and each major fund as of December 31, 2013, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of February 21, 2014, the following representations made to you during your audit.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 31, 2014, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates are reasonable.
- Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.
- No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

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Page 2

- We acknowledge the effects of and uncorrected misstatement related to 2012 is immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. In 2012, the City recognized the 2013 first tax assessment amount. This resulted in an overstatement in the change in fund balance by \$7,000.
- We also acknowledge that revenues and expenditures/expenses in the general fund and governmental activities are all overstated by \$7,705 due to a reimbursement the City received that was from the City of Excelsior for their share of bridge maintenance that was completed by the City of Greenwood during 2013. This reimbursement should have been netted against the related expenditure. There would be no affect on change in fund balance or net position with this proposed entry and therefore believe the effects of this uncorrected misstatement is immaterial both individually and in the aggregate to the financial statements of each opinion unit.
- In addition, you have proposed adjusting journal entries that have been posted to the City's accounts, including adjusting journal entries to convert our cash basis records to the accrual basis. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- The methods and significant assumptions used to determine fair values of financial instruments are as follows: Certificates of Deposits over 90 days old are valued at net realizable value. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

**Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - All communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
  - All communications from regulatory agencies concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.
  - Access to all audit or relevant monitoring reports, if any, received from funding sources.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

- We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to City of Greenwood, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources \$500,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net assets (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available and have determined that net assets were properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- We understand that as part of your audit, you prepared the adjusting journal entries necessary to convert our cash basis records to the accrual basis of accounting and acknowledge that we have reviewed and approved those entries and accepted responsibility for them.
- We have evaluated the adequacy and results of the depreciation services performed and accept responsibility for the results. We acknowledge our responsibility for our depreciation schedules and have determined the methods and rates of depreciation and the salvage values used in the calculations. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your depreciation services; have made all significant management judgments and decisions; and have assumed all management responsibilities.
- In regards to the draft of the financial statements and notes, assistance with cash to accrual conversion process, and depreciation services performed by you, we have:
  - Made all management judgments and decisions and assumed all management responsibilities.
  - Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.

CliftonLarsonAllen LLP  
Page 5

- o Evaluated the adequacy and results of the services performed.
- o Accepted responsibility for the results of the services.

Signature:  Digitally signed by  
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 Date: 2014.02.26 10:02:03 -0600 Title: MAYOR

Signature:  Feb 26, 2014 Title: Council Member



**Agenda Number: 5A**

**Agenda Date: 03-05-14**

*Prepared by Gus Karpas*

**Agenda Item:** Stormwater Pollution Prevention Program Annual Public Hearing

**Summary:** In 2003, all cities in the metropolitan area were required to submit a Stormwater Pollution Prevention Plan (SWPPP) outlining the steps they would take to limit runoff into protected water bodies. This is done through the adoption of Best Management Practices (BMP's) in six categories; Public Education and Outreach on Stormwater Impacts, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post-construction Stormwater Management in New Development and Redevelopment and Pollution Prevention/Good Housekeeping for Municipal Operations.

The MPCA is working on reissuance of the MS4 General Permit which expired May 2011. The last MS4 General Permit issued was to address the new federal Phase II stormwater regulations for small MS4s. These federal rules identified an iterative process for improved stormwater management where MS4 programs are strengthened with each five year permit cycle.

The City contracted with Bolton & Menk to submit the city's individual application for reauthorization of its permit. The application was accepted by the MPCA, passed the thirty (30) day public comment period and has been reauthorized.

Attached is a copy of the city's application and the MPCA's acceptance letter for Reauthorization.

As part of the program the city must hold annual public hearings to collect public input on the program and to document suggestions. The previous hearings have yielded no public comment.

Councilmembers may call Gus with any questions.



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013 Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. No fee is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at http://www.pca.state.mn.us/ms4.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (\*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: City of Greenwood \*County: Hennepin
(city, county, municipality, government agency or other entity)
\*Mailing address: 20225 Cottagewood Road
\*City: Deephaven \*State: MN \*Zip code: 55331
\*Phone (including area code): (952) 474-4755 \*E-mail: administrator@greenwoodmn.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Karpas \*First name: Gus
(department head, MS4 coordinator, consultant, etc.)
\*Title: Zoning Administrator/City Clerk
\*Mailing address: 20225 Cottagewood Road
\*City: Deephaven \*State: MN \*Zip code: 55331
\*Phone (including area code): (952) 474-4755 \*E-mail: guskarpas@mchsi.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Bean First name: Robert
(department head, MS4 coordinator, consultant, etc.)
Title: Water Resources Engineer
Mailing address: 2638 Shadow Lane, Suite 200
City: Chaska State: MN Zip code: 55318
Phone (including area code): (612) 756-3184 E-mail: bobbe@bolton-menk.com

Verification

- 1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). [X] Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. [X] Yes

**Certification (All fields are required)**

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- Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Gus Karpas  
*(This document has been electronically signed)*

Title: Zoning Administrator/City Clerk Date (mm/dd/yyyy): 11/25/2013

Mailing address: 20225 Cottagewood Road

City: Deephaven State: MN Zip code: 55331

Phone (including area code): (952) 474-4755 E-mail: guskarpas@mchsi.com

**Note:** *The application will not be processed without certification.*

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Minnehaha Creek Watershed District  Provides review, regulation, and inspection for Construction Site Stormwater Runoff Control and Post-construction Stormwater Management. Partner to provide educational materials and engage public with various programs. Partner to inspect for illicit discharges.	MCM 1-5

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)?  Yes  No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance                       Contract language  
 Policy/Standards               Permits  
 Rules  
 Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

2. **If no:**

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The City of Greenwood will update its ordinances to meet permit requirements regarding Illicit Discharge Detection and Elimination within 12 months of permit coverage being extended. Also, MCWD is currently working on a draft rule for IDDE and will adopt a final version within the next 12 months. The City will then partner with MCWD to inspect for illicit discharges.*

**Construction site stormwater runoff control**

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls?  Yes  No

1. **If yes:**

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance  Contract language
- Policy/Standards  Permits
- Rules
- Other, explain: Minnehaha Creek Watershed District - Erosion Control Rule

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*City: Chapter 11 Zoning>>Section 1177. Construction Site Runoff Control*

*MCWD: Erosion Control Rule*

Direct link:

*City: [http://www.greenwoodmn.com/vertical/sites/%7BC372340D-A0B8-479D-A77A-7A2C96A5C421%7D/uploads/Chapter\\_11\\_Zoning.pdf](http://www.greenwoodmn.com/vertical/sites/%7BC372340D-A0B8-479D-A77A-7A2C96A5C421%7D/uploads/Chapter_11_Zoning.pdf)*

*MCWD:*

*<http://www.minnehahacreek.org/sites/minnehahacreek.org/files/pdfs/regulatory/Erosion%20Control%20Rule.pdf>*

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)?  Yes  No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Within 12 months from the date permit coverage is extended, the City will revise its ordinances to state that applicants will have to meet the requirements of MCWD's Erosion Control Rule.*

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- 1. Best Management Practices (BMPs) to minimize erosion.  Yes  No
- 2. BMPs to minimize the discharge of sediment and other pollutants.  Yes  No
- 3. BMPs for dewatering activities.  Yes  No
- 4. Site inspections and records of rainfall events  Yes  No
- 5. BMP maintenance  Yes  No
- 6. Management of solid and hazardous wastes on each project site.  Yes  No
- 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means.  Yes  No
- 8. Criteria for the use of temporary sediment basins.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

## Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

Yes  No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

Ordinance  Contract language

Policy/Standards  Permits

Rules

Other, explain: Minnehaha Creek Watershed District - Stormwater Management Rule

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*MCWD: Stormwater Management Rule*

Direct link:

<http://www.minnehahacreek.org/sites/minnehahacreek.org/files/pdfs/regulatory/Stormwater%20Management%20Rule.pdf>

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention:  
*MS4NameHere\_PostCSWreg.*

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity.  Yes  No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of:  Yes  No

1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).

2) Stormwater discharges of Total Suspended Solids (TSS).

3) Stormwater discharges of Total Phosphorus (TP).

b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of:  Yes  No

1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).

2) Stormwater discharges of TSS.

3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

a. Limitations

1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas:  Yes  No

a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.

b) Where vehicle fueling and maintenance occur.

c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.

d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

- 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:  Yes  No
- a) With predominately Hydrologic Soil Group D (clay) soils.
  - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
  - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
  - d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.  Yes  No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference:  Yes  No
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.  Yes  No
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part.  Yes  No
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity.  Yes  No
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.  Yes  No
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).  Yes  No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.  Yes  No
  - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party.  Yes  No
  - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*Within 12 months from the date permit coverage is extended, the City will revise its ordinances to state that applicants will have to meet the requirements of MCWD's Stormwater Management Rule.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)?  Yes  No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.

2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*Within 12 months from the date permit coverage is extended, Greenwood will develop written procedures that will satisfy these requirements.*

B. Describe your ERPs:

### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

*The storm sewer map was initially completed in 2008 and is updated annually as development occurs. The map was updated with the pond inventory, including structural BMPs, ponds, and outfalls, in 2011, and the Pond Inventory Form was submitted to the MPCA on November 16, 2011.*

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes.  Yes  No

2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate.  Yes  No

3. Structural stormwater BMPs that are part of the permittee's small MS4.  Yes  No

4. All receiving waters.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172, Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances.  Yes  No

2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances.  Yes  No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee.  Yes  No

2. A geographic coordinate.  Yes  No

3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment.  Yes  No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA  Yes  No on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4> , according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*Greenwood is primarily residential, and therefore, the focus for education is mostly on residential issues. However, no specific high-priority topics have been identified. Stormwater articles are included in the City newsletter, which is distributed quarterly. A presentation is given to the City Council annually explaining the specific components of the SWPPP. The City also relies on the Minnehaha Creek Watershed District (MCWD) for education, including the posting of stormwater management and pollution prevention information on their website and the sponsoring of water resources related events.*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribute Educational Materials	Circulate a newsletter that includes stormwater articles to approximately 325 households and businesses. Display various stormwater brochures at City Hall for public use. – newsletter quarterly
Community Events	Sponsor community events to help manage and increase awareness of stormwater runoff and associated pollutants. Spring Cleanup Day is held the first Saturday in May for items not usually taken by normal garbage hauler. – annually
Presentation to City Council	Present to City Council on components of SWPPP to increase Council awareness of stormwater runoff issues. – annually
Partner with MCWD for Public Education and Outreach	Provide assistance with water resources related events. – as requested by MCWD
Training	Train all City staff on erosion and sediment control, illicit discharge detection, and stormwater runoff management. – annually
Stormwater Education on City Website	Provide links on City's website to MNDNR, MCWD, and the Lake Minnetonka Conservation District (LMCD) for water resources related information. - continuously
BMP categories to be implemented	Measurable goals and timeframes
Partner with MCWD for Public Education and Outreach	Post links to events and activities sponsored by MCWD on the City's website. – within 12 months of permit coverage being extended
Social Media	Post messages or provide links regarding stormwater management and pollution prevention on Facebook and Twitter. – within 12 months of permit coverage being extended
Stormwater Education on City Website	Develop a Stormwater Information page with information regarding stormwater management, pollution prevention, and additional resources to be included on the City's website.

	Provide a link to MCWD's website. Also provide links to current SWPPP, MS4 permit, and application for public viewing. – within 12 months of permit coverage being extended
Program Evaluation	Review Education Program for effectiveness and future needs. - annually

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Gus Karpas - Zoning Administrator/City Clerk*

**B. MCM2: Public participation and involvement**

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*Every year, the City presents and hears comments on the SWPPP at a regular City Council meeting. This is typically done at a meeting in the Spring, and a notice is provided to the public on the City's website and at City Hall.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Appropriate Public Notice	Provide a notice of 30 days for the annual public meeting to present accomplishments and discuss the SWPPP. The meeting will run concurrently with a City Council meeting. Notice will be posted in local newspapers, the City website, and at City Hall. - annually
Solicit Public Input	Accept correspondence to report illicit discharges, provide comments regarding the SWPPP, and report construction site runoff violations. All comments received are documented and then routed to appropriate staff. – continuously
Annual Meeting	Host annual meeting to run concurrently with City Council meeting to present accomplishments and discuss the SWPPP. - annually

BMP categories to be implemented	Measurable goals and timeframes
Online Availability of SWPPP Document	Provide a PDF of the current SWPPP on the City's Stormwater Information page. - update annually.

3. Do you have a process for receiving and documenting citizen input?  Yes  No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Gus Karpas - Zoning Administrator/City Clerk*

**C. MCM 3: Illicit discharge detection and elimination**

- The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The City of Greenwood will update its ordinances to meet permit requirements regarding Illicit Discharge Detection and Elimination within 12 months of permit coverage being extended. Also, MCWD is currently working on a draft rule for IDDE and will adopt a final version within the next 12 months. The City will then partner with MCWD to inspect for illicit discharges. A Storm Sewer Map has been created that shows the locations of all storm catchbasins, manholes, pipes over 12", ponds, structural treatment devices, and outfalls within the City.*

- Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?
  - Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).  Yes  No
  - Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.  Yes  No
  - Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.  Yes  No
  - Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.  Yes  No
  - Procedures for the timely response to known, suspected, and reported illicit discharges.  Yes  No
  - Procedures for investigating, locating, and eliminating the source of illicit discharges.  Yes  No
  - Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061.  Yes  No
  - When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s).  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City of Greenwood will update its ordinances to meet permit requirements regarding Illicit Discharge Detection and Elimination within 12 months of permit coverage being extended. Also, MCWD is currently working on a draft rule for IDDE and will adopt a final version within the next 12 months. The City will then partner with MCWD to inspect for illicit discharges. The training program for all City staff will be updated, if necessary, regarding IDDE, and staff is currently directed to inspect for illicit discharges during all normal work activities. High potential areas for IDDE will be identified and added to the City's Storm Sewer Map. Procedures for response, investigating, locating, and eliminating illicit discharges will be developed. All required tasks will be completed within 12 months of permit coverage being extended.*

- List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm System Map	Maintain map and update with changes to City's storm sewer, structural BMPs, ponds, and outfalls. – annually
Inspection	City staff is directed to inspect for illicit discharges during all normal work activities. Site specific inspections are also performed when reports are received from the general public. – continuously
Training	Provide training for City staff. – annually
Public and Employee IDDE Information Program	Provide education to City staff, businesses, and the public

	regarding IDDE through stormwater articles in the newsletter, the MCWD website, and a presentation to City Council.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Regulatory Control Program	Update ordinances to meet permit requirements for IDDE. – within 12 months of permit coverage being extended
Training	Update training program for all City staff regarding IDDE, if necessary, due to new permit requirements and MCWD rules. – within 12 months of permit coverage being extended
Storm System Map	Add high-priority outfalls and high potential land uses for illicit discharge inspection to the City's storm system map. – within 12 months of permit coverage being extended
Inspection	Designated City staff will perform inspections of high-priority outfalls, and around high potential land uses (fast food restaurants, dumpsters, car washes, mechanics, and oil changers). Information from previous inspections will be used to determine further high potential outfalls. Inspections will be performed in dry-weather as much as possible. – monthly

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)?  Yes  No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

*Procedures for record-keeping of the Illicit Discharge, Detection and Elimination Program will be developed in accordance with the permit requirements and the new MCWD rule within 12 months of permit coverage being extended.*

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Gus Karpas - Zoning Administrator/City Clerk*

#### D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

*The City's ordinances requires any application for a building permit, subdivision, land disturbing activity greater than or equal to one acre, or area where City determines activity poses risk to water resources to include a stormwater pollution prevention plan for review. Review of construction site stormwater pollution prevention plans are performed prior to any land disturbance and appropriate selection and use of BMPs are coordinated with Owners and Contractors. The City also relies on the Minnehaha Creek Watershed District (MCWD) for review and directs all applicants to work with MCWD for district approvals. A copy of MCWD approval for any required permitting must be submitted to the City prior to any land disturbance. In addition to review, the City relies on MCWD for inspections of construction sites and enforcement of erosion and sediment control violations.*

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):

- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity?  Yes  No
- Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*?  Yes  No
- Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee?  Yes  No
- Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
  - Does your program include procedures for identifying priority sites for inspection?  Yes  No
  - Does your program identify a frequency at which you will conduct construction site inspections?  Yes  No
  - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections?  Yes  No

- 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance?  Yes  No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information?  Yes  No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial?  Yes  No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections?  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance and other Regulatory Program	Rely on City code and MCWD regulatory requirements for plan review and approvals. Rely on MCWD for inspection of construction sites and enforcement of erosion and sediment control violations. – continuously
BMP categories to be implemented	Measurable goals and timeframes

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Gus Karpas - Zoning Administrator/City Clerk

**E. MCM 5: Post-construction stormwater management**

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*Greenwood relies on Minnehaha Creek Watershed District (MCWD) for regulatory requirements regarding post-construction stormwater management. Applicants to the City for building, subdivision, and/or land disturbance permits are directed to work with MCWD for district approvals. A copy of MCWD approvals and maintenance agreements for any required stormwater management facilities must be submitted to the City prior to any land disturbance. The City also reviews stormwater management plans to ensure any structural facilities fit City needs and vision.*

- 2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity?  Yes  No
- 3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
  - a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine  Yes  No

compliance?

- b. All supporting documentation associated with mitigation projects that you authorize?  Yes  No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))?  Yes  No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved?  Yes  No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Regulatory Program	Rely on MCWD to review and approve post-construction stormwater management plans for required projects. Review stormwater management plans regarding City needs and vision. – continuously
Long Term Operation and Maintenance	Operate and maintain publicly owned stormwater management facilities in accordance with permit requirements. Rely on MCWD for Maintenance Agreements requiring property owners/Homeowners Associations to maintain structural facilities. Inspect all facilities in the next five years. – continuously

BMP categories to be implemented	Measurable goals and timeframes

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Gus Karpas - Zoning Administrator/City Clerk*

**F. MCM 6: Pollution prevention/good housekeeping for municipal operations**

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*Greenwood inspects its structural pollution control devices on an annual basis and inspects all ponds and outfalls at least once every five years. City staff inspects publically owned areas for potential discharges. City streets are swept annually in the spring to remove leaf litter and residuals from salting streets during winter.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)?  Yes  No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*A Facility Inventory will be developed in accordance with permit requirements within 12 months of permit coverage being extended.*

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
Training	Provide training for City staff. – annually
Street Sweeping	Sweep streets to remove sediment and debris from paved surfaces and minimize amount of material received by storm drainage system. – annually
Inspection	Inspect all stormwater pollution control devices annually. Inspect all outfalls and ponds once every five years. Inspect all exposed stockpiles, storage, and material handling areas after all rain events of 1" or greater.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Facility Inventory	Develop a Facility inventory of City-owned properties and buildings. – complete within 12 months of permit coverage extension and update annually
Pond Assessment Procedures	Develop procedures for determining TSS and TP treatment effectiveness of City ponds used for stormwater treatment. – complete procedure development within 12 months of permit coverage extension and implement assessment of all ponds within the next five years.
Inspection	Increase inspection frequency of public facilities to once a week and after any rain event. Utilize a checklist that documents findings and allows staff to compare to previous inspections. – continuously
SWPPP Update	Update SWPPP to include Enforcement Response Procedures (ERPs), IDDE High Potential Map, Facility Inventory, BMP Effectiveness Assessment Procedures, and any other revisions necessary to meet requirements of new permit. – complete within 12 months of permit coverage extension

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)?  Yes  No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330?  Yes  No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13?  Yes  No

c. Have you developed and implemented BMPs to protect any of the above drinking water  Yes  No

sources?

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)?  Yes  No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas?  Yes  No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality?  Yes  No
- b. Covers the requirements of the permit relevant to the duties of the employee?  Yes  No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements?  Yes  No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))?  Yes  No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Within 12 months of permit coverage being extended, Greenwood will develop procedures for determining TSS and TP removal effectiveness of stormwater treatment ponds and a schedule for implementation.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Gus Karpas - Zoning Administrator/City Clerk*

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit?  Yes  No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)?  Yes  No
1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VIII. Add any Additional Comments to Describe Your Program



# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us) | Equal Opportunity Employer

January 16, 2014

Gus Karpas  
City of Greenwood  
20225 Cottagewood Road  
Deephaven, MN 55331

RE: Issuance of Coverage under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit MNR040000 for Municipal Separate Storm Sewer Systems for City of Greenwood MS4

Dear Mr. Karpas:

In accordance with Minn. R. 7001.0140, the Commissioner of the Minnesota Pollution Control Agency (MPCA) has made a final determination to issue coverage under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit MNR040000 for Municipal Separate Storm Sewer Systems (MS4 General Permit) to the City of Greenwood, effective January 16, 2014. Please find enclosed a copy of the above referenced MS4 General Permit.

The MPCA's final decision to issue permit coverage is based on the following:

- MPCA staff has reviewed your MS4 General Permit application and Stormwater Pollution Prevention Program (SWPPP) Document.
- Public notice and opportunity for comment on your MS4 General Permit application and SWPPP Document has been provided, and no comments were received.

As you know, it is the responsibility of the MS4 owner and/or operator to comply with the requirements of the MS4 General Permit and your SWPPP Document. This issuance of coverage does not preclude the MPCA from following up with an inspection or audit to verify compliance with the MS4 General Permit and SWPPP Document. Also, be aware that as a condition of recordkeeping, Part IV.C.3. of the MS4 General Permit requires that the permittee retain their SWPPP Document and all records pertinent to it for at least three (3) years beyond the term of the MS4 General Permit.

In addition, for an MS4 that was covered under the previous MS4 General Permit (issuance date June 1, 2006), coverage under that permit is terminated on the coverage date as specified above. An MS4 covered under the new MS4 General Permit is required to report on activities that were required or committed to under the previous permit.

City of Greenwood  
Page 2

January 16, 2014

Finally, the MPCA thanks you for your cooperation in the permitting process. Please retain this letter as documentation of your MS4 General Permit coverage under the NPDES/SDS Permit MNR040000.

Please contact MS4 team member Cole Landgraf at 651-757-2880 with any questions.

Sincerely,

*Duane Duncanson*

*This document has been electronically signed.*

Duane Duncanson  
Supervisor, Municipal Compliance Unit I  
St. Paul Office  
Municipal Division

cc: Greenwood MS4 File  
Bob Bean, Bolton-Menk, Inc.



**Agenda Number: 6A**

**Agenda Date: 03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Ordinance 227 Alcohol Regulations (changing hours of service)

**Summary:** Currently there is only one liquor license holder in the city (the Old Log). To be consistent with historic liquor hours, the liquor ordinance has been revised (see attached). Since the liquor ordinance is not part of the zoning code, review by the planning commission is not required.

At the 01-02-14 council meeting a question was raised regarding whether or not a public hearing is required for changes to the alcohol ordinance. Upon review by the city attorney, it has been determined that a public hearing only is required if the alcohol fees were going to be changed. Since the fees are not going to be changed in this case, no public hearing is required.

Below is the timeline for the ordinance ...

- 02-05-14 City council approved the 1st reading of the ordinance with no changes.
- 03-05-14 City council considers 2nd reading of the ordinance.
- 03-06-14 Ordinance submitted to Sun-Sailor.
- 03-13-14 Ordinance published in Sun-Sailor (the ordinance goes into effect the date it is published).

**Council Action:** None required. Potential motions ...

1. I move the city council approves the 2nd reading of ordinance 227.
2. I move the city council approves the 2nd reading of ordinance 227 with the following revisions: \_\_\_\_\_.
3. Other motion ???

*Greenwood code section 1215 requires 2 readings of all ordinances prior to adoption. The 2nd reading shall be within 3 months of the 1st reading. There may be changes between the 1st and 2nd readings. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must hold a public hearing and make a recommendation to the city council regarding any changes to the zoning code chapter 11.*

**AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA  
AMENDING GREENWOOD ORDINANCE CODE SECTION REGARDING INTOXICATING LIQUOR HOURS**

THE CITY COUNCIL OF THE CITY OF GREENWOOD, MINNESOTA DOES ORDAIN:

SECTION 1.

Greenwood ordinance code section 820.55 Conditions of License, subd. 4(a) is amended read as follows:

“Subd. 4. Hours.

(a) *Hours of Sale.* Sale of intoxicating liquor shall be permitted between the hours of 10am and 11pm for restaurants; 10am and 11:30pm for special events (e.g. wedding receptions, benefit concerts, etc.). Not only must the sale of intoxicating liquor cease at the closing hour appointed by city code but also all persons, other than employees of the licensee, shall vacate the licensed premises within 30 minutes of said closing hour. Notwithstanding anything contained in this subdivision, a licensee may keep his/her premises open for his/her normal business purposes except the sale of liquor, before the liquor serving hours, provided that such licensee has closed off all access to the bar in a manner approved by the council.”

SECTION 2.

Effective Date. This ordinance shall be effective upon publication according to law.

Enacted by the city council of Greenwood, Minnesota this \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_ AYES \_\_\_ NAYS

CITY OF GREENWOOD

By: \_\_\_\_\_  
Debra J. Kind, Mayor

Attest: \_\_\_\_\_  
Gus E. Karpas, City Clerk

First reading: February 5, 2014

Second reading: \_\_\_\_\_, 2014

Publication: \_\_\_\_\_, 2014



**Agenda Number: 6B**

**Agenda Date: 03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Ordinance 228, Practical Difficulties Considerations

**Summary:** According to League of MN Cities attorney Jed Burkett the Municipal Planning Act pre-empts city authority to vary from statutory provisions. Therefore, the city's variance ordinances need to be consistent with state statute. Many cities (like Greenwood) long have had additional factors or considerations in variance ordinances. However, in light of current state law, additional considerations in our variance ordinance need to be revised to fit within the state statutory factors (e.g. saying "When determining reasonable manner or essential character the city will look to considerations a, b, c, etc."). Attached is a draft of an ordinance with edits to comply with the recommendations. Since the variance ordinance is in the zoning code chapter of the city ordinance code book, the ordinance was sent to the planning commission for a public hearing and recommendation. The planning commission unanimously recommended approval of the ordinance with no changes.

Below is the timeline for the attached ordinance regarding practical difficulties.

- 01-02-14 Public hearing notice published in Sun-Sailor (at least 10 days prior to the public hearing).
- 01-15-14 Planning commission held the public hearing and made a recommendation for approval to the city council.
- 02-05-14 City council approved the 1st reading of the ordinance with minor revisions (the revised ordinance is attached).
- 03-05-14 City council considers the 2nd reading of the ordinance.
- 03-06-14 Ordinance submitted to Sun-Sailor (if approved).
- 03-13-14 Ordinance published in Sun-Sailor (the ordinance goes into effect the date it is published).

**Council Action:** None required. Potential motions ...

1. I move the city council approves the 2nd reading of ordinance 228.
2. I move the city council approves the 2nd reading of ordinance 228 with the following revisions: \_\_\_\_\_.
3. Other motion ???

*Greenwood code section 1215 requires 2 readings of all ordinances prior to adoption. The 2nd reading shall be within 3 months of the 1st reading. There may be changes between the 1st and 2nd readings. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must hold a public hearing and make a recommendation to the city council regarding any changes to the zoning code chapter 11.*

ORDINANCE NO. 228

**AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA  
AMENDING GREENWOOD ORDINANCE CODE SECTION 1155.10  
REGARDING PRACTICAL DIFFICULTIES CONSIDERATIONS**

THE CITY COUNCIL OF THE CITY OF GREENWOOD, MINNESOTA DOES ORDAIN:

**SECTION 1.**

Greenwood ordinance code section 1155.10, subd. 1 is amended to read as follows:

"Subd. 1. Variances to Zoning Code. Any persons may request variances from the literal provisions of the zoning ordinance, shoreland management district ordinance, wetland ordinance, and other applicable zoning regulations in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration."

**SECTION 2.**

Greenwood ordinance code section 1155.10, subd. 6 is amended to read as follows:

"Subd. 6. Practical Difficulties Considerations. When determining reasonable manner or essential character, the board will consider, but will not be limited to, the following:

- (a) Impair an adequate supply of light and air to adjacent property.
- (b) Unreasonably increase the congestion in the public street.
- (c) Increase the danger of fire or endanger the public safety.
- (d) Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this ordinance."

**SECTION 3.**

Effective Date. This ordinance shall be effective upon publication according to law.

Enacted by the city council of the City of Greenwood, Minnesota, this \_\_\_ day of \_\_\_\_\_ 2014.

Ayes \_\_\_\_\_, Nays \_\_\_\_\_

CITY OF GREENWOOD

By: \_\_\_\_\_  
Debra J. Kind, Mayor

Attest: \_\_\_\_\_  
Gus E. Karpas, City Clerk

First reading: February 5, 2014

Second reading: \_\_\_\_\_, 2014

Publication: \_\_\_\_\_, 2014



**Agenda Number: 6C**

**Agenda Date: 03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Proposal for Increased Plantings Along Excelsior Blvd

**Summary:** Councilman Fletcher requested this topic be included on the agenda. He will give a verbal update at the 03-05-14 council meeting.

**Council Action:** No action required.



Agenda Number: **7A**

Agenda Date: **03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Resolution 08-14, Planning Commission Appointments

**Summary:** Each year three to four of planning commission terms expire. Terms are for two years and there is no limit to the number of terms that may be served. Planning commission members are appointed by the city council at the March council meeting and as needed to fill a vacancy. Notification regarding term expirations was announced at the December council meeting and at subsequent city council meetings. The city's website includes information regarding planning commission openings. And articles seeking applicants have been published in the last 4 editions of the Greenwood Quarterly newsletter. Greenwood residents interested in serving on the planning commission are asked to complete an application available at city hall and on the city website. New applicants also are asked to attend the March council meeting, so the council can conduct a casual "interview." Incumbent applicants typically submit a letter and do not attend the council meeting.

See the list of 2013 planning commissioners in the left column of the attached resolution, and note that the terms of Douglas Reeder (seat A-1), John Beal (seat A-2), Dave Paeper (seat A-3), and Alternate Seat 1 all expire in March 2014. Douglas Reeder and Dave Paeper have stated that they are willing to serve another 2-year term and have submitted letters (see attached). John Beal has retired from the commission and the city council presented him a Certificate of Appreciation at the February council meeting. The city received 1 new application from Matthew Unzeitig (see attached). Mr. Unzeitig is unable to attend the 03-05-14 council meeting. Therefore, the council may wish to delay taking action on his appointment until he is able to attend a council meeting.

Past protocol has been to reappoint commissioners that are willing to serve again, for alternate members to move up to voting positions that open up on the commission, and for new applicants to fill the alternate positions. Based on this protocol, the new appointments would be as listed in the right column on the attached resolution.

**Council Action:** Council action required. Potential motions ...

1. I move the council approves resolution 08-14 updating the city's planning commission appointments and directs that the oath of office be administered to the reappointed planning commissioners at the next planning commission meeting.
2. Other motion ???

**From:** Douglas Reeder [mailto:douglas.reeder@yahoo.com]  
**Sent:** Saturday, February 08, 2014 10:50 PM  
**To:** Gus Karpas  
**Subject:** Re: Planning Commission Terms

I am willing to continue on the planning com. I will still be doing some travel so if you need 100 per cent attendance you need to look elsewhere

Sent from my iPad

On Feb 6, 2014, at 5:12 PM, "Gus Karpas" <[guskarpas@mchsi.com](mailto:guskarpas@mchsi.com)> wrote:

David and Doug,

Your terms on the Planning Commission are set to expire this upcoming April. In order to continue your service you must submit a letter indicating your desire to remain on the Commission for the Council's review at their March meeting. An email response is suffience.

GUS

February 25, 2014

Mayor Kind and Greenwood City Council  
City of Greenwood  
20225 Cottagewood Rd  
Excelsior, MN 55331

**RE: Planning Commission Term 2014**

Dear Mayor Kind and City Council members:

I ask your favorable consideration in extending my term of service on the Greenwood Planning Commission. I look forward to continuing to serve our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Paeper', with a long horizontal stroke extending to the right.

David R. Paeper

# Planning Commission Application



Please complete the below form and return to 20225 Cottagewood Road, Deephaven, MN 55331. You also may submit the application by email to [administrator@greenwoodmn.com](mailto:administrator@greenwoodmn.com), or by fax to 952.474.1274. The submission of this application does not obligate you to volunteer for any city service. New applicants will be invited to a city council meeting for an informal interview. We enjoy meeting you.

Name	Matthew Mark Unzeitig
Address	5205 Greenwood Cir #2 Greenwood, MN 55331
Phone	218-213-0100
Email	unzei005@gmail.com
Job Title	Student, Field Services Technician
How many years have you lived in the Lake Minnetonka area?	0.5
How many years have you lived in Greenwood?	0
Are you able to attend meetings on the 3rd Wednesday of each month?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Would you be willing to attend a city-paid training class?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Why do you want to serve on the planning commission?	I have always had an interest of the well-being of the city that I live in. I see this as an opportunity to learn a lot about city government and to meet the internship requirements of my graduate program.
Do you have any special qualifications or capabilities that would serve Greenwood well on the planning commission?	I am in the Master of Urban and Regional Planning program at the U of MN Twin Cities. I also have 2 classes left to complete a Bachelor's Degree in Surveying and Mapping Science. I am a property owner with two properties in Duluth, MN that I rent.
What would be your main goal as a member of the planning commission?	To assist the City in making land use decisions while learning the ins and outs of a small city government.
Office Use Only	Date Received:

# MATTHEW UNZEITIG

unzei005@d.umn.edu  
2220 Plymouth Road Apt 115  
Minnetonka, MN 55305  
218-213-0100

## OBJECTIVE

To acquire a position on the City of Greenwood, MN Planning Commission. Secondary objective is to work towards a 400 hour internship requirement as part of my Master's Degree program, whether it be paid or unpaid.

## EDUCATION

University of Minnesota – Twin Cities

**Master of Urban and Regional Planning**, *Expected May 2015*

**Minors in Sustainable Agricultural Sys, Landscape Studies, Water Resources Sci**

GPA 3.44/4.00

Concentration: Permaculture

St Cloud State University

**Bachelor of Elective Studies in Surveying and Mapping Science**, *Expected May 2015*

GPA 3.92/4.00

University of Minnesota – Duluth

**Bachelor of Arts in Geography**, Awarded May 2009

**Minor in Mathematics**

Summa Cum Laude

GPA 3.75/4.00

Concentration: Cartography, GIS, Applied Mathematics

## TECHNICAL KNOWLEDGE AND SKILLS

Equipment: Total Stations, RTK GPS Survey sets, various soil, water, air meters

Software: Adobe Illustrator, ArcGIS, AutoCAD, Leica Cyclone

## EXPERIENCE

**Field Services Tech / Land Surveying Tech**, Barr Engineering Co., Duluth, MN

May 2007 – present

Performed soil and water sampling, construction observation and Quality Assurance

Completed work on brownfield sites, pipelines, in oil refineries, mines, and other industrial sites in the US and Canada

Operated a total station, 3D laser scanner, and GPS surveying equipment on various construction and environmental remediation projects

**Technical Engineer / Soldier**, US Army Reserve: 329<sup>th</sup> En Det, St. Cloud, MN

February 2005 – May 2011

Deployed for 13 months to Iraq and Kuwait for Operation Iraqi Freedom

Operated total station and GPS surveying equipment on construction projects in Iraq

Managed a team of 10 surveyors on the mapping of a large base in Kuwait

Deployed for 16 months to Afghanistan for Operation Enduring Freedom

Operated heavy construction equipment for minefield clearing operations

References available upon request.



City of Duluth  
Don Ness, Mayor

411 West First Street • Room 403 • Duluth, Minnesota • 55802-1199  
218-730-5230 • Fax: 218-730-5904 • Email: [dness@duluthmn.gov](mailto:dness@duluthmn.gov) • [www.duluthmn.gov](http://www.duluthmn.gov)

An Equal Opportunity Employer

October 16, 2012

Humphrey School of Public Affairs  
Admissions Board  
130 Humphrey School  
301 19<sup>th</sup> Ave. S.  
Minneapolis, MN 55455

Subject: Letter of recommendation for Matthew Unzeitig

Dear Members of the Admissions Board:

I have known Matthew Unzeitig for six years as a neighbor and friend. I have great confidence in the likelihood that Matt will find success during his time in the program. I expect Matt will impress his instructors and fellow students with his inquisitiveness, thoughtfulness, and generosity of spirit.

Matt is dedicated to fulfilling the obligations and responsibilities that are his. Although he seems to have the wherewithal to not overextend himself, he is always busy with projects, varied pursuits and has the time and energy to help friends and neighbors. Matt seems to be a self-motivated learner and is often interested in talking about unusual subjects.

Matt's overall competency will contribute to his success as a graduate student—he is bright, and he takes ownership of issues and problems he has interest in.

Matt's time enlisted in the U.S. Army seems to have left him with a resolve to be all that he can be. He is a humble veteran, but of course he demonstrates pride in his service, ever willing to talk frankly about his experience and his time overseas as an American soldier.

Matt's motivation and purpose in pursuing a degree in Urban and Regional Planning reflects the selfless style of leadership the Army hopes to engender in its veterans. Matt's varied perspectives as a world traveler, a veteran, a surveying professional, and small business owner offer him insight into the type of planner he would hope to someday become. And his ethical motivation, his desire to contribute to more egalitarian and humanely managed communities seems precisely what the Humphrey School of Public Affairs would hope to see in its graduates.

Thank you for considering Mr. Unzeitig for your Graduate School.

Sincerely,

Don Ness  
Duluth Mayor

**Resolution 08-14**  
 City of Greenwood Appointments & Assignments for 2014

Be it resolved that the city council of Greenwood, Minnesota approves the following appointments for 03-05-14 through 12-31-14.

OFFICE & DESIGNATIONS	2013 HOLDER	2014 HOLDER
Mayor Pro-Tem	Bob Quam	Bob Quam
Administrative Committee	Tom Fletcher, Deb Kind	Tom Fletcher, Deb Kind
Animal Enforcement Officer	South Lake Police Department	South Lake Police Department
Assessor	Hennepin County	Hennepin County
Attorney	Mark Kelly	Mark Kelly
Auditor	CliftonLarsonAllen	CliftonLarsonAllen
Bank Signatures	Kind, Quam, Courtney	Kind, Quam, Courtney
Building Official	Bob Manor	Bob Manor
Clerk	Gus Karpas	Gus Karpas
Depositories	Bridgewater Bank, Beacon Bank	Bridgewater Bank, Beacon Bank
Engineer	Bolton & Menk (Dave Martini)	Bolton & Menk (Dave Martini)
Fire Board Representative – 4th Wed (Jan, Mar, May, Jul, Sep, Nov)	Tom Fletcher, Bob Quam (alt.)	Tom Fletcher, Bob Quam (alt.), Bill Cook (2nd alt.)
Forester / Tree Inspector	Manuel Jordan	Manuel Jordan
Lake Minnetonka Communications Commission (LMCC) Representative 2 representatives, 1 must be elected official, meets 3rd Tues (Feb, May, Aug, Nov)	Tom Fletcher, Deb Kind, Rob Roy (alternate)	Tom Fletcher, Deb Kind, Rob Roy (alternate)
Lake Minnetonka Conservation District (LMCD) Rep – 2nd and 4th Wed	Rob Roy (1/31/14)	Rob Roy (1/31/17)
Marina Clerk	Deborah Hicks	Gus Karpas
Minnetonka Community Education (MCE) Representative – 4th Mon	Bob Quam	Bob Quam
Newspapers	Sun-Sailor, Star Tribune (alternate)	Sun-Sailor, Star Tribune (alternate)
Planning Commissioners – 3rd Wed	A-1 Douglas Reeder (8/11-3/14)	A-1 Douglas Reeder (8/11-3/16)
	A-2 John Beal (1/04-3/14)	A-2 Vacant (___-3/16)
	A-3 Dave Paeper (3/07-3/14)	A-3 Dave Paeper (3/07-3/16)
	B-1 Pat Lucking (2/01-3/15)	B-1 Pat Lucking (2/01-3/15)
	B-2 Kristi Conrad (10/11-3/15)	B-2 Kristi Conrad (10/11-3/15)
	Alt-1 Vacant (3/14)	Alt-1 Vacant (___-3/16)
	Alt-2 Vacant (3/15)	Alt-2 Vacant (___-3/15)
Planning Commission Liaison – 3rd Wed	Bill Cook	Bill Cook
Prosecutor	Greg Keller	Greg Keller
Responsible Authority (Govt. Data Practices Act)	Gus Karpas	Gus Karpas
Road and Sewer Liaison	Bob Quam	Bob Quam
South Lake Minnetonka Police Department (SLMPD) Coordinating Committee Representative (Must be mayor, meets quarterly)	Deb Kind, Bob Quam (alternate)	Deb Kind, Bob Quam (alternate)
Treasurer	Mary Courtney	Mary Courtney
Utility Billing Clerk	Deborah Hicks	Deborah Hicks
Weed Inspector (Must be mayor), Assistant Weed Inspector	Deb Kind, Assistant Gus Karpas	Deb Kind, Assistant Gus Karpas
Zoning Administrator	Gus Karpas	Gus Karpas

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GREENWOOD, MINNESOTA**

that any and all commissioners, appointees, representatives, delegates, or other non-elected officials of the city shall hold their official status or membership on a basis subject to resolution, subject to reconsideration, and/or removal at the insistence of the city council.  
 This resolution is enacted pursuant to the codes of the city.

**ADOPTED** by the city council of the city of Greenwood, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2014.

There were \_\_\_\_ AYES and \_\_\_\_ NAYS

By: \_\_\_\_\_  
 Debra J. Kind, Mayor, City of Greenwood

Attest: \_\_\_\_\_  
 Gus E. Karpas, City Clerk, City of Greenwood



**Agenda Number: 7B**

**Agenda Date: 03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Annual Contribution for Baywide Treatment of St. Alban's Bay Milfoil / Pondweed

**Summary:** Councilman Rob Roy will update the council regarding baywide treatment plans for Eurasian Watermilfoil and Curly-Leaf Pondweed for St. Alban's Bay in 2014. The 2014 city budget includes a \$5000 contribution from the marina fund towards treatment on St. Alban's Bay.

**Council Action:** None required. Possible motions ...

1. I move the council approves payment of \$\_\_\_\_\_ from the marina fund for 2014 St. Alban's Bay milfoil treatment and directs the city treasurer to send the funds to the Lake Minnetonka Association, managers of the treatment program, by \_\_\_\_\_ 2014.
2. Other motion ???



Agenda Number: **7C**

Agenda Date: **03-05-14**

Prepared by *Deb Kind*

**Agenda Item:** 1st Reading of Ordinance 230 (chapter 2) and Discussion of Ordinance 231 (chapter 11), Permitting Suspension of the Planning Commission in the Absence of a Quorum

**Summary:** After observing past difficulties with the planning commission having a quorum to conduct meetings, and noting continued vacancies on the planning commission, City Zoning Administrator Gus Karpas suggested that the city council consider an ordinance change that will allow the city council to perform the duties of the planning commission should a quorum of the planning commission not be available. City Attorney Mark Kelly concurred with the suggestion and drafted the attached ordinances for the city council's consideration. Ordinance 230 makes changes to chapter 2 and may have a 1st reading at the 03-05-14 council meeting. Ordinance 231 makes changes to the zoning chapter 11, which means the planning commission must review the ordinance, hold a public hearing, and make a recommendation to the city council.

**Ordinance 230 Timeline:**

- 03-05-14 City council considers the 1st reading of the ordinance.
- 04-02-14 City council considers the 2nd reading of the ordinance.
- 04-03-14 Ordinance submitted to Sun-Sailor (if approved).
- 04-10-14 Ordinance published in Sun-Sailor (the ordinance goes into effect the date it is published).

**Ordinance 231 Timeline:**

- 02-27-14 Public hearing notice submitted to Sun-Sailor.
- 03-06-14 Public hearing notice published in Sun-Sailor (at least 10 days prior to the public hearing).
- 03-19-14 Planning commission holds public hearing and makes a recommendation to the city council.
- 04-02-14 City council considers the 1st reading of the ordinance.
- 05-07-14 City council considers the 2nd reading of the ordinance.
- 05-08-14 Ordinance submitted to Sun-Sailor (if approved).
- 05-15-14 Ordinance published in Sun-Sailor (the ordinance goes into effect the date it is published).

**Council Action:** None required. Potential motions ...

1. I move the city council approves the 1st reading of ordinance 230 as presented.
2. I move the city council approves the 1st reading of ordinance 230 with the following revisions: \_\_\_\_\_.
3. I move the city council directs the planning commission to review, hold a public hearing, and make a recommendation regarding ordinance 231.
4. Other motion ???

*Greenwood code section 1215 requires 2 readings of all ordinances prior to adoption. The 2nd reading shall be within 3 months of the 1st reading. There may be changes between the 1st and 2nd readings. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must hold a public hearing and make a recommendation to the city council regarding any changes to the zoning code chapter 11.*

**AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA  
AMENDING GREENWOOD ORDINANCE CODE CHAPTER 2 BY THE ADDITION OF REGULATION PERMITTING  
SUSPENSION OF THE PLANNING COMMISSION IN THE ABSENCE OF A QUORUM**

**WHEREAS**, Minnesota statutes section 462.355, subdivision 1 enables a municipality to create a planning agency and also to abolish same by two-thirds vote of all members of the governing body, and

**WHEREAS**, the city desires to provide for a method by which to suspend the duties of the planning commission in exigent circumstance and for the city council to assume same.

**NOW, THEREFORE**, the city council of the city of Greenwood, Minnesota, ordains:

**SECTION 1.**

Greenwood ordinance code chapter 2, section 220 is amended to add the following:

**“220.02. Right to Elect to Suspend the Planning Commission.**

Minnesota statutes section 462.355, subdivision 1 enables a municipality to create a planning agency and also to abolish same by two-thirds vote of all members of the governing body. In the event notice is given pursuant to section 220.05, subd. 5 and, despite reasonable efforts, vacancies remain on the planning commission which make it difficult for the commission to convene a quorum as mandated by section 220.10, subd 3 and otherwise perform its duties, then the city council may by resolution supported by two-thirds of all members, as authorized by section 1101 of the zoning code, act to:

- A. Suspend the operation of the planning commission authorized and created under Minnesota statutes section 462.355, subdivision 1, and otherwise suspend its duties under chapter 2, chapter 6, and chapter 11 of this code until such time as planning commission vacancies are filled as needed to convene a quorum thereof and perform its duties under this code;
- B. Assume all of the various duties of the planning commission under chapters 2, 6, and 11 and such other duties for which it may then be responsible under the code, as if no planning commission had ever been established pursuant to Minnesota statutes section 462.355, subdivision 1; and
- C. Direct the zoning administrator and city clerk to cause all matters, which would otherwise be referred to the planning commission for comment, review, hearing, and / or action, to the city council for action accordingly.

In so doing, the city council shall assume all duties of the planning commission, including but not limited to, the conduct of public hearings and reviews pursuant to sections 600 et seq., 1150 et seq., 1155 et seq. and any other applicable code section as if no planning commission had ever been established under Minnesota statutes section 462.355, subdivision 1.

At such time as planning commission vacancies are filled as needed to convene a quorum thereof, the city council shall in due course act to terminate the suspension and restore the planning commission to full powers and duties under the code.”

**SECTION 2.**

Effective Date. This ordinance shall be effective upon publication according to law.

Enacted by the city council of Greenwood, Minnesota this \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_ AYES \_\_\_ NAYS

CITY OF GREENWOOD

By: \_\_\_\_\_  
Debra J. Kind, Mayor

Attest: \_\_\_\_\_  
Gus E. Karpas, City Clerk

First reading: \_\_\_\_\_, 2014  
Second reading: \_\_\_\_\_, 2014  
Publication: \_\_\_\_\_, 2014

**AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA  
AMENDING GREENWOOD ORDINANCE CODE CHAPTER 11 BY THE ADDITION OF REGULATION PERMITTING  
SUSPENSION OF THE PLANNING COMMISSION IN THE ABSENCE OF A QUORUM**

**WHEREAS**, Minnesota statutes section 462.355, subdivision 1 enables a municipality to create a planning agency and also to abolish same by two-thirds vote of all members of the governing body, and

**WHEREAS**, the city desires to provide for a method by which to suspend the duties of the planning commission in exigent circumstance and for the city council to assume same.

**NOW, THEREFORE**, the city council of the city of Greenwood, Minnesota, ordains:

**SECTION 1.**

The zoning code of the city of Greenwood, Minnesota, (chapter 11 of the city code) is hereby amended by the addition of the following section:

**“SECTION 1101. PLANNING COMMISSION.**

**Section 1101.00. Planning Commission.**

Minnesota statutes section 462.355, subdivision 1 enables a municipality to create a planning agency and also to abolish same by two-thirds vote of all members of the governing body. In the event the city council acting pursuant to said statute, and section 220.02 of this code, elects to suspend the operation of the planning commission and assume the duties of same as if no such planning agency exists, then all references in this “zoning ordinance” and / or “zoning code” to “planning commission” shall be read to mean and refer to city council of the city of Greenwood, Minnesota as if this code had been re-written and republished accordingly, until such time as the city council restores the planning commission to full powers and duties under the code.”

**SECTION 2.**

Effective Date. This ordinance shall be effective upon publication according to law.

Enacted by the city council of Greenwood, Minnesota this \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_ AYES \_\_\_ NAYS

CITY OF GREENWOOD

By: \_\_\_\_\_  
Debra J. Kind, Mayor

Attest: \_\_\_\_\_  
Gus E. Karpas, City Clerk

First reading: \_\_\_\_\_, 2014  
Second reading: \_\_\_\_\_, 2014  
Publication: \_\_\_\_\_, 2014



Agenda Number: **7D**

Agenda Date: **03-05-14**

Prepared by *Deb Kind*

**Agenda Item:** Potential Grading Ordinance

**Summary:** After observing past difficulties with the city's restrictive grading ordinance, City Zoning Administrator Gus Karpas suggested that the city council consider an ordinance change that would be consistent with recently-approved grading ordinances in Deephaven and Woodland. Attached is a lined version showing the proposed changes. The proposed changes are in the zoning chapter 11, which means the planning commission must review the ordinance, hold a public hearing, and make a recommendation to the city council, if the city council desires to move forward with the ordinance.

**Ordinance Timeline:**

- 03-27-14 Deadline to submit public hearing notice to Sun-Sailor.
- 04-03-14 Public hearing notice published in Sun-Sailor (at least 10 days prior to the public hearing).
- 04-16-14 Planning commission holds public hearing and makes a recommendation to the city council.
- 05-07-14 City council considers the 1st reading of the ordinance.
- 06-04-14 City council considers the 2nd reading of the ordinance.
- 06-05-14 Ordinance submitted to Sun-Sailor (if approved).
- 06-12-14 Ordinance published in Sun-Sailor (the ordinance goes into effect the date it is published).

**Council Action:** None required. Potential motions ...

1. I move the city council directs the planning commission to review, hold a public hearing, and make a recommendation regarding the proposed grading ordinance changes.
2. Other motion ???

*Greenwood code section 1215 requires 2 readings of all ordinances prior to adoption. The 2nd reading shall be within 3 months of the 1st reading. There may be changes between the 1st and 2nd readings. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must hold a public hearing and make a recommendation to the city council regarding any changes to the zoning code chapter 11.*

## EXISTING

Section 1140.19, Subd. 5. Lot Grade Alteration. With the exception of that portion of a lot host to the foundation of a permitted structure and/or driveways and necessary stormwater management, the pre-grading permit topography of a lot shall not be altered by the addition of fill or the removal of fill or by grading so as to increase or decrease the elevation of the land within any 100 square foot area of the lot by more than one vertical foot. An exception to this standard may not be granted by conditional use permit. If any portion of the grade of an existing lot or the building perimeter grade of an existing or rebuilt house is to be increased or decreased by more than 1 vertical foot a variance must be first obtained.

## LINED

Section 1140.19, Subd. 5. Lot Grade Alteration. With the exception of that portion of a lot host to the foundation of a permitted structure and/or driveways and necessary stormwater management controls, the existing grade ~~pre-grading permit topography~~ of a lot shall not be altered by the addition of ~~fill~~ or the removal of fill or by grading so as to increase or decrease the average elevation of the land by three feet in an area greater than three hundred square feet as it exists on the date of the building permit application. All such alterations require written approval from the City Engineer and Zoning Administrator. Any elevation increase or decrease of more than three feet at any point on a lot requires a variance. The measurement shall be calculated by averaging the lowest point of elevation and highest point of elevation in a 300 square foot area on the existing survey compared to the proposed survey. ~~within any 100 square foot area of the lot by more than one vertical foot. An exception to this standard may not be granted by conditional use permit. If any portion of the grade of an existing lot or the building perimeter grade of an existing or rebuilt house is to be increased or decreased by more than 1 vertical foot a variance must be first obtained.~~

## CLEAN

Section 1140.19, Subd. 5. Grade Alteration. With the exception of that portion of a lot host to the foundation of a permitted structure and/or driveways and necessary stormwater management controls, the existing grade of a lot shall not be altered by the addition or removal of fill or by grading so as to increase or decrease the average elevation of the land by three feet in an area greater than three hundred square feet as it exists on the date of the building permit application. All such alterations require written approval from the City Engineer and Zoning Administrator. Any elevation increase or decrease of more than three feet at any point on a lot requires a variance. The measurement shall be calculated by averaging the lowest point of elevation and highest point of elevation in a 300 square foot area on the existing survey compared to the proposed survey.



Agenda Number: **7E**

Agenda Date: **03-05-14**

*Prepared by Deb Kind*

**Agenda Item:** Estimate for Greenwood Park Tennis Court Refurbishment

**Summary:** At the 11-06-14 meeting the city council directed that the estimate for refurbishment of the Greenwood Park tennis court be included on the 03-05-14 council agenda for consideration. The 08-06-13 estimate from Finley Bros (Tennis West) in the amount of \$5460 is attached. The city's 2014 general fund budget includes \$1000 for tennis court maintenance. However, the budget also includes a \$13,000 contingency that could be spent for this project. Note: The city's park fund is limited to "acquisitions" only and cannot be used for "maintenance" such as the tennis court refurbishment that is proposed.

**Council Action:** None required. Potential motions ...

1. I move the city council authorizes the city clerk to engage Finley Bros (Tennis West) to refurbish the Greenwood Park tennis court for an amount not to exceed \$\_\_\_\_\_ to be paid from the general fund.
2. Do nothing or other motion ???

# Quotation

From: Finley Bros., Inc.  
dba Tennis West  
P.O. Box 677  
Hopkins, MN 55343  
Ph: 952-933-8272  
Fax: 952-933-6164

To: City of Greenwood  
20225 Cottagewood Rd.  
Deephaven, Mn. 55331

Attn: Gus Karpas  
o.) 952-474-0367  
fx.) 952-401-7587  
c.) 952-358-9938  
e.) GusKarpas@mchsi.com

Re: Resurface a (1) doubles tennis court.  
@ Greenwood Park ( Covington St. & Meadville St.)

## Description of work to be done:

Area ( approx.): 60'x120'  
Treat for mildew, mold, algae, tree sap and moss.  
Pressure wash court.  
Owner to provide water source.  
Thoroughly scrape and pressure wash to remove as much  
delaminating surfacing material as possible.  
Apply Tack coat.  
Skin patch ( at delamination scars. )  
Apply multiple layers of acrylic resurfacer to hide " Shadows".  
Apply colored texture coats.  
Apply colored finish coat.  
Stripe for doubles tennis per USTA rules.

Total this bid.....\$ 5,460.00

Respectfully submitted, Raymond S. Finley  
( 8-6-13 ) c.) 612-363-3004

Estimate accepted: \_\_\_\_\_

Date: \_\_\_\_\_



Agenda Number: **9A-E**

**Agenda Item:** Council Reports

**Summary:** This is an opportunity for each council member to present updates and get input regarding various council assignments and projects. Related documents may be attached to this cover sheet.

**Council Action:** None required.



Agenda Number: **FYI**

**Agenda Item:** FYI Items in Council Packet

**Summary:** The attached items are included in the council packet for your information (FYI) only. FYI items typically include planning commission minutes, ViBES (Violations Bureau Electronic System) report of traffic citations processed by Hennepin County District Court, monthly report of activity on the Greenwood website, and other items of interest to the council.

**Council Action:** No council action is needed for FYI items.

**Hennepin County, Minnesota**  
**RESOLUTION NO. 14-0058R2**



[2014]

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The following Resolution was offered by Commissioner McLaughlin and seconded by Commissioner Dorfman:

WHEREAS, the Minnesota Pollution Control Agency (MPCA) established municipal solid waste management goals for Hennepin County of 1% reduction, 45% recycling, 3% organics recovery, and 32% resource recovery by 2015 in its Metropolitan Solid Waste Management Policy Plan 2010-2030 in order to minimize landfilling of waste; and

WHEREAS, in 2012 the MPCA approved Hennepin County's Solid Waste Management Plan that identified strategies to meet the goals for waste reduction, recycling, organics recovery, and resource recovery; and

WHEREAS, the transport of waste by trucks to landfills contributes to air pollution and the disposal of waste in landfills continue to pose long term surface and groundwater contamination problems despite the development of improved liner and leachate collection programs, and air pollution from landfills include methane, a potent greenhouse gas, and toxic emissions, including mercury, even at landfills with landfill gas recovery mechanisms; and

WHEREAS, Hennepin County sought over four years ago to use the existing capacity at the Hennepin Energy Recovery Center (HERC) by applying for a change to HERC's permit in order to meet the resource recovery goal established by the MPCA that is consistent with state waste management policy and hierarchy preferences and whose operational performance meets the permit standards and conditions established by the MPCA; and

WHEREAS, Hennepin County has implemented new initiatives to work with municipalities, schools, multifamily housing and business, including a major apartment recycling initiative, development of plastics recycling markets, and away-from-home recycling, to meet the recycling goal; and

WHEREAS, a recent waste composition study released by the MPCA indicated that 31% of discarded waste is made up of organic material; and

WHEREAS, Hennepin County helped fund the creation of a pilot neighborhood composting project in the Linden Hills Neighborhood of Minneapolis; and

WHEREAS, Hennepin County recently received four responses to a Request for Proposals for organic waste recovery in order to provide convenient, cost effective facilities for municipalities and others collecting this waste in the county, of which two proposals merit further consideration; and

WHEREAS, Hennepin County estimates the annual cost of organics recovery programs for all municipalities in the County at approximately \$7 million; and

WHEREAS, last year the State of Minnesota collected \$70 million from its Solid Waste Management Tax, which was intended to support local government waste management facilities and programs of which the legislature has allocated 30%, \$21 million, to the state's general fund and only 22%, \$14 million, to counties through the Select Committee on Recycling and the Environment (SCORE) funding mechanism of which Hennepin County received a mere 4%, or \$2.8 million; Now Therefore

BE IT RESOLVED, that staff be directed to withdraw the County's request to seek a modification of HERC's conditional use permit from the city of Minneapolis and its application to the MPCA for approval to burn waste up to its design capacity; and

BE IT FURTHER RESOLVED, that Hennepin County calls upon the Minnesota Legislature and the Governor to end the diversion to the State General Fund of SCORE revenues and to reinstate these funds to their original purpose, funding the additional local costs of implementing waste reduction, recycling and organics recovery programs to meet the state's waste management goals; and

BE IT FURTHER RESOLVED, that staff be directed to draft modifications to the County's Residential Recycling Funding Policy to require cities of the first class to provide organic waste collection services to all residents living in 1-to-8-unit buildings no later than January 1, 2015, and report on a potential schedule and challenges for cities of the second, third and fourth classes to implement organic waste collection for consideration by the Board by April 30, 2014; and

BE IT FURTHER RESOLVED, that Agreement A140055 with Specialized Environmental Technologies, Inc. and Agreement A140056 with Full Circle Organics LLC for composting organic waste for the period of May 15, 2014 through May 31, 2019 be approved; that the Chair of the County board be authorized to sign the agreements on behalf of Hennepin County, and the Controller be authorized to disburse funds as directed.

The question was on the adoption of the resolution as amended and there were 6 YEAS and 1 NAYS, as follows:

<b>County of Hennepin Board of County Commissioners</b>	<b>YEAS</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mike Opat	X			
Gail Dorfman	X			
Peter McLaughlin	X			
Randy Johnson	X			
Linda Higgins	X			
Jan Callison	X			
Jeff Johnson		X		

**RESOLUTION ADOPTED ON 2/11/2014**

**ATTEST:**



**Clerk to the County Board**

## Site Statistics

Use this reporting tool to see your site statistics for your public site for this month or the previous month. Statistics for the Administration (or "admin") side of your site are not included in this report. Additionally, visits you make to your own site while administering it are not included in these statistics. All data collected before the previous month has been purged from our system and is not available for use; therefore, we recommend printing this report each month for your records.

The first report - Page Views by Section - shows total page views for each section. The second report - Unique Visitors by Section - shows the total page views for each section without the return visitors (showing only views from unique IP addresses). For example, if you browse to a page today, and then browse to that same page tomorrow, your viewing of that page would only be counted once in the unique (second) report.

Each report lists sections in page view order (highest number of page views first) and only lists sections that have had traffic within the reporting period. It does not list those sections without traffic.

**Begin Date**

**End Date**

**Report Name**

### Page Views by Section

Section	Page Views	Percent of Total
<a href="#">Default Home Page</a>	1199	30.41%
<a href="#">Garbage &amp; Recycling</a>	597	15.14%
<a href="#">Agendas, Etc.</a>	352	8.93%
<a href="#">Planning Commission</a>	127	3.22%
<a href="#">City Departments</a>	112	2.84%
<a href="#">Search Results</a>	97	2.46%
<a href="#">Mayor &amp; City Council</a>	96	2.43%
<a href="#">Budget &amp; Finances</a>	90	2.28%
<a href="#">RFPs &amp; Bids</a>	86	2.18%
<a href="#">Forms &amp; Permits</a>	79	2%
<a href="#">Welcome to Greenwood</a>	72	1.83%
<a href="#">Code Book</a>	68	1.72%
<a href="#">Swiffers NOT Flushable</a>	63	1.6%
<a href="#">Assessments &amp; Taxes</a>	60	1.52%
<a href="#">Meetings</a>	60	1.52%
<a href="#">What's New?</a>	58	1.47%
<a href="#">Parks &amp; Trails</a>	56	1.42%
<a href="#">Photo Gallery</a>	45	1.14%
<a href="#">Watercraft Spaces</a>	45	1.14%
<a href="#">Links</a>	43	1.09%
<a href="#">Crime Update</a>	43	1.09%
<a href="#">Meetings on TV</a>	42	1.07%
<a href="#">Public Safety</a>	41	1.04%
<a href="#">Old Log Events</a>	40	1.01%

### Quick Tips

The reports offered in your Site Statistics tool only track activity on the public side of your site.

In each report, a section named "Default" and a section named "Home" may appear.

A page view gets attributed to "Default" when a visitor to your site types your URL into his or her Web browser. In most cases, the "Default" section is your Home Page.

A page view gets attributed to "Home" each time a visitor clicks the "Home" button on your Web site.

In the Page View (Default) report, only sections with Web traffic are reported and they are listed in page view order.

In the Page View by Section report, sections are listed in the order they appear in the navigation menu and are reported regardless of their traffic level.

In the Referrers report, it is important to remember that your own site acts like a referrer. So, don't be surprised if you see your own Web address(es) listed -- this tracks the number of times people went from one part of your site to another.

<a href="#">Lake Minnetonka</a>	38	0.96%
<a href="#">Comp Plan &amp; Maps</a>	37	0.94%
<a href="#">Sewer Pipe Help</a>	34	0.86%
<a href="#">Animal Services</a>	28	0.71%
<a href="#">Met Council Project</a>	28	0.71%
<a href="#">Xcel Project</a>	26	0.66%
<a href="#">Email List</a>	25	0.63%
<a href="#">Health &amp; Safety</a>	23	0.58%
<a href="#">Spring Clean-Up Day</a>	22	0.56%
<a href="#">Community Surveys</a>	21	0.53%
<a href="#">Elections</a>	21	0.53%
<a href="#">Well Water</a>	20	0.51%
<a href="#">Southshore Center</a>	15	0.38%
<a href="#">Events</a>	13	0.33%
<a href="#">Milfoil Project</a>	12	0.3%
<a href="#">Planning &amp; Zoning Workshop</a>	5	0.13%
<a href="#">Unsubscribe</a>	3	0.08%
<a href="#">---</a>	1	0.03%
<b>TOTAL</b>	<b>3943</b>	<b>100%</b>

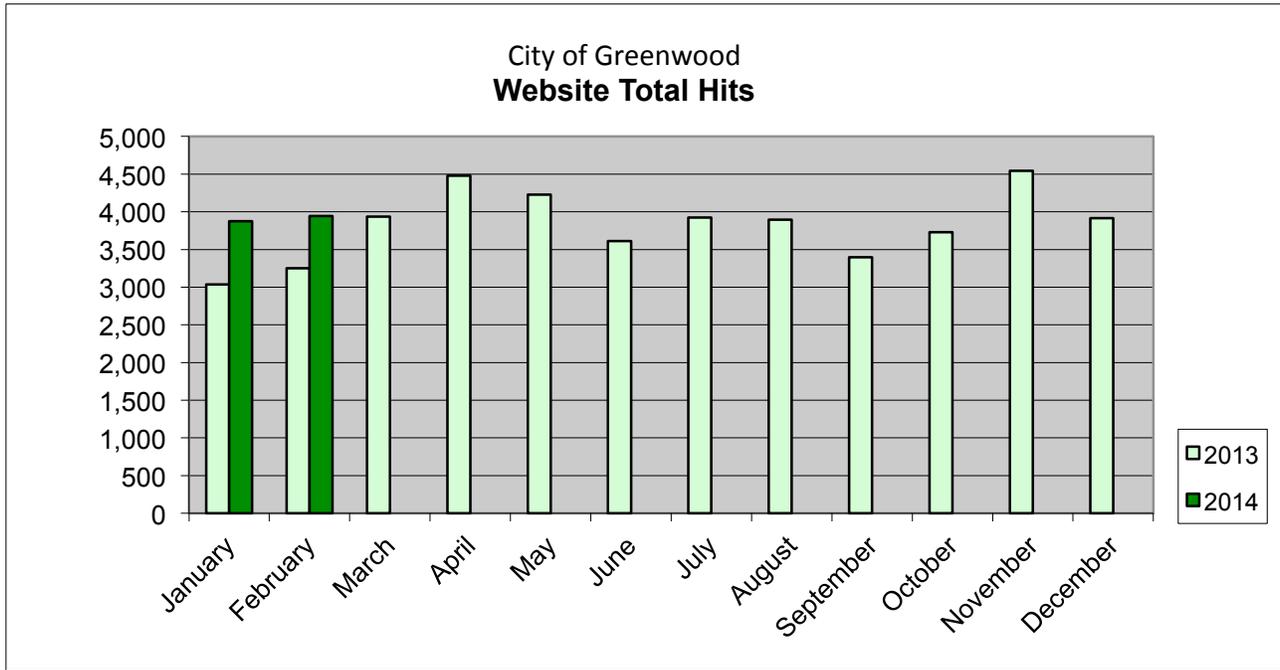
### Unique IPs by Section

Section	Unique IPs	Percent of Total IPs
Default Home Page	539	32.26%
Agendas, Etc.	105	6.28%
City Departments	84	5.03%
Mayor & City Council	69	4.13%
Garbage & Recycling	64	3.83%
Planning Commission	61	3.65%
Welcome to Greenwood	48	2.87%
Forms & Permits	47	2.81%
Code Book	46	2.75%
What's New?	38	2.27%
Photo Gallery	32	1.92%
Crime Update	30	1.8%
Swiffers NOT Flushable	29	1.74%
Comp Plan & Maps	29	1.74%
Budget & Finances	28	1.68%
Parks & Trails	28	1.68%
RFPs & Bids	27	1.62%
Links	27	1.62%
Meetings	25	1.5%
Watercraft Spaces	25	1.5%
Animal Services	22	1.32%
Search Results	22	1.32%
Assessments & Taxes	21	1.26%
Lake Minnetonka	20	1.2%
Elections	19	1.14%
Public Safety	19	1.14%
Well Water	17	1.02%
Meetings on TV	17	1.02%
Old Log Events	16	0.96%
Email List	16	0.96%
Health & Safety	14	0.84%
Community Surveys	13	0.78%
Spring Clean-Up Day	13	0.78%
Southshore Center	10	0.6%
Events	10	0.6%
Milfoil Project	9	0.54%
Met Council Project	9	0.54%
Sewer Pipe Help	9	0.54%

Source Type	Count	Percentage
Xcel Project	8	0.48%
Planning & Zoning Workshop	3	0.18%
Unsubscribe	2	0.12%
---	1	0.06%
<b>TOTAL</b>	<b>1671</b>	<b>100%</b>

Generate Download File (.csv) for the current report:

**Done**



<u>Month</u>	<u>2013</u>	<u>2014</u>	<u>Variance with Prior Month</u>	<u>Variance with Prior Year</u>	<u>Bulk Email List</u>
January	3,038	3,876	-39	838	<b>143</b>
February	3,252	3,943	67	691	<b>147</b>
March	3,936		-3,943	-3,936	
April	4,478		0	-4,478	
May	4,229		0	-4,229	
June	3,613		0	-3,613	
July	3,924		0	-3,924	
August	3,894		0	-3,894	
September	3,395		0	-3,395	
October	3,731		0	-3,731	
November	4,543		0	-4,543	
December	3,915		0	-3,915	
<b>AVERAGE</b>	<b>3,829</b>	<b>3,910</b>			

**POPULATION:** **688**  
**EMAIL ADDRESSES % OF POPULATION:** **21.37%**