

AGENDA

Greenwood City Council Meeting

Wednesday, March 7, 2018
20225 Cottagewood Road, Deephaven, MN 55331



Hearing devices are available from the recording technician.

Worksession

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

- 6:00pm 1. CALL TO ORDER | ROLL CALL | APPROVE AGENDA
- 6:00pm 2. PRE-BOARD WORKSESSION WITH ASSESSORS
- 6:55pm 3. ADJOURNMENT

Regular Meeting *The public is invited to speak when items come up on the agenda (comments are limited to 3 minutes). The public may speak regarding other items during Matters from the Floor (see below).*

- 7:00pm 1. CALL TO ORDER | ROLL CALL | APPROVE MEETING AGENDA
- 7:00pm 2. CONSENT AGENDA
Consent Agenda items are considered to be routine and are approved through one motion with no discussion by the city council. Council members may remove any Consent Agenda item for discussion and separate consideration under Other Business.
 - A. Approve: 02-07-18 City Council Meeting Minutes
 - B. Approve: January Cash Summary Report
 - C. Approve: January Certificates of Deposit Report
 - D. Approve: February Verifieds, Check Register, Electronic Fund Transfers
 - E. Approve: March Payroll Register
 - F. Approve: Res 06-18, Setting 2nd Wednesday for Planning Commission Dates
 - G. Approve: St. Alban's Bay Lake Improvement District Contribution
 - H. Approve: Request for Proposal for Loose Weed Removal at City Docks
- 7:05pm 3. MATTERS FROM THE FLOOR
This is an opportunity for the public to address the council regarding matters not on the agenda. Comments are limited to 3 minutes. Typically, the council will not take action on items presented at this time, but will refer items to staff for review, action, and / or recommendation for future council action.
- 7:10pm 4. PRESENTATIONS, REPORTS, GUESTS, AND ANNOUNCEMENTS
 - A. City Administrator Dana Young: Presentation Regarding Franchise Fees
- 7:20pm 5. PUBLIC HEARING
 - A. None
- 7:20pm 6. ACTION RELATED TO PUBLIC HEARING
 - A. None
- 7:20pm 7. PLANNING, ZONING & SUBDIVISION ITEMS
 - A. Consider: Preliminary Plat Approval, Kyle Hunt & Partners, to Reconfigure Property Lines for 5135, 5125, and 5115 Weeks Road
 - B. 1st Reading: Ord 275, Regarding Stormwater Management Maintenance Agreements
 - C. Approve: Res 05-18, Planning Commission Appointments
 - D. Discuss: Potential Conditional Use Permit Overlay for R-2 Zoning District
- 7:50pm 8. UNFINISHED BUSINESS
 - A. None
- 7:50pm 9. NEW BUSINESS
 - A. Consider: Ehlers Investment Partners for Money Management
- 8:00pm 10. OTHER BUSINESS
 - A. None
- 8:00pm 11. COUNCIL REPORTS
 - A. Conrad: Planning Commission
 - B. Cook: Lake Minnetonka Conservation District, St. Alban's Lake Improvement District, Public Works Committee
 - C. Fletcher: Lake Minnetonka Communications Commission, Fire, Administrative Committee
 - D. Kind: Police, Administrative Committee, Mayors' Meetings, Website
 - E. Quam: Minnetonka Community Education, Public Works Committee
- 8:20pm 12. ADJOURNMENT



Worksession

Agenda Date: 03-07-18

Prepared by Deb Kind

Agenda Item: Pre-Board Worksession with Assessors

Summary: Representatives from the Hennepin County Assessors Office will attend the 6pm worksession on 03-07-18 to discuss assessment valuations and answer questions in preparation for the Local Board of Appeal & Equalization meeting which convenes on Thursday, 04-12-18 at 6pm.

Note: The assessor does not increase property tax revenue by increasing property values. Property taxes are a function of county, school district, city, and other misc budgets / tax levies. The value and classification of properties determine how the tax levies are divided among all property owners in the county, school district, city, etc. The total amount of the tax levies will be collected whether property values increase or decrease. However, an individual property's share of the tax levies may shift if an individual property's value goes up or down more in comparison to other properties in the county, school district, city, etc. This is why it is important to make sure valuations are fair.

For the council and public's reference, the below documents are attached and posted at greenwoodmn.com. These documents show the relationship between property values and property tax rates.

1. Tax Capacity Formula & Tax Rate Comparison for Taxes Payable 2018

- a. Shows how properties with the same value pay different amount of taxes based on the city it is located in.
- b. An interactive version of this document is available at greenwoodmn.com. You can plug in your 2017 EMV to calculate your 2018 property taxes and see how much you pay compared to people in other cities who have the same value property.
- c. This document does NOT work with 2018 EMVs for calculating 2019 taxes.

2. Tax Rate History

- a. Shows how tax rates decline when property values increase and vice versa.

Council Action: No council action may be taken at the worksession.

Tax Capacity Formula & Tax Rate Comparison for Taxes Payable in 2018

A property with an assessed EMV of:	\$750,000			
First \$500,000 is multiplied by 1%	\$500,000	x	1%	= \$5,000
Balance is multiplied by 1.25%	\$250,000	x	1.25%	= \$3,125
Equals the "tax capacity" for the property:				\$8,125

The above tax capacity formula is determined by the state and the multipliers are the same for every property in the state. To calculate your property's **tax capacity**, simply replace the **bold** number on the first line of the above formula with your property's **2017 estimated market value (EMV)**. The tax capacity number in yellow then is automatically inserted into the below spreadsheet and multiplied times the county, school, city, and misc tax **rates** to calculate the total **2018 taxes** for your property (Greenwood line if you live in Greenwood) and compares your taxes to the taxes paid by other properties with the same EMV in other cities. The tax **rate** is the same for every property in a jurisdiction.

The tax rates for **2019** will not be known until budgets / levies are set in the fall of **2018**. So this sheet will **NOT** work for calculating your **2019** taxes.

The below chart shows how a Hennepin County / Minnetonka School District property with the **same EMV** will pay more or less taxes depending on the **CITY** it is located in.

	HENNEPIN COUNTY TAXES			MTKA SCHOOL DISTRICT TAXES						CITY TAXES			MISC TAXES: Hennepin Parks, Met Council, Watershed, etc.			TOTAL	
	COUNTY Tax Rate	Tax Capacity	Total COUNTY Taxes	SCHOOL Tax Rate	Tax Capacity	Subtotal SCHOOL Taxes	SCHOOL Referendum Tax Rate*	EMV	Subtotal SCHOOL Ref Taxes	Total SCHOOL Taxes	CITY Tax Rate	Tax Capacity	Total CITY Taxes	MISC Tax Rate	Tax Capacity	Total MISC Taxes	Total PROPERTY Taxes
Minnetonka	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	35.853%	\$8,125	\$2,913	10.644%	\$8,125	\$865	\$11,441
Eden Prairie	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	32.797%	\$8,125	\$2,665	10.644%	\$8,125	\$865	\$11,193
Shorewood	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	28.746%	\$8,125	\$2,336	10.644%	\$8,125	\$865	\$10,864
Excelsior	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	27.122%	\$8,125	\$2,204	10.644%	\$8,125	\$865	\$10,732
Tonka Bay	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	17.023%	\$8,125	\$1,383	10.644%	\$8,125	\$865	\$9,911
Greenwood	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	16.089%	\$8,125	\$1,307	10.644%	\$8,125	\$865	\$9,835
Deephaven	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	15.430%	\$8,125	\$1,254	10.644%	\$8,125	\$865	\$9,782
Woodland	43.177%	\$8,125	\$3,508	23.12400%	\$8,125	\$1,879	0.30352%	\$750,000	\$2,276	\$4,155	10.148%	\$8,125	\$825	10.644%	\$8,125	\$865	\$9,353

Greenwood Percent of \$1

35.7%

42.2%

13.3%

8.8% 100.0%

* School referendum tax rates are multiplied times the total EMV, not the tax capacity number.

Source: www.hennepin.us, Taxing District Information, Proposed Tax Rate Cards.

Sheet updated 02-17-18

TAX RATE HISTORY

Tax rates are calculated by taking the budgeted levy and dividing it by the total tax capacity of derived from the estimated market values (EMVs) for all properties in a jurisdiction from the previous year.

FOR EXAMPLE: Greenwood's budgeted levy has had zero increases since 2010. So when Greenwood's EMVs decreased from 2009 to 2013, the city's tax rate increased from 2010 to 2014 in order to collect the same budgeted levy amount. Conversely, when Greenwood's EMVs increased from 2014 to 2017 the city's 2015 to 2018 tax rates decreased to collect the same budgeted levy amount.

	2010 Tax Rates Based on 2009 EMVs	2011 Tax Rates Based on 2010 EMVs	2012 Tax Rates Based on 2011 EMVs	2013 Tax Rates Based on 2012 EMVs	2014 Tax Rates Based on 2013 EMVs	2015 Tax Rates Based on 2014 EMVs	2016 Tax Rates Based on 2015 EMVs	2017 Tax Rates Based on 2016 EMVs	2018 Tax Rates Based on 2017 EMVs
Hennepin County	41.945%	45.840%	48.231%	49.461%	49.959%	46.398%	45.356%	44.087%	43.177%
Mtka School Dist	18.657%	21.274%	23.015%	24.487%	24.374%	25.093%	22.887%	22.770%	23.124%
Greenwood	17.936%	19.107%	20.336%	20.897%	22.246%	19.819%	18.963%	17.033%	16.089%

Source: www.hennepin.us, Taxing District Information, Final Tax Rate Cards (2010-2017), Proposed Rate Cards (2018)

The above chart does not include school district referendum tax rates and misc tax rates.

Updated 02-17-18



Agenda Item: Consent Agenda

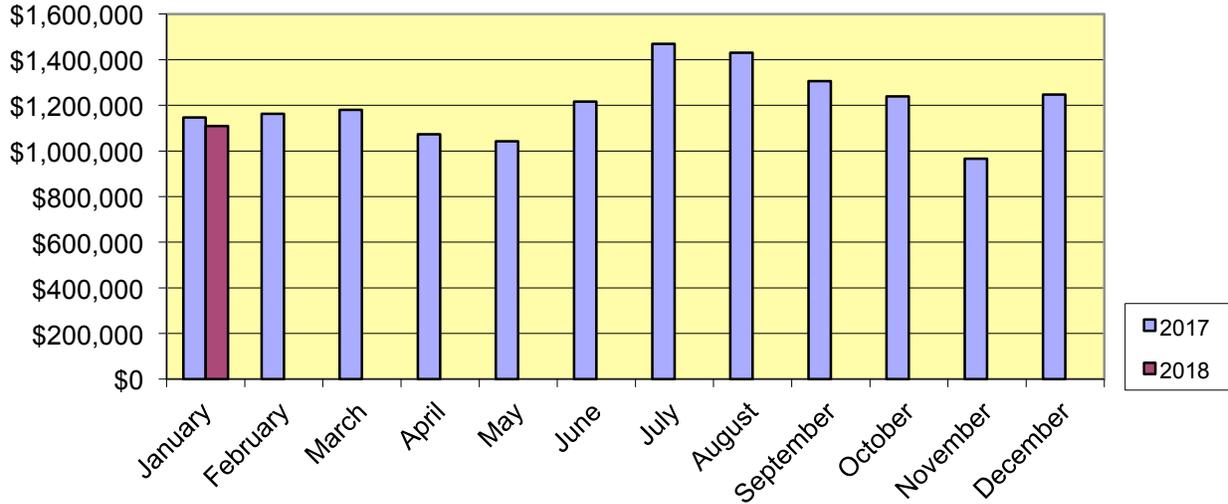
Summary: The consent agenda items are considered to be routine and are approved through one motion with no discussion by the city council. Council members may remove consent agenda items for further discussion. Removed items will be placed under Other Business on the agenda.

The consent agenda items are included in the hard copy of the full council packet and in the electronic version of the packet available at www.greenwoodmn.com.

Council Action: Required. Possible motion ...

1. I move the council approves the consent agenda items as presented.

City of Greenwood Monthly Cash Summary



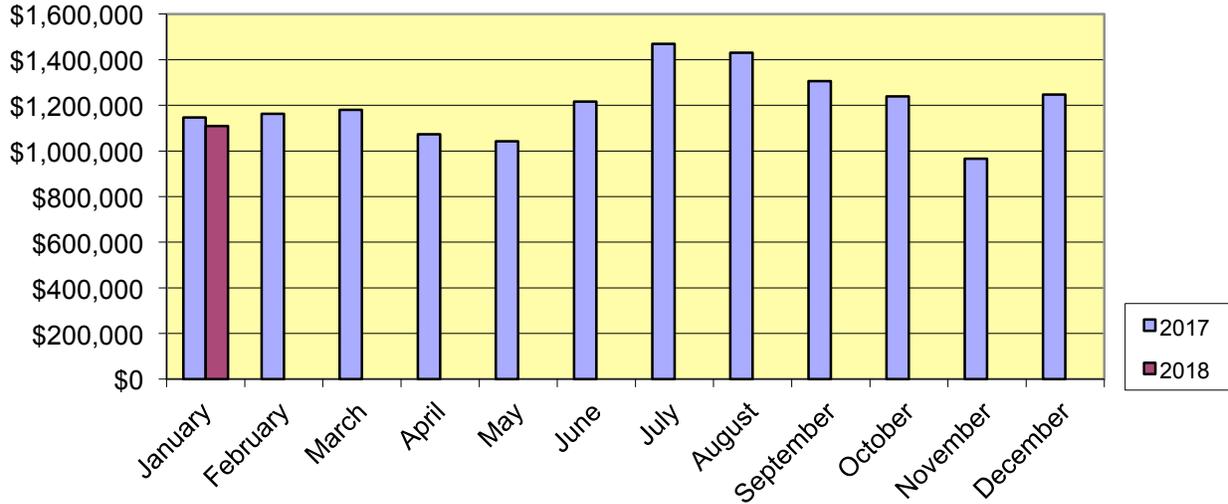
Month	2017	2018	Variance with Prior Month	Variance with Prior Year
January	\$1,146,895	\$1,109,319	-\$137,944	-\$37,576
February	\$1,162,355		-\$1,109,319	-\$1,162,355
March	\$1,180,149		\$0	-\$1,180,149
April	\$1,073,772		\$0	-\$1,073,772
May	\$1,042,937		\$0	-\$1,042,937
June	\$1,216,488		\$0	-\$1,216,488
July	\$1,469,592		\$0	-\$1,469,592
August	\$1,430,595		\$0	-\$1,430,595
September	\$1,306,495		\$0	-\$1,306,495
October	\$1,238,961		\$0	-\$1,238,961
November	\$965,784		\$0	-\$965,784
December	\$1,247,263		\$0	-\$1,247,263

Alerus Bank Checking	\$28,061
Bridgewater Bank Checking	\$53,220
Alerus Bank Money Market	\$363,756
Bridgewater Bank Money Market	\$12,186
Bridgewater Bank CD's	\$652,096
	\$1,109,319

ALLOCATION BY FUND

General Fund	\$521,924
Special Project Fund	\$28,046
General Fund Designated for Parks	\$16,756
Bridge Capital Project Fund	\$171,304
Road Improvement Fund	(\$52,866)
Stormwater Fund	\$20,055
Sewer Enterprise Fund	\$335,696
Marina Enterprise Fund	\$68,403
	\$1,109,319

City of Greenwood Monthly Cash Summary



Month	2017	2018	Variance with Prior Month	Variance with Prior Year
January	\$1,146,895	\$1,109,319	-\$137,944	-\$37,576
February	\$1,162,355		-\$1,109,319	-\$1,162,355
March	\$1,180,149		\$0	-\$1,180,149
April	\$1,073,772		\$0	-\$1,073,772
May	\$1,042,937		\$0	-\$1,042,937
June	\$1,216,488		\$0	-\$1,216,488
July	\$1,469,592		\$0	-\$1,469,592
August	\$1,430,595		\$0	-\$1,430,595
September	\$1,306,495		\$0	-\$1,306,495
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	\$1,109,319

GREENWOOD CERTIFICATES OF DEPOSIT

Report Date: 1/31/18

Acct #	Bank	Date	Term	Maturity	Rate	Amount
101-10409	Bridgewater Bank	12/01/16	15 month	03/01/18	1.00%	\$ 81,950.13
101-10412	Bridgewater Bank	01/06/17	15 month	04/06/18	1.00%	\$ 80,803.00
101-10410	Bridgewater Bank	03/06/17	15 month	06/06/18	1.00%	\$ 80,604.25
101-10407	Bridgewater Bank	04/06/17	15 month	07/06/18	1.00%	\$ 80,604.26
101-10408	Bridgewater Bank	08/11/17	13 month	09/11/18	1.00%	\$ 60,908.22
101-10413	Bridgewater Bank	06/12/17	15 month	09/12/18	1.05%	\$ 62,704.95
101-10414	Bridgewater Bank	08/25/17	15 month	11/25/18	1.05%	\$ 81,920.06
101-10411	Bridgewater Bank	10/08/17	15 month	01/09/19	1.05%	\$ 62,601.05
10110415	Bridgewater Bank	12/15/17	15 month	03/15/19	1.05%	\$ 60,000.00
TOTAL						\$ 652,095.92

CITY COUNCIL POLICY: 09-03-14 Motion by Roy to authorize the administrative committee to open CDs with a maximum initial maturity of 25 months with a combined maximum total CD balance of \$500,000 at Alerus Bank or Bridgewater Bank. Second by Cook. Motion passed 5-0.

11-02-16 Motion by Fletcher that the city council authorizes an increase from \$500,000 to \$600,000 for the city's maximum balance of certificate of deposit. Second by Roy. Motion passed 5-0.

10-04-17 Motion by Fletcher that the city council approves the August Certificates of Deposit Report and increases the maximum combined balance for Certificates of Deposit from \$600,000 to \$700,000. Second by Kind. Motion passed 4-0.

Check Issue Date(s): 02/01/2018 - 02/28/2018

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/18	02/21/2018	12950	51	BOLTON & MENK, INC.	404-20100	720.00
02/18	02/21/2018	12951	9	CITY OF DEEPHAVEN	101-20100	18,109.18
02/18	02/21/2018	12952	822	ECM PUBLISHERS INC	101-20100	146.88
02/18	02/21/2018	12953	886	KENNETH N. POTTS, P.A.	101-20100	400.00
02/18	02/21/2018	12954	105	METRO COUNCIL ENVIRO SERVICES	602-20100	2,256.07
02/18	02/21/2018	12955	867	RANDY'S ENVIRONMENTAL SERVICES	101-20100	1,628.25
02/18	02/21/2018	12956	38	SO LAKE MINNETONKA POLICE DEPT	101-20100	27,972.37
02/18	02/21/2018	12957	145	XCEL ENERGY	101-20100	728.91
Totals:						<u>51,961.66</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
BOLTON & MENK, INC.					
51	BOLTON & MENK, INC.	0213796	2017 MISC ENGINEERING	01/31/2018	120.00
		0213797	2017 STREET IMPROVEMENTS	01/31/2018	600.00
Total BOLTON & MENK, INC.					720.00
CITY OF DEEPHAVEN					
9	CITY OF DEEPHAVEN	34555	LIFT STN #4 MNTNCE	02/21/2018	5,960.00
		34558	LIFT STN #4 MNTNCE	02/21/2018	800.00
		FEB 2018	RENT & EQUIPMENT	02/01/2018	487.45
			Postage		32.84
			COPIES		91.90
			SEWER		1,021.30
			SNOW PLOWING/SANDING/SALT		6,063.58
			BIKE PATH		392.80
			Clerk Services		3,054.24
			ZONING		205.07
Total CITY OF DEEPHAVEN					18,109.18
ECM PUBLISHERS INC					
822	ECM PUBLISHERS INC	572060	LEGAL NOTICE	02/08/2018	52.88
		572061	LEGAL NOTICE	02/08/2018	47.00
		572062	LEGAL NOTICE	02/08/2018	47.00
Total ECM PUBLISHERS INC					146.88
KENNETH N. POTTS, P.A.					
886	KENNETH N. POTTS, P.A.	01 31 18	PROSECUTION SVCS	01/31/2018	400.00
Total KENNETH N. POTTS, P.A.					400.00
METRO COUNCIL ENVIRO SERVICES					
105	METRO COUNCIL ENVIRO SERV	0001076812	Monthly wastewater Charge	01/05/2018	2,256.07
Total METRO COUNCIL ENVIRO SERVICES					2,256.07
RANDY'S ENVIRONMENTAL SERVICES					
867	RANDY'S ENVIRONMENTAL SEF	JAN 2018	RECYCLING SERVICES	01/19/2018	1,628.25
Total RANDY'S ENVIRONMENTAL SERVICES					1,628.25
SO LAKE MINNETONKA POLICE DEPT					
38	SO LAKE MINNETONKA POLICE	FEB 2018	2018 OPERATING BUDGET	02/01/2018	15,933.41
		FEB 5 18	COURT OVERTIME	02/05/2018	231.46
		FEB 6 2018	Hennepin Co. Processing Fees	02/06/2018	300.00
		JANUARY 2018	1ST QTR LEASE PMT	01/01/2018	11,507.50
Total SO LAKE MINNETONKA POLICE DEPT					27,972.37
XCEL ENERGY					
145	XCEL ENERGY	01 25 18	4925 MEADVILLE STREET *	01/25/2018	8.90
			SIREN		3.82
			Sleepy Hollow Road *		8.91
			Street Lights *		407.06
			LIFT STATION #1		49.37
			LIFT STATION #2		53.47
			LIFT STATION #3		49.02
			LIFT STATION #4		55.62

<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice No</u>	<u>Description</u>	<u>Inv Date</u>	<u>Net Inv Amt</u>
			LIFT STATION #6		<u>92.74</u>
	Total XCEL ENERGY				<u>728.91</u>

Total Paid: 51,961.66
Total Unpaid: -
Grand Total: 51,961.66

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Description	GL Account	Amount
03/01/18	PC	03/01/18	3011801	CONRAD, KRISTI	39		001-10100	279.54
03/01/18	PC	03/01/18	3011802	COOK, WILLIAM B.	37		001-10100	279.54
03/01/18	PC	03/01/18	3011803	Fletcher, Thomas M	33		001-10100	179.54
03/01/18	PC	03/01/18	3011804	Kind, Debra J.	34		001-10100	419.32
03/01/18	PC	03/01/18	3011805	Quam, Robert	32		001-10100	279.54
Grand Totals:								<u>1,437.48</u>

Resolution 06-18

City of Greenwood Dates for 2018

Be it resolved that the city council of the city of Greenwood, Minnesota approves the following dates for variance / conditional use permit / subdivision applications, publication of notices, planning commission meetings, and city council meetings:

Application Deadline	Sun Sailor Publish Date	Planning Commission Public Hearing	Council Packet Submission Deadline	Council Packet Posted Online	City Council Meeting
Wed (4 weeks before PC meeting)	Thu (13 days before PC meeting)	7pm, 2nd Wednesday	Fri (12 days before CC meeting)	Mon (10th day before CC meeting)	7pm, 1st Wednesday
					January 3, 2018
					February 7, 2018
					March 7, 2018
February 14, 2018	March 1, 2018	March 14, 2018	March 23, 2018	March 26, 2018	April 4, 2018
March 14, 2018	March 29, 2018	April 11, 2018	April 20, 2018	April 23, 2018	May 2, 2018
April 18, 2018	May 3, 2018	May 16, 2018	May 25, 2018	May 28, 2018	June 6, 2018
May 16, 2018	May 31, 2018	June 13, 2018	June 22, 2018	June 25, 2018	Tue July 10, 2018
June 13, 2018	June 28, 2018	July 11, 2018	July 20, 2018	July 23, 2018	August 1, 2018
July 18, 2018	August 2, 2018	August 15, 2018	August 24, 2018	August 27, 2018	September 5, 2018
August 15, 2018	August 30, 2018	September 12, 2018	September 21, 2018	September 24, 2018	October 3, 2018
September 19, 2018	October 4, 2018	October 17, 2018	October 26, 2018	October 29, 2018	November 7, 2018
October 17, 2018	November 1, 2018	November 14, 2018	November 23, 2018	November 26, 2018	December 5, 2018
November 14, 2018	November 29, 2018	December 12, 2018	December 21, 2018	December 24, 2018	January 2, 2019

All meetings are held in the Deephaven council chambers, 20225 Cottagewood Road, Deephaven, MN 55331. Dates may change due to lack of quorums.

Be it resolved that the city council of the city of Greenwood, Minnesota approves the following additional dates:

	Date	Time	Notes
Joint Worksession	February 21, 2018	8pm	3rd Wed in Feb 2018, 2nd Wed in Feb 2019
Pre-Board Worksession with Assessors	March 7, 2018	6pm	Before March council meeting
Local Board of Appeal & Equalization Meeting	April 12, 2018	6pm	2nd Thursday in April
Subsequent LBAE Meeting	April 26, 2018	6pm	4th Thursday in April
Spring Clean-Up Day	May 19, 2018	8am	3rd Saturday in May
Worksession: Budget & Fees	August 1, 2018	6pm	Before August council meeting
Worksession: Budget & Fees	September 5, 2018	6pm	Before September council meeting
Fall Sales Ratio Meeting with Assessors	November 1, 2018	4pm	Last Thur in Oct or 1st Thur in Nov
Budget Public Comment Opportunity	December 5, 2018	7pm	During December council meeting

ADOPTED by the city council of the city of Greenwood, Minnesota, this 7th day of March, 2018.

There were ___ AYES and ___ NAYS.

CITY OF GREENWOOD

By: _____
Debra J. Kind, Mayor

Attest: _____
Dana H. Young, City Clerk



Agenda Number: 2G

Agenda Date: 03-07-18

Prepared by Deb Kind

Agenda Item: Annual Contribution for St. Alban's Bay Aquatic Invasive Species Treatment

Summary: The city's 26 dock slips are located on St. Alban's Bay, so each year the city council authorizes a contribution from the city's marina fund for bay-wide treatment of aquatic invasive species in St. Alban's Bay. The 2017 city budget includes a \$2500 contribution from the marina fund for this purpose.

Council Action: Consent agenda motion ...

I move the council approves disbursement of \$2500 from the marina fund for St. Alban's Bay aquatic invasive species treatment and directs the city treasurer to send the funds to the St. Alban's Bay Lake Improvement District, managers of the treatment program.



Agenda Number: 2H

Agenda Date: 03-07-18

Prepared by Deb Kind

Agenda Item: Request for Proposals for Weed Removal at City Docks

Summary: In 2017, the city council contracted with the lake weed removal company that provided the best "per 6cf wheelbarrow" rate to remove floating weeds at the city docks.

In 2016, the total cost for removal of weeds at the city docks was \$3590 (Life's A Beach).

In 2017, the total cost for removal of weeds at the city docks was \$3250 (Dive Guys).

Council Action: None required. Consent agenda motion ...

I move the council directs the city clerk to secure bids for a "per 6cf wheelbarrow" rate for ongoing removal of loose weeds that accumulate by the city docks and along the shore by the city docks.



Agenda Number: 4A

Agenda Date: 03-07-18

Prepared by Deb Kind

Agenda Item: City Administrator Dana Young, Presentation Regarding Franchise Fees

Summary: In addition to Deephaven, Minnetonka uses franchise fees to fund road and stormwater projects. Shorewood is in the process of establishing franchise fees (\$4.50 for gas bills and \$4.50 for electric bills) that will be used for stormwater and road projects. Chanhassen also is considering abandoning their 60/40 road assessments and going with franchise fees instead.

At the 02-07-18 meeting, the city council requested that the city administrator attend the 03-07-18 council meeting to explain how franchise fees work, share his experience with franchise fees in Deephaven, and explain the process for establishing franchise fees.

City Council Action: No action required. Potential motions ...

1. I move the city council directs the city administrator to move forward with the next steps for establishing gas and electric franchise fees.
2. I move the city council directs the city administrator to: _____.
3. Do nothing or other motion ???



Agenda Number: **7A**

Agenda Date: **03-07-18**

Prepared by Dale Cooney

Agenda Item: Consider preliminary plat application (subdivision) request of Kyle Hunt & Partners, consultant for the homeowners, to reconfigure the property lines for the properties at 5135, 5125, and 5115 Weeks Road.

Summary: Kyle Hunt & Partners is working with the property owners to reconfigure the property lines for the properties at 5135 (Reut), 5125 (Packard), and 5115 (Reeder) Weeks Road. No additional lots are proposed as a part of this request. Subdivisions are regulated by Chapter 6 of the city code, and the proposal will be required to go through the platting process with a public hearing by the planning commission at the preliminary plat phase.

Planning Commission Action: The planning commission held a public hearing at their February 21 meeting and on a 4-0 vote (with Reeder recusing) recommended **approval with conditions** of the preliminary plat request as proposed with the conditions recommended by staff.

Attachments: The electronic version of the council packet includes the staff report, but does not include other attachments. Staff will send an email to the city council with the attachments at least 5 days before the city council meeting. Hard copies will be made for the city council to have at the meeting. The public may view hard copies of the documents at city hall or at the council meeting.

Key Dates:

Application complete:	February 6, 2018
Notice of Public Hearing published:	February 8, 2018
Planning Commission Public Hearing:	February 21, 2018
City Council Decision:	March 7, 2018
120- Day Deadline:	June 6, 2018

City Council Action: Final action required by June 6, 2018. Potential motions...

1. I move the City Council **approve with conditions** the preliminary plat subdivision request of Kyle Hunt & Partners to reconfigure the property lines for the properties at 5135, 5125, and 5115 Weeks Road, as presented.

The recommendation is based upon findings that the proposal:

- (a) meets the minimum lot size and setback requirements for the zoning district as outlined in Section 1120.05;
- (b) meets the design standards for lots as outlined in Section 600.20;
- (c) meets the design standards for private streets as outlined in Section 600.25;
- (d) the proposed subdivision will not negatively impact the public health, safety and general welfare.

And subject to the following conditions:

- (a) For Lot 1 (the Reut lot) applicant shall remove the hardcover areas as shown in the submitted survey in order to bring the property in compliance with the 30% impervious surface limitation for the property; and
- (b) For Lot 2 (the Reeder lot) applicant shall remove the principal structure, the primary accessory structure; the deck areas, and the driveway areas as shown in the submitted survey; and
- (c) The building proposal for Lot 2 is preliminary, and approval only involves the general acceptability of the layout. Subsequent approval to determine conformance with city codes will be required prior to the issuance of building permit for the property.
- (d) The access easement over Lot 1, benefitting Lot two shall be vacated.
- (e) Outlot A shall be accreted onto 5125 Weeks Road.
- (f) The Final Plat of the subdivision shall be recorded with the county registrar of deeds or registrar of titles within 30 days of city approval.

2. I move the City Council **deny** the preliminary plat subdivision request of Kyle Hunt & Partners to reconfigure the property lines for the properties at 5135, 5125, and 5115 Weeks Road, as presented. The applicant has not met the following criteria as required by the ordinance in that _____.



Agenda Item: Consider preliminary plat application (subdivision) request of Kyle Hunt & Partners, consultant for the homeowners, to reconfigure the property lines for the properties at 5135, 5125, and 5115 Weeks Road.

Summary: Kyle Hunt & Partners is working with the property owners to reconfigure the property lines for the properties at 5135 (Reut), 5125 (Packard), and 5115 (Reeder) Weeks Road. No additional lots are proposed as a part of this request. Please see attached image showing current lot configuration for the properties. Subdivisions are regulated by Chapter 6 of the city code.

Zoning Compliance:

The proposed lot line reconfiguration is within the R1-A zoning district. The applicant has submitted a survey with the proposed lot reconfiguration. The lot line has been drawn to allow for the existing Reut house to remain in place after the subdivision. The Reeder house is proposed to be removed as part of the subdivision process.

The Packard lot will receive a sliver of land (Outlot A) that will make the property more conforming in several ways. Much of the following subdivision discussion is not relevant to the Packard lot and, unless otherwise noted, staff will focus on the Reut and Reeder lots.

	Lot Area (sf)	Lot Width	Lot Depth	Impervious Surface Area	Front Setback	Side Setbacks	Lake Setback
Required	15,000	75	150	30%	30	15'	50'
5135 (Reut)	33,450	77	247	29.9%	>30	9.9'(W)* / 15'(E)	75.8'
5115 (Reeder)	27,334	75	323	29.3%	>30	15'(W) / 15'(E)	50'
5125 (Packard)	38,509 (35,647+2,862)	85	342	unknown	unknown	17 (W) / unknown (E)	52.4

**Existing legal nonconformity not impacted by subdivision.*

Lot Size and Shape:

Lots exceed minimum required lot area. Per the subdivision code: *“At least 2 sides of all lots shall each be at least 100 feet in length. Lots shall be at least 100 feet wide abutting either the street or the lake. Lot lines shall not be drawn in irregular shapes for the purpose of circumventing this requirement.”* Proposed lots meet these requirements. (Note that this code requirement is different from, and exceeds the minimum lot width requirement of the zoning code.) Lots exceed lot depth requirements. Lots exceed lot width requirements as measured at the building setback line, per code, however, the Reut and Reeder lots narrow slightly towards the interior of the lot becoming as narrow as an estimated 73 feet wide in places. Also, based on these standards, neither lot is further subdividable.

Access:

Subdivision code requires that *“All lots shall abut on a publicly dedicated or private street.”* Proposed lots would meet this requirement while also eliminating an existing access easement on the Reeder lot.

Impervious Area: As proposed, both properties are meet the required 30% imperious surface area limitation. The Reut lot will remove existing hardcover to achieve this percentage.

Section 1140.17 of the zoning code requires that expansions of impervious surface areas 200 square feet or more in size that do not naturally drain towards a water feature provide mitigation. As proposed, the new home would exceed the 200 square foot threshold and portions of the proposal do not drain towards the lake. A mitigation proposal will be required for those areas prior to the issuance of any building permit.

Structures and nonconformities: The Reut lot has a legal nonconforming west side yard setback which is not impacted by the subdivision proposal. There is also a legal nonconforming shed that encroaches into the lake yard setback that is not impacted by the subdivision proposal.

Both the house and the garage on the proposed Reeder lot will be rendered nonconforming by the subdivision and will need to be removed as condition of approval.

Applicant is proposing to remove a portion of the existing legal nonconforming deck that crosses the proposed boundaries between the parcels to meet secondary accessory structure setback standards. While the existing deck is nonconforming, in staff's opinion, it seems somewhat punitive to require the removal of the deck beyond meeting side yard setback standards.

Grading: The proposed grading for Parcel 2 is hypothetical. But, as proposed, the grading would require a conditional use permit. In the opinion of staff, it would be not be practical to create a buildable lot for Parcel 2 without a conditional use permit.

Trees: The subdivision code does not require a tree inventory, but only requires showing existing "wooded areas." Applicant has submitted a tree inventory in excess of requirements but has not calculated proposed caliper inches of trees to be removed. The hypothetical house on the Reeder lot shows the removal of 12 significant trees. Staff estimates that this removal would exceed the 20% caliper inches limit removal for a new construction house, and it would be a reasonable assumption that a comparable tree removal plan would be submitted for a building permit.

Section 600.20, Subd. 5. states the following: *Tree Replacement. No simple subdivision, or full plat subdivision, shall be approved by the city council except on condition that: A. All "Significant Trees"; and B. All trees to be cut down in excess of the maximum permitted under section 1140.80 for construction-related tree cutting permits shall be replaced in accordance with the tree replacement schedule in section 1140.80.*

Park Dedication:

Park dedication land or fees are typically required during the subdivision process when additional lots are created that would generate additional demands on the city's park system and the fee or dedication must bear a rough proportionality to the need created by the proposed subdivision or development. Since no additional lots are being created, park dedication fees do not apply in this particular application.

Variations and Exceptions:

As with administering the zoning code, the city may also permit variances as part of the subdivision standards. Section 600.35. of the Subdivision chapter states: *"Where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the provisions of this ordinance, the city council shall, upon an affirmative vote of at least 3/5 of the total membership of such council, have the power to vary the requirements of this ordinance in harmony with the general purpose and intent hereof, so that the public health, safety and general welfare may be secured and substantial justice done."*

Review Process:

Preliminary Plat: State law requires action within 120 days of a Preliminary Plat application. Much like other zoning applications, the Planning Commission must hold a public hearing and make a recommendation to the City Council.

City code also states *"Approval of a preliminary plat by the council is tentative only involving merely the general acceptability of the layout. Subsequent approval will be required of the engineering proposals, pertaining to storm drainage, grading, gradients and roadway widths and the surfacing of streets, which will be considered in connection with the final plat."*

Final Plat: Applicant must apply for Final Plat within 6 months of Preliminary Plat approval. Action must be taken within 60 days of a Final Plat application. No public hearing is required, and the Planning Commission does not review the application for Final Plat. The city must approve the Final Plat if all conditions of the Preliminary Plat have been met.

Discussion: In the opinion of staff, the proposed lot reconfiguration is beneficial to the city in a number of ways. The Reeder lot would now meet the minimum lot size requirements of the zoning district. The proposal eliminates the existing awkward lot configuration for the Reut and Reeder lots, and eliminates the driveway access easement. The Reeder lot becomes more of a traditional lake lot meeting both road frontage requirements and shoreline requirements while eliminating the flag lot situation. The transfer of Outlot A to the Packard lot makes both their house and garage conforming for setbacks.

Staff Recommendation: Staff recommends **approval with conditions** of the preliminary plat for 5135, 5125, and 5115 Weeks Road since the proposal conforms with the design standards of Section 600.20 and the lot requirements of Sections 1120.10. Additionally, no nonconformities will be created or expanded as a result of the lot line reconfiguration, and the city stands to benefit from the elimination of several existing nonconformities for the properties.

Staff's recommendation is subject to the following conditions prior to the recording of final plat:

- (a) For Lot 1 (the Reut lot) applicant shall remove the hardcover areas as shown in the submitted survey in order to bring the property in compliance with the 30% impervious surface limitation for the property; and
- (b) For Lot 2 (the Reeder lot) applicant shall remove the principal structure, the primary accessory structure; the deck areas, and the driveway areas as shown in the submitted survey; and
- (c) The building proposal for Lot 2 is preliminary, and approval only involves the general acceptability of the layout. Subsequent approval to determine conformance with city codes will be required prior to the issuance of building permit for the property.
- (d) The access easement over Lot 1, benefitting Lot two shall be vacated.
- (e) Outlot A shall be accreted onto 5125 Weeks Road.
- (f) The Final Plat of the subdivision shall be recorded with the county registrar of deeds or registrar of titles within 30 days of city approval.

Current Lot Configuration at 5135, 5125, 5115 Weeks Road





Agenda Number: **7B**

Agenda Date: **03-07-18**

Prepared by Dale Cooney

Agenda Item: First reading to consider Ordinance No. 275 amending Greenwood ordinance zoning code Section 1140.17 regarding stormwater management maintenance agreements

Summary: Section 1140.17 of the zoning code, passed in April of 2016, requires stormwater mitigation for any improvement which results in increased impervious surface coverage of 200 square feet or more over existing conditions. Property improvements that are able to demonstrate through topographic features that water will be conveyed towards naturally occurring water features (such as lakes, wetlands, creeks, or channels) without impacting neighboring properties would not be required to install a stormwater mitigation system. Current code stipulates that stormwater mitigation systems that require periodic maintenance would be subject to the Conditional Use Permit process in order to ensure the long-term viability of the systems by including maintenance requirements within CUP, which would then be recorded against the property. Most of the common stormwater mitigation systems (raingardens, French drains, infiltration areas, and cisterns) require some kind of ongoing maintenance, and would be subject to the CUP process.

Staff would recommend that maintenance requirements for these systems be handled administratively, via a maintenance agreement to be recorded against the property. This would eliminate the need for additional city process for those projects that trigger the mitigation requirements but that are otherwise code compliant.

Planning Commission Action: The planning commission held a public hearing at their February 21 meeting and recommended adoption of ordinance 275 as written.

Timeline:

- 02-21-18 Planning commission holds a public hearing for the ordinance.
- 03-07-18 City council considers 1st reading of the ordinance (may make revisions / may waive 2nd reading).
- 04-04-18 City council considers 2nd reading of the ordinance (may make revisions).
- 04-12-18 The ordinance is submitted to the Sun-Sailor for publication.
- 04-19-18 The ordinance is published in the Sun-Sailor (goes into effect on this date).

Council Action: Potential motions ...

1. I move the city council approves the first reading of ordinance 275 amending the city's zoning code Section 1140.17 regarding stormwater management maintenance agreements as written. I further move the city council waive the second reading, adopts the ordinance, and directs staff to publish ordinance 275 in the local paper.
2. I move the city council approves the first reading of ordinance 275 amending the city's zoning code Section 1140.17 regarding stormwater management maintenance agreements as amended. I further move that the council hear the second reading of the ordinance at its March 4 meeting.
3. I move the city maintain its current ordinance regulations.

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. The 2nd reading may be waived by a unanimous vote of city council members present at the meeting. In order to publish an ordinance by title and summary the ordinance must be approved by a 4/5ths vote. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must review and make a recommendation to the city council regarding any changes to the zoning code chapter 11. A public hearing, typically held by the planning commission, also is required for changes to chapter 11.

~~Strikethrough~~ = Deleted Text Underline = New Text

ORDINANCE NO. 275

AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA AMENDING GREENWOOD ORDINANCE ZONING CODE SECTION 1140.17 REGARDING STORMWATER MANAGEMENT MAINTENANCE AGREEMENTS

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

SECTION 1.

Greenwood ordinance code section 1140.17 Stormwater Management is amended to read:

Subd. 7. *Conditional Use Permits.* In the event the city zoning administrator recommends approval subject to the issuance of a conditional use permit per subd. 7 (d) above ~~or the application includes construction of a stormwater management system that requires continuing physical maintenance~~, the applicant shall apply for and obtain a conditional use permit prior to the issuance of a building permit, grading permit, or approval for any construction, alteration, or improvement. All such conditional use permits may impose conditions deemed reasonably necessary to assure the performance criteria hereof are met and the continuing maintenance and serviceability of all proposed stormwater improvements. Conditional use permits shall be recorded with the county as required by law. ~~Prior to a sale or transfer of the property, the conditional use permit must be disclosed by the selling party to the buyer. The selling party shall contact the city to request an inspection. Any repair or reconstruction deemed necessary by the city to maintain the effectiveness of the stormwater system must be completed by the selling party prior to closing.~~

Subd. 8. *Maintenance Agreement Requirements.* Construction of a stormwater management system that requires continuing physical maintenance shall be subject to a maintenance agreement between the property owner and the city that documents all responsibilities for the long-term operation and maintenance of the stormwater management practices. The maintenance agreement shall be executed and recorded against the parcel. Prior to a sale or transfer of the property, the maintenance agreement must be disclosed by the selling party to the buyer. The selling party shall contact the city to request an inspection. Any repair or reconstruction deemed necessary by the city to maintain the effectiveness of the stormwater system must be completed by the selling party prior to closing.

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 _____, 2018.

___ AYES ___ NAYS

CITY OF GREENWOOD

By: _____
Debra J. Kind, Mayor

Attest: _____
Dana H. Young, City Clerk

CITY OF GREENWOOD
Debra J. Kind, Mayor
Attest: Dana H. Young, City Clerk
First reading: _____, 2018
Second reading: _____, 2018
Publication: _____, 2018



Agenda Number: **7B**

Agenda Date: **03-07-18**

Prepared by Dale Cooney

Agenda Item: First reading to consider Ordinance No. 275 amending Greenwood ordinance zoning code Section 1140.17 regarding stormwater management maintenance agreements

Summary: Section 1140.17 of the zoning code, passed in April of 2016, requires stormwater mitigation for any improvement which results in increased impervious surface coverage of 200 square feet or more over existing conditions. Property improvements that are able to demonstrate through topographic features that water will be conveyed towards naturally occurring water features (such as lakes, wetlands, creeks, or channels) without impacting neighboring properties would not be required to install a stormwater mitigation system. Current code stipulates that stormwater mitigation systems that require periodic maintenance would be subject to the Conditional Use Permit process in order to ensure the long-term viability of the systems by including maintenance requirements within CUP, which would then be recorded against the property. Most of the common stormwater mitigation systems (raingardens, French drains, infiltration areas, and cisterns) require some kind of ongoing maintenance, and would be subject to the CUP process.

Staff would recommend that maintenance requirements for these systems be handled administratively, via a maintenance agreement to be recorded against the property. This would eliminate the need for additional city process for those projects that trigger the mitigation requirements but that are otherwise code compliant.

Planning Commission Action: The planning commission held a public hearing at their February 21 meeting and recommended adoption of ordinance 275 as written.

Timeline:

- 02-21-18 Planning commission holds a public hearing for the ordinance.
- 03-07-18 City council considers 1st reading of the ordinance (may make revisions / may waive 2nd reading).
- 04-04-18 City council considers 2nd reading of the ordinance (may make revisions).
- 04-12-18 The ordinance is submitted to the Sun-Sailor for publication.
- 04-19-18 The ordinance is published in the Sun-Sailor (goes into effect on this date).

Council Action: Potential motions ...

1. I move the city council approves the first reading of ordinance 275 amending the city's zoning code Section 1140.17 regarding stormwater management maintenance agreements as written. I further move the city council waive the second reading, adopts the ordinance, and directs staff to publish ordinance 275 in the local paper.
2. I move the city council approves the first reading of ordinance 275 amending the city's zoning code Section 1140.17 regarding stormwater management maintenance agreements as amended. I further move that the council hear the second reading of the ordinance at its March 4 meeting.
3. I move the city maintain its current ordinance regulations.

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. The 2nd reading may be waived by a unanimous vote of city council members present at the meeting. In order to publish an ordinance by title and summary the ordinance must be approved by a 4/5ths vote. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must review and make a recommendation to the city council regarding any changes to the zoning code chapter 11. A public hearing, typically held by the planning commission, also is required for changes to chapter 11.

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ORDINANCE NO. 275

AN ORDINANCE OF THE CITY OF GREENWOOD, MINNESOTA AMENDING GREENWOOD ORDINANCE ZONING CODE SECTION 1140.17 REGARDING STORMWATER MANAGEMENT MAINTENANCE AGREEMENTS

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

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Subd. 8. *Maintenance Agreement Requirements.* Construction of a stormwater management system that requires continuing physical maintenance shall be subject to a maintenance agreement between the property owner and the city that documents all responsibilities for the long-term operation and maintenance of the stormwater management practices. The maintenance agreement shall be executed and recorded against the parcel. Prior to a sale or transfer of the property, the maintenance agreement must be disclosed by the selling party to the buyer. The selling party shall contact the city to request an inspection. Any repair or reconstruction deemed necessary by the city to maintain the effectiveness of the stormwater system must be completed by the selling party prior to closing.

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 _____, 2018.

___ AYES ___ NAYS

CITY OF GREENWOOD

By: _____
Debra J. Kind, Mayor

Attest: _____
Dana H. Young, City Clerk

CITY OF GREENWOOD
Debra J. Kind, Mayor
Attest: Dana H. Young, City Clerk
First reading: _____, 2018
Second reading: _____, 2018
Publication: _____, 2018



Agenda Number: 7C

Agenda Date: 03-07-18

Prepared by Dale Cooney

Agenda Item: Planning Commission Term Expirations

Summary: The planning commission holds public hearings and makes recommendations to the city council regarding zoning issues including variances and conditional use permits. The planning commission is comprised of 5 voting members and 3 alternate members. As of March 1, the following terms of 4 planning commissioner seats expire:

A-1	Douglas Reeder
A-2	Lake Bechtell
A-3	Fiona Sayer
Alt-1	David Steingas

Terms are for 2 years, and the city does not limit the number of terms a planning commissioner may serve. Anyone who is interested in serving on the planning commission can stop by city hall to get an application or download the form from the city website at www.greenwoodmn.com.

Commissioner Reeder and Alternate Steingas have expressed their interest in returning. Commissioners Bechtell and Sayer have notified the city that they will not be seeking reappointment.

Steingas would move from alternate status and take over seat A-2.

City Council Action: Suggested motions ...

1. I move the city council approves resolution 05-18 reappointing Planning Commissioners Reeder and Steingas for another two-year term ending March 1, 2020.
2. Do nothing or other motion ???

Resolution 05-18 – City of Greenwood Appointments & Assignments for 2018

Be it resolved that the city council of Greenwood, Minnesota approves the following appointments for 03-07-18 through 01-02-19.

OFFICE & DESIGNATIONS	2017 HOLDER	2018 HOLDER
Mayor Pro-Tem	Bob Quam	Bob Quam
Administrative Committee	Deb Kind, Tom Fletcher	Deb Kind, Tom Fletcher
Accountant	CliftonLarsonAllen	CliftonLarsonAllen
Animal Enforcement Officer	South Lake Police Department	South Lake Police Department
Assessor	Hennepin County	Hennepin County
Attorney	Mark Kelly, Bob Vose (alternate)	Mark Kelly, Bob Vose (alternate)
Attorney - Conduit Financing Projects	Jennifer Hanson	Jennifer Hanson
Attorney - Prosecutor	Ken Potts	Ken Potts
Bank Signatures	Kind, Quam, Courtney	Kind, Quam, Courtney
Building Official	Bob Manor	Lenny Rutledge (City of Minnetonka)
Clerk	Dana Young	Dana Young
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.) Bill Cook (2nd alt.)	Tom Fletcher, Bob Quam (alt.) Bill Cook (2nd alt.)
Forester / Certified Tree Inspector	Manuel Jordan	Manuel Jordan
Lake Minnetonka Communications Commission (LMCC) Representative 2 reps (1 elected official), meets 2nd Thurs (Feb, Apr, May, Jul, Aug, Oct, Dec)	Tom Fletcher, Deb Kind	Tom Fletcher, Deb Kind
Lake Minnetonka Conservation District (LMCD) Rep – 2nd and 4th Wed	Bill Cook (3yr term expires 1/31/20)	Bill Cook (3yr term expires 1/31/20)
Marina Clerk	Dana Young	Dana Young
Minnetonka Community Education (MCE) Representative – 4th Mon	Bob Quam	Bob Quam
Newspapers	Sun-Sailor Finance & Commerce (alternate) Star Tribune (alternate)	Sun-Sailor Finance & Commerce (alternate) Star Tribune (alternate)
Planning Commissioners and City Council Liaison – 3rd Wed	A-1 Douglas Reeder (8/11-3/18)	A-1 Douglas Reeder (8/11-3/20)
	A-2 Lake Bechtell (5/14-3/18)	A-2 David Steingas (10/16-3/20)
	A-3 Fiona Sayer (8/14-3/18)	A-3 Vacant (__-3/20)
	B-1 Pat Lucking (2/01-3/19)	B-1 Pat Lucking (2/01-3/19)
	B-2 Jennifer Gallagher (9/16-3/19)	B-2 Jennifer Gallagher (9/16-3/19)
	Alt-1 David Steingas (10/16-3/18)	Alt-1 Vacant (__-3/20)
	Alt-2 Vacant (__-3/19)	Alt-2 Vacant (__-3/19)
Alt-3 Kristi Conrad (council liaison)	Alt-3 Kristi Conrad (council liaison)	
Public Safety City Administrator Representative (police and fire)	Dana Young	Dana Young
Public Works Committee (roads, sewer, stormwater, etc.)	Bob Quam, Bill Cook	Bob Quam, Bill Cook
Responsible Authority (Govt. Data Practices Act)	Dana Young	Dana Young
St. Alban's Bay Lake Improvement District Ex-Officio Director	Bill Cook	Bill Cook
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 John Menzel	Deb Kind, Assistant John Menzel
Zoning Administrator	Dale Cooney	Dale Cooney

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 7th day of March, 2018.

There were __ AYES and __ NAYS.

By: _____
Debra J. Kind, Mayor, City of Greenwood

Attest: _____
Dana H. Young, City Clerk, City of Greenwood



Agenda Number: **7D**

Agenda Date: **03-07-18**

Prepared by *Deb Kind*

Agenda Item: Discuss Potential Conditional Use Permit Overlay for R-2 Zoning District

Summary: At the 02-21-18 joint city council / planning commission worksession, Mayor Kind and City Attorney Kelly presented information regarding the concept of creating a multi-family conditional use permit overlay for the R-2 zoning district that would guide potential developers for the Georgetown Manor property.

The consensus of the group was to place an ordinance on an upcoming planning commission meeting agenda for a public hearing and recommendation. City council approval is required to direct staff to draft the ordinance.

City Council Action: No action required. Potential motions ...

1. I move the city council directs the city zoning administrator to draft an ordinance creating a multi-family conditional use permit overlay for the R-2 zoning district and place on the 04-04-18 **city council** agenda for review and on the 04-11-18 **planning commission** agenda for a public hearing and recommendation.
2. I move the city council directs the city zoning administrator to draft an ordinance creating a multi-family conditional use permit overlay for the R-2 zoning district and place on the 04-04-18 **city council** agenda for review and **potential revisions** prior to sending to the planning commission for a public hearing and recommendation.
3. Do nothing or 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. The 2nd reading may be waived by a unanimous vote of city council members present at the meeting. In order to publish an ordinance by title and summary the ordinance must be approved by a 4/5ths vote. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must review and make a recommendation to the city council regarding any changes to the zoning code chapter 11. A public hearing, typically held by the planning commission, also is required for changes to chapter 11.



Agenda Number: 7C

Agenda Date: 03-07-18

Prepared by Dale Cooney

Agenda Item: Planning Commission Term Expirations

Summary: The planning commission holds public hearings and makes recommendations to the city council regarding zoning issues including variances and conditional use permits. The planning commission is comprised of 5 voting members and 3 alternate members. As of March 1, the following terms of 4 planning commissioner seats expire:

A-1	Douglas Reeder
A-2	Lake Bechtell
A-3	Fiona Sayer
Alt-1	David Steingas

Terms are for 2 years, and the city does not limit the number of terms a planning commissioner may serve. Anyone who is interested in serving on the planning commission can stop by city hall to get an application or download the form from the city website at www.greenwoodmn.com.

Commissioner Reeder and Alternate Steingas have expressed their interest in returning. Commissioners Bechtell and Sayer have notified the city that they will not be seeking reappointment.

Steingas would move from alternate status and take over seat A-2.

City Council Action: Suggested motions ...

1. I move the city council approves resolution 05-18 reappointing Planning Commissioners Reeder and Steingas for another two-year term ending March 1, 2020.
2. Do nothing or other motion ???

Resolution 05-18 – City of Greenwood Appointments & Assignments for 2018

Be it resolved that the city council of Greenwood, Minnesota approves the following appointments for 03-07-18 through 01-02-19.

OFFICE & DESIGNATIONS	2017 HOLDER	2018 HOLDER
Mayor Pro-Tem	Bob Quam	Bob Quam
Administrative Committee	Deb Kind, Tom Fletcher	Deb Kind, Tom Fletcher
Accountant	CliftonLarsonAllen	CliftonLarsonAllen
Animal Enforcement Officer	South Lake Police Department	South Lake Police Department
Assessor	Hennepin County	Hennepin County
Attorney	Mark Kelly, Bob Vose (alternate)	Mark Kelly, Bob Vose (alternate)
Attorney - Conduit Financing Projects	Jennifer Hanson	Jennifer Hanson
Attorney - Prosecutor	Ken Potts	Ken Potts
Bank Signatures	Kind, Quam, Courtney	Kind, Quam, Courtney
Building Official	Bob Manor	Lenny Rutledge (City of Minnetonka)
Clerk	Dana Young	Dana Young
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.) Bill Cook (2nd alt.)	Tom Fletcher, Bob Quam (alt.) Bill Cook (2nd alt.)
Forester / Certified Tree Inspector	Manuel Jordan	Manuel Jordan
Lake Minnetonka Communications Commission (LMCC) Representative 2 reps (1 elected official), meets 2nd Thurs (Feb, Apr, May, Jul, Aug, Oct, Dec)	Tom Fletcher, Deb Kind	Tom Fletcher, Deb Kind
Lake Minnetonka Conservation District (LMCD) Rep – 2nd and 4th Wed	Bill Cook (3yr term expires 1/31/20)	Bill Cook (3yr term expires 1/31/20)
Marina Clerk	Dana Young	Dana Young
Minnetonka Community Education (MCE) Representative – 4th Mon	Bob Quam	Bob Quam
Newspapers	Sun-Sailor Finance & Commerce (alternate) Star Tribune (alternate)	Sun-Sailor Finance & Commerce (alternate) Star Tribune (alternate)
Planning Commissioners and City Council Liaison – 3rd Wed	A-1 Douglas Reeder (8/11-3/18)	A-1 Douglas Reeder (8/11-3/20)
	A-2 Lake Bechtell (5/14-3/18)	A-2 David Steingas (10/16-3/20)
	A-3 Fiona Sayer (8/14-3/18)	A-3 Vacant (__-3/20)
	B-1 Pat Lucking (2/01-3/19)	B-1 Pat Lucking (2/01-3/19)
	B-2 Jennifer Gallagher (9/16-3/19)	B-2 Jennifer Gallagher (9/16-3/19)
	Alt-1 David Steingas (10/16-3/18)	Alt-1 Vacant (__-3/20)
	Alt-2 Vacant (__-3/19)	Alt-2 Vacant (__-3/19)
Alt-3 Kristi Conrad (council liaison)	Alt-3 Kristi Conrad (council liaison)	
Public Safety City Administrator Representative (police and fire)	Dana Young	Dana Young
Public Works Committee (roads, sewer, stormwater, etc.)	Bob Quam, Bill Cook	Bob Quam, Bill Cook
Responsible Authority (Govt. Data Practices Act)	Dana Young	Dana Young
St. Alban's Bay Lake Improvement District Ex-Officio Director	Bill Cook	Bill Cook
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 John Menzel	Deb Kind, Assistant John Menzel
Zoning Administrator	Dale Cooney	Dale Cooney

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 7th day of March, 2018.

There were __ AYES and __ NAYS.

By: _____
Debra J. Kind, Mayor, City of Greenwood

Attest: _____
Dana H. Young, City Clerk, City of Greenwood



Agenda Number: **7D**

Agenda Date: **03-07-18**

Prepared by *Deb Kind*

Agenda Item: Discuss Potential Conditional Use Permit Overlay for R-2 Zoning District

Summary: At the 02-21-18 joint city council / planning commission worksession, Mayor Kind and City Attorney Kelly presented information regarding the concept of creating a multi-family conditional use permit overlay for the R-2 zoning district that would guide potential developers for the Georgetown Manor property.

The consensus of the group was to place an ordinance on an upcoming planning commission meeting agenda for a public hearing and recommendation. City council approval is required to direct staff to draft the ordinance.

City Council Action: No action required. Potential motions ...

1. I move the city council directs the city zoning administrator to draft an ordinance creating a multi-family conditional use permit overlay for the R-2 zoning district and place on the 04-04-18 **city council** agenda for review and on the 04-11-18 **planning commission** agenda for a public hearing and recommendation.
2. I move the city council directs the city zoning administrator to draft an ordinance creating a multi-family conditional use permit overlay for the R-2 zoning district and place on the 04-04-18 **city council** agenda for review and **potential revisions** prior to sending to the planning commission for a public hearing and recommendation.
3. Do nothing or 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. The 2nd reading may be waived by a unanimous vote of city council members present at the meeting. In order to publish an ordinance by title and summary the ordinance must be approved by a 4/5ths vote. Ordinances go into effect once they are published in the city's official newspaper. The planning commission must review and make a recommendation to the city council regarding any changes to the zoning code chapter 11. A public hearing, typically held by the planning commission, also is required for changes to chapter 11.



Agenda Number: 9A

Agenda Date: 03-07-18

Prepared by Deb Kind

Agenda Item: Consider Ehlers Investment Partners for Money Management

Summary: The administrative committee (Mayor Kind and Councilman Fletcher) will present a verbal update regarding this topic at the 03-07-18 council meeting.

City Council Action: No action required. Potential motions ...

1. I move the city council authorizes the administrative committee to secure the services of Ehlers Investment Partners for management of city funds in an amount not to exceed \$_____.
2. Do nothing or other motion ???



Agenda Number: **11A-E**

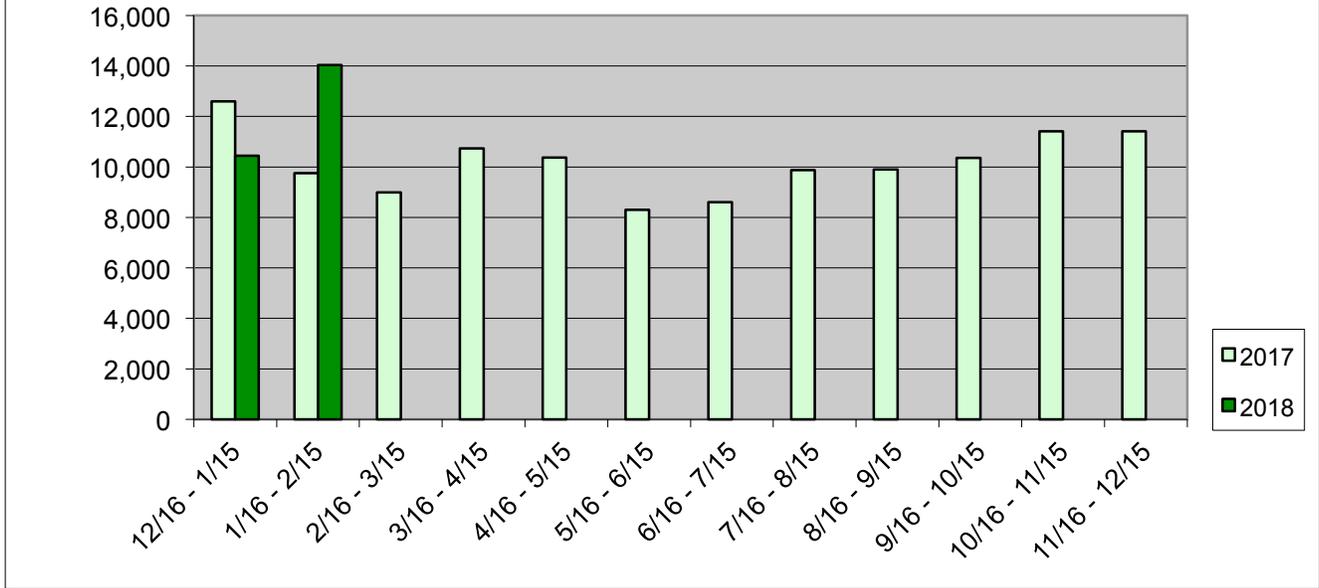
Agenda Item: Council Reports

Summary: This is an opportunity for each council member to present updates and get input regarding various council assignments and projects.

Related documents are included in the hard copy of the full council packet and in the electronic version of the packet available at www.greenwoodmn.com.

Council Action: None required.

City of Greenwood
Website Total Hits



Month	2017	2018	Variance with Prior Month	Variance with Prior Year	Bulk Email List
12/16 - 1/15	12,599	10,441	-965	-2,158	173
1/16 - 2/15	9,758	14,039	3,598	4,281	173
2/16 - 3/15	8,996		-14,039	-8,996	
3/16 - 4/15	10,728		0	-10,728	
4/16 - 5/15	10,366		0	-10,366	
5/16 - 6/15	8,301		0	-8,301	
6/16 - 7/15	8,604		0	-8,604	
7/16 - 8/15	9,873		0	-9,873	
8/16 - 9/15	9,901		0	-9,901	
9/16 - 10/15	10,357		0	-10,357	
10/16 - 11/15	11,404		0	-11,404	
11/16 - 12/15	11,406		0	-11,406	
AVERAGE	10,191	12,240			

POPULATION: 702
EMAIL ADDRESSES % OF POPULATION: 24.64%

Population source: www.metrocouncil.org, Data & Maps, Download Data, Population and Household Estimates
 Population figure updated: 03-31-17

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
Default Home Page	8582	61.13%
Agendas, Minutes, Meeting Packets	754	5.37%
Welcome to Greenwood	434	3.09%
RFPs & Bids	431	3.07%
City Departments	385	2.74%
Planning Commission	234	1.67%
Assessments & Taxes	207	1.47%
Code Book of Ordinances	180	1.28%
Forms, Permits, Licenses	163	1.16%
Budget & Finances	157	1.12%
Community Surveys	128	0.91%
Mayor & City Council	116	0.83%
Photo Gallery	111	0.79%
Public Safety Alerts	110	0.78%
Agendas, Minutes, Meetings	93	0.66%
Elections, Voting	91	0.65%
St. Alban's Bay Lake Improvement District	90	0.64%
Meetings	83	0.59%
Watercraft Spaces	83	0.59%
Spring Clean-Up Day	80	0.57%
Parks, Trails & Watercraft Amenities	79	0.56%
Garbage & Recycling	77	0.55%
Meetings on TV	69	0.49%
Toilet Drain Guide	68	0.48%
	68	0.48%

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.

Comp Plan & Maps		
Sewer, Stormwater, Water, Garbage, Recycling	67	0.48%
Smoke Testing	66	0.47%
Links	64	0.46%
Finances, Taxes, Assessments	61	0.43%
Recreation, Amenities	60	0.43%
Lake Minnetonka	59	0.42%
City Newsletters	59	0.42%
Coyotes & Animal Services	55	0.39%
Email Sign-Up	52	0.37%
SABLID Email Sign-Up	52	0.37%
Fire Department	52	0.37%
Tree Contractors	51	0.36%
July 4th	50	0.36%
Old Log Events	50	0.36%
Emergency Preparedness	48	0.34%
Road Closures & Detours	44	0.31%
Habitat 500 Bike Ride	43	0.31%
Library Events	42	0.3%
Well Water	41	0.29%
Tour de Tonka	41	0.29%
Luck O' the Lake	41	0.29%
Search Results	34	0.24%
News, Events	32	0.23%
Unsubscribe	2	0.01%
TOTAL	14039	100%

Unique IPs by Section

Section	Unique IPs	Percent of Total IPs
Default Home Page	2566	46.13%
City Departments	285	5.12%
Welcome to Greenwood	235	4.23%
Agendas, Minutes, Meeting Packets	228	4.1%
Code Book of Ordinances	103	1.85%
Forms, Permits, Licenses	102	1.83%
Planning Commission	96	1.73%
Assessments & Taxes	92	1.65%
Mayor & City Council	80	1.44%
Budget & Finances	78	1.4%
Photo Gallery	75	1.35%
Public Safety Alerts	72	1.29%
St. Alban's Bay Lake Improvement District	68	1.22%
Agendas, Minutes, Meetings	60	1.08%
Elections, Voting	60	1.08%
Watercraft Spaces	58	1.04%
Garbage & Recycling	57	1.02%
Spring Clean-Up Day	54	0.97%
Meetings	53	0.95%
Links	52	0.93%
Parks, Trails & Watercraft Amenities	50	0.9%
Sewer, Stormwater, Water, Garbage, Recycling	48	0.86%
Comp Plan & Maps	48	0.86%
Toilet Drain Guide	48	0.86%
Community Surveys	48	0.86%
Meetings on TV	47	0.85%
Smoke Testing	47	0.85%
Lake Minnetonka	45	0.81%
Recreation, Amenities	43	0.77%
Coyotes & Animal Services	43	0.77%

Fire Department	41	0.74%
Finances, Taxes, Assessments	41	0.74%
Old Log Events	40	0.72%
Email Sign-Up	39	0.7%
RFPs & Bids	39	0.7%
Tree Contractors	38	0.68%
City Newsletters	38	0.68%
Emergency Preparedness	38	0.68%
July 4th	37	0.67%
SABLID Email Sign-Up	35	0.63%
Tour de Tonka	34	0.61%
Well Water	33	0.59%
Library Events	33	0.59%
Habitat 500 Bike Ride	33	0.59%
Road Closures & Detours	31	0.56%
Luck O' the Lake	28	0.5%
News, Events	24	0.43%
Search Results	17	0.31%
Unsubscribe	2	0.04%
TOTAL	5562	100%

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

Done