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CITY COUNCIL MEETING AGENDA  
REGULAR MEETING  
TUESDAY, DECEMBER 5, 2017

**\*\*\*\*SPECIAL MEETING - TRUTH IN TAXATION 6:00 PM\*\*\*\***

1. Call to Order
2. Truth in Taxation Hearing.
3. Adjourn.

**CITY COUNCIL MEETING TIME: 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council minutes from the November 21, 2017 City Council Meeting.
  - b. Approval of Accounts Payable; Checks Numbered 17592-17620.
5. Set Agenda – Anyone Not on the Agenda can be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. Certification of City Hall as the Official 2018 Polling Place.
  - a. **RESOLUTION 17-1205-01** – Certifying the Official Polling Place for 2018.
8. Consider Adoption of the Final 2018 Tax Levy and General Fund Budget.

- a. **RESOLUTION 17-1205-02** – Adopting the 2018 General Fund Budget.
  - b. **RESOLUTION 17-1205-03** – Adopting the 2018 General Tax Levy.
  - c. **RESOLUTION 17-1205-04** – Adopting the 2018 Pioneer Sarah Creek Watershed Management Commission Tax Levy.
9. Consider Approval of General Fund Transfer.
  - a. **RESOLUTION 17-1205-05** – Adopting a Transfer from the Park Fund to the Sewer Fund.
10. Marilyn Hamilton (Applicant) and Hamilton Bros. (Owners) request that the City consider the following action for the properties located at/adjacent to 385 County Road 110 N (PID No.s 35-118-24-41-0001 and 35-118-24-41-20002) in Independence, MN:
  - a. Concept plan review for the proposed subdivision of the subject properties.
11. Cancellation of the December 19<sup>th</sup> City Council Meeting.
12. Open/Misc.
13. Adjourn.

MINUTES OF A REGULAR MEETING OF THE  
INDEPENDENCE CITY COUNCIL  
TUESDAY, NOVEMBER 21, 2017 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Mayor Johnson, Councilors Grotting, Spencer and McCoy

ABSENT: Councilor Betts and City Attorney Vose

STAFF: City Administrator Kaltsas, City Administrative Assistant Horner, Police Chief Gary Kroells

VISITORS: Matthew Hickock

4. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council minutes from the October 17, 2017 City Council Meeting.
- b. Approval of City Council minutes from the November 1, 2017 City Council Workshop.
- c. Approval of Accounts Payable; Checks Numbered 17537-17591.
- d. RESOLUTION NO. 17-1121-01- Resolution Certifying Delinquent Sewer Service Charges as Special Assessments.
- e. Approval of Third Quarter Financial Report.

**Motion by McCoy, second by Grotting to approve the Consent Agenda items. Ayes: Johnson, McCoy, Grotting, Spencer. Nays: None. Absent: Betts. MOTION DECLARED CARRIED.**

5. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

6. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

**Spencer attended the following meetings:**

- Website meeting with Kaltsas, Horner and Bemmels
- City Council Workshop
- Election Canvass

**Grotting attended the following meetings:**

- City Council Workshop

- Election Canvass
- LMCC Meeting
- LMCC Meeting with Mediacom

**McCoy attended the following meetings:**

- City Council Workshop
- Election Canvass

**Betts attended the following meetings:**

**Johnson attended the following meetings:**

- Community Action Partnership Finance Committee Meeting
- MnDOT Meeting regarding 12 and 92 intersections
- Wright County Sheriff office swearing in ceremony
- Community Action Partnership Board Meeting
- City Council Workshop
- Orono Healthy Youth Expectations Breakfast
- Highway 12 Coalition Meeting
- Minnehaha Watershed Luncheon
- Met Council Land Use Advisory Committee Meeting
- Small Cities Council Conference Call
- Orono Healthy Youth Meeting
- Senior Community Services Meeting
- Northwest League of Municipalities Conference
- Veterans program at Delano
- Maple Plain VFW Veterans Program
- Election Canvass
- Orono School Board Meeting
- National League of Cities Convention

**Horner attended the following meetings:**

- Website meeting with Kaltsas, Spencer and Bemmels
- City Council Workshop
- Election Canvass

**Kaltsas attended the following meetings:**

- Urban Land Institute Meeting on Economic Outlook for the Region

7. Director Gary Kroells, West Hennepin Public Safety - Activity Report for the Month of October 2017.

❖ For a complete incident report please refer to the City Council Packet

8. PUBLIC COMMENT- A PUBLIC COMMENT RELATING TO WEAPONS MOUNTED CAMERA PROJECT FOR WEST HENNEPIN PUBLIC SAFETY.

Kroells stated WHPS is part of a pilot program for Veridian's weapon-mounted cameras. He said this is a new type of technology and becomes active when drawn from the holster instead of the typical



body mounted camera. Kroells said public comment is required as part of the state statute in order for WHPS to become part of the pilot program. To date no public comment has been received.

Hickock stated Veridian is very happy to partner with West Hennepin Public Safety. He noted another feature the weapon-located technology has is that it allows for an unobstructed view.

9. ORDINANCE NO. 2017-06 – ADOPTING SEASONAL PARKING RESTRICTIONS RELATING TO SNOW EVENTS.

Kaltsas said Independence does not currently have seasonal parking restrictions relating to on-street parking during snow events. Public Works and WHPS have discussed the possibility of establishing a parking restriction during snow fall events. The restriction would apply to public streets and would restrict parking between November 1 and April 15 and between the hours of 2:00 am and 8:00 am. The parking restriction would ensure that all public streets are free of parked vehicles during snow events to allow a clear plowing path.

**Motion by Johnson, second by Spencer to approve ORDINANCE NO. 2017-06 – Adopting Seasonal Parking Restrictions Relating to Snow Events. Ayes: Johnson, McCoy, Grotting, Spencer. Nays: None. Absent: Betts. MOTION DECLARED CARRIED.**

10. CONSIDERATION TO AUTHORIZE STAFF TO ENTER INTO A CONTRACT FOR WEB DESIGN SERVICES FOR THE PURPOSE OF DEVELOPING A NEW CITY WEBSITE.

Kaltsas said the City has spent a considerable amount of time researching and soliciting information pertaining to the possibility of updating the City's website. The current website has not been fully updated since its inception. The City would like to overhaul the majority of the content on the website and begin establishing a better digital platform and interface with our constituents. Before overhauling the content, the City wanted to understand what it would take to update the framework, functionality and aesthetics of the website. For these reasons, the City solicited quotations to update/rebuild the website from approximately six vendors.

There are many variables that play into the process of developing a new website. The quotations are therefore not completely comparable as apples to apples. The City has had several meetings and many discussions with several of the vendors to better understand the many variables and quotations provided. Based on all of the research conducted, meetings and quotations for services, the City ultimately believes that there is a local company that would provide the best option to the City.

The City currently pays approximately \$900 per year for website hosting to Gov Office. The City received quotations to upgrade the website that ranged from approximately \$8,000-\$20,000. Five Technology from Delano provided the City with a quotation to build a custom website for the City. The total cost for the services proposed is \$9,840.00 and would be payable in equal increments over the three-year contract period. The City would need to enter into a three-year contract for services with the chosen consultant. In addition to the cost for building the new website, the City would move hosting and management to Five Technologies. This cost would be approximately \$135 per month or \$1,620 per year. This cost is an increase compared with current hosting services, but provides the City with a local resource for hosting and management of the website.

Council discussed this issue at the most recent workshop and asked if the new website could accommodate an additional subpage(s) for West Hennepin Public Safety. This question was asked of the consultant and it was determined that the site would be able to accommodate the subpages and there would be nominal costs associated with the construction of this format. The City budgeted funds to update the website in this year's budget.

Spencer asked if there would be a domain name change. Kaltsas said he believes gov office offers us a forwarding URL.

**Motion by Spencer, second by Grotting authorize a contract for web design services for a new city website with Five Technologies. Ayes: Johnson, McCoy, Grotting, Spencer. Nays: None. Absent: Betts. MOTION DECLARED CARRIED.**

11. Consideration to Authorize the Purchase of a New City Vehicle to be Primarily Use for Building Inspections.

Kaltsas said the City has discussed the possibility of replacing the Building Official vehicle on several occasions. The City currently has an administrative- capital budget balance from this year's budget that would allow for the replacement of this vehicle. The City has looked at the possibility of purchasing a small SUV that would have good ground clearance as well as four wheel drive. The current vehicle could be sold with any proceeds used to offset the cost of the new vehicle purchase.

The City has received several prices for the purchase of a new 2017 Jeep Renegade 4x4. The State Bid price for this vehicle is a little higher than that which was provided by local dealers. The City has received several quotations for the Jeep with the lowest being \$20,018. The City has not received an official quotation for the trade in of the current 2010 Chevrolet Cobalt, but has used online valuations which value the vehicle between \$2,300-\$3,300. Based on the trade in value and the offset of taxes and title, the total cost of the purchase is estimated to not exceed \$20,000.

The funds for this purchase will be taken from the 2017 administrative capital budget. Council is being asked to consider approval of the purchase of a 2017 Jeep Renegade for a total purchase price "not to exceed" \$20,000.

**Motion by Spencer, second by McCoy authorize the purchase of a new city vehicle to be primarily used for Building Inspections. Ayes: Johnson, McCoy, Grotting, Spencer. Nays: None. Absent: Betts. MOTION DECLARED CARRIED.**

12. Open/Misc.

13. Adjourn.

**Motion by McCoy, second by Grotting to adjourn at 7:25 p.m. Ayes: Spencer, Johnson, Grotting, McCoy and Betts. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

Respectfully Submitted,

\_\_\_\_\_  
Trish Bemmels/ Recording Secretary



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**RESOLUTION NO. 17-1205-01**

**RESOLUTION DESIGNATING THE 2018 POLLING PLACE**

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires the governing body of each municipality to designate polling places within their city by December 31 each year.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, hereby designates the following polling place for elections conducted in the city in 2018:

Independence City Hall  
1920 County Road 90  
Independence, MN 55359

Passed and Adopted by the Council on this 5th day of December, 2017.

This resolution was adopted by the City Council of the City of Independence on this 19<sup>th</sup> day of September, 2017, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

ATTEST:

\_\_\_\_\_  
Marvin Johnson, Mayor

\_\_\_\_\_  
Mark Kaltsas, City Administrator

# City of Independence

## Adopt 2018 Final Budget and Tax Levy

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*To:* City Council  
*From:* Mark Kaltsas, City Administrator  
*Meeting Date:* December 5, 2017

***Request:***

The City has been working on the preparation of the 2018 budget and tax levy since July of this year. The budget has gone through several iterations over that period. The preliminary budget and tax levy were adopted in September 2017. Since that time, the City has continued to work on the budget. The City is proposing to reduce the overall tax rate from approximately 38.5% to 37.47%. Overall the City general fund levy increase is 7.43 percent, but the overall city-wide increase is \$179,427 or 6.67 percent. The additional revenue generated in this budget will be used to fund capital expenditures programed in the City's capital plan as well as to increase the City's cash reserve balance.

***Recommendation:***

City Council is being asked to consider approval of the 2018 General Fund Budget, General Tax Levy and Pioneer Sarah Creek Watershed Management Commission Levy.

*Attachments:* 2018 Budget Memo and Budget  
Resolution 17-1205-02 - approving the 2018 Budget  
Resolution 17-1205-03 – approving the 2018 General Tax Levy  
Resolution 17-1205-04 – approving the 2018 Pioneer Sarah Creek Watershed Management Commission

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## MEMO

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**TO:** CITY MANAGER/CITY ADMINISTRATOR  
**FROM:** AEM FINANCIAL SOLUTIONS, LLC  
**SUBJECT:** 2018 BUDGET POINTS MEMO  
**DATE:** 11/28/2017

### **Introduction**

Upon your request, we have summarized some of the key items for consideration in this years' budget memo to Council.

### **Budget Format**

The 2017 Budget included the Council approved priorities for each department. These will continue to be reviewed and updated as needed.

### **Key items in this year's budget**

- Overall City general fund levy increase is 7.43 percent but the overall city-wide increase is \$179,427 or 6.67 percent.
- The increase in the general fund is driven by the following factors:
  - Generally use a 3% inflation increase factor for all expenditures not specifically identified. This will continue to be reviewed as more activity is recorded in 2017.
  - Consulting Expense includes funding for comprehensive plan costs in 2018.
  - Created one line item for Community Event Contributions and reduced the budget to \$4,200 to bring in line with actual expenses incurred.
  - Funded \$18,760 of capital costs.
  - Funded \$60,000 in Public Works Capital for the purchase of a Tandam truck in 2020.
  - Funded \$48,950 in cash reserves.
  - Increased Part Time Administration position from 25 hours to 32 hours per week.
- The Pioneer/Sarah Watershed taxing district levy is \$64,010 or a .39% decrease over last year.

### **Claims declaration process modified**

Many cities are choosing to pay claims electronically and have to take extra steps to ensure the appropriate declaration statement is signed off on by vendors. Effective August 1, 2017, MN Statute 471.38 was amended to repeal the specific form of the declaration by a claimant (Minn. Stat. § 471.391, subd. 1) and provides that by making the claim, the person making it is declaring that it is just and correct and has not been paid.

### **Levy Limits**

At this time there are no levy limits for 2018.

## Notice of proposed ordinances

Chapter 77 (HF 1242\*/SF 1224) creates a new statute, Minn. Stat. § 415.19, to require a 10-day notice for most proposed ordinances. Interim ordinances are exempt from this notice requirement. At least 10 days before a city council schedules a final vote on a proposed ordinance or proposed amendment to an ordinance, it must:

- Provide email notification of the proposed ordinance or proposed amendment to an ordinance if the city has an electronic notification system that distributes general city information or notices via email.
- Post notice of a proposed ordinance or the proposed amendment to an ordinance in the same location as other public notices if a city does not have an electronic notification system.
- Update the city website with the language of the proposed ordinance or the proposed amendment to an ordinance if the city posts ordinances on its website. If ordinances are not posted on the city's website, the city does not have to comply with this provision.

If a city has an electronic notification system, the city must inform those who apply for a new business license or license renewal of these notification procedures at the time of the application. Failure to provide this notice does not invalidate an adopted or amended ordinance. A city may provide more notice than required by this new law if it has the ability to do so.

## PERA changes

There are no rate increases projected for 2018 at this time. Coordinated members of the general employees' retirement plan of PERA employer contributions will remain at 7.5% with the employee base contribution remaining at 6.5%. The Police & Fire Plan rates will remain 10.8% for the members and 16.2% for the employers.

## Taxation Notification Summary Chart for Taxes Payable 2018

Due date	EDA and City levy process
6/30/2017	The EDA/City must notify the County Auditor prior to July 1, 2017 of the intent to have an EDA levy. A letter must be sent stating that the EDA levy encompasses all contiguous parcels in the City of New Hope. The actual amount of the levy does not need to be stated, only the intent to levy.
9/30/2017 <sup>(1)</sup>	The EDA must pass a resolution authorizing the proposed 2018 EDA levy
9/30/2017 <sup>(1)</sup>	The City must pass a resolution and file with the County the exact amount of the proposed 2018 EDA levy. This due date is different from the filing date for the City proposed 2018 property tax levy. The due date of the City property tax levy is September 30, 2017.
9/30/2017	At one meeting, the City Council adopts the proposed property tax levy and announces the time and place of a future City Council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination. This public input meeting must occur after November 24, 2017 and must start at or after 6:00 PM. The time and place of the public input meeting must be included in the minutes but newspaper publication of the minutes is not required. This information must be filed with the County Auditor.
11/26/17 - 12/27/17	EDA must pass a resolution approving the 2018 EDA levy
11/26/17 - 12/27/17	City must pass a resolution approving the 2018 EDA levy
11/26/17 - 12/27/17	City Council must hold a meeting to discuss the budget and property tax levy and, before a final determination, all public input.
12/28/17	City must file the certificate of compliance (form TNT - 2017) with the Department of Revenue by December 28, 2017.

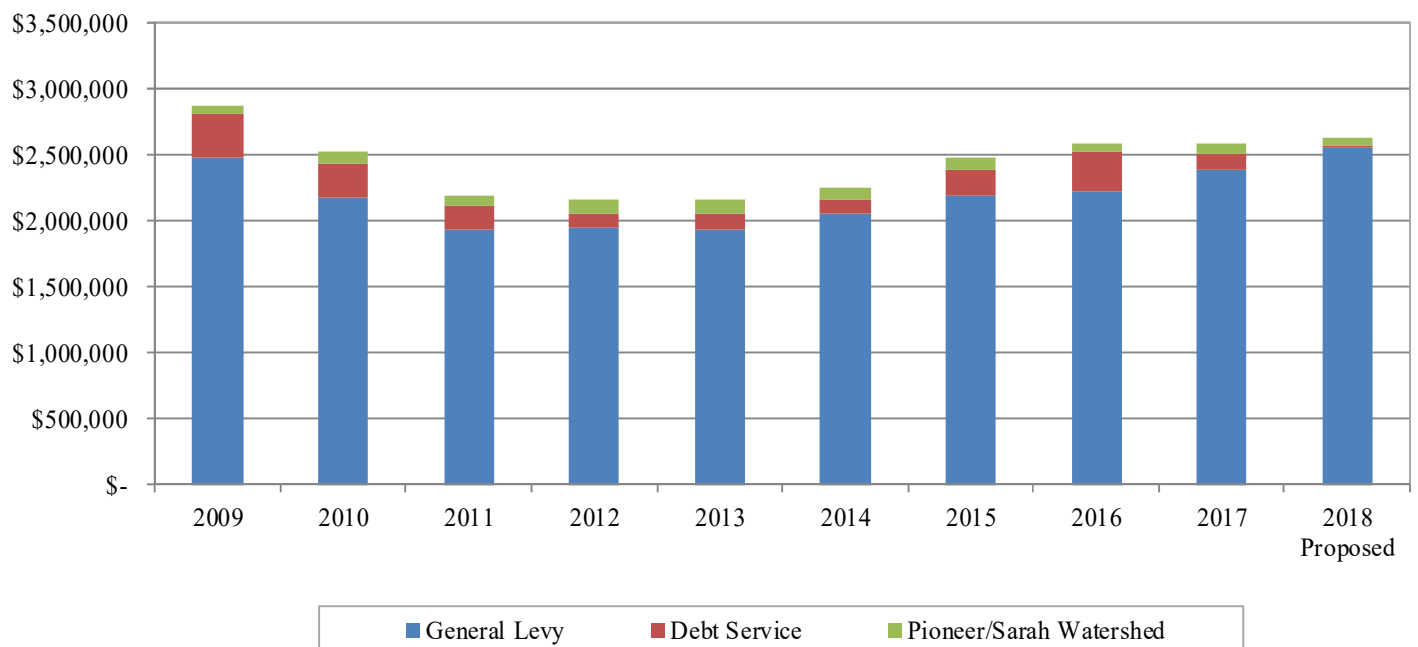
(1) Changes to the special district certification deadline have been approved by the Legislature in the Tax Bill.

## Tax Levy Summary

Overall, the tax levy includes levies for general operations, city infrastructure and debt services. The levy includes an overall 6.67 percent increase from 2017. The 2017 budgeted and 2018 tax levies are listed below:

	2017 Budget	2018 Final Budget	Increase (Decrease)	% Change
General	\$ 2,381,936	\$ 2,558,909	\$ 176,973	7.43%
Debt Service				
2006 GO Improvement Bonds	117,000	118,500	1,500	1.28%
2005 GO Improvement Bonds				
2007 GO Equipment Certificates				
2010 GO Improvement Bonds	13,652	12,296	(1,356)	-9.93%
2015 GO Tax Abatement Bonds	-	-	-	#DIV/0!
Total City Operating Levy	\$ 2,512,588	\$ 2,689,705	\$ 177,117	7.05%
Pioneer/Sarah Watershed Taxing District	\$ 66,200	\$ 64,010	\$ (2,190)	-3.31%

## Levy Summary 2009 to 2018 Projected



## Summary of the City's Tax Capacity

The past two years with comparison to the average percentage change for Hennepin County is listed below:

	2013 Pay 2014	2015 Pay 2016	2016 Pay 2017	Estimated 2017 Pay 2018	% Change	(county- wide)
Commercial	\$ 199,533	\$ 138,323	\$ 144,863	\$ 148,233	2.33%	6.47%
Industrial	164,681	208,491	161,155	232,138	44.05%	1.99%
Apartment	-	-	-	-	0.00%	13.69%
Residential	4,790,761	5,203,294	5,581,662	5,877,038	5.29%	7.53%
Farm	793,661	799,193	798,388	815,250	2.11%	38.00%
Other	-	-	-	-	0.00%	5.19%
Total	\$ 5,948,636	\$ 6,349,301	\$ 6,686,068	\$ 7,072,659	5.30%	7.41%

The current tax capacity and historical tax capacity rates are summarized below for Independence and three relatively comparable Hennepin County Cities. The major difference between Independence and the three comparable cities is the large commercial tax base.

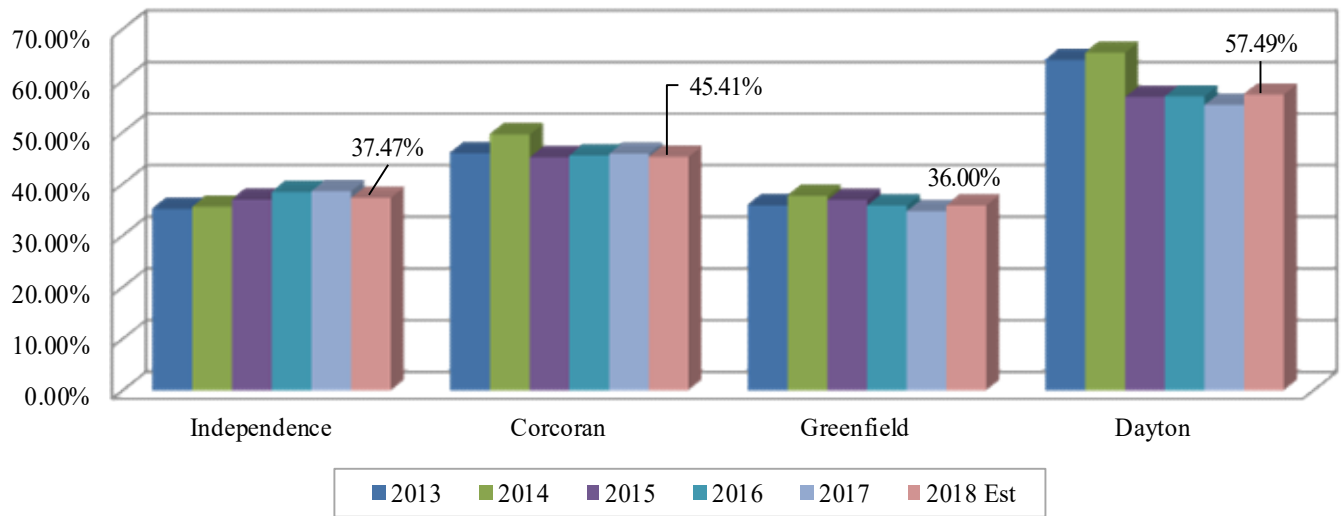
## Tax Capacity by Property Type - Estimated 2017 Pay 2018

City of Independence Tax Rate History Compared to other similar sized Hennepin County Cities:

	Independence	Corcoran	Greenfield	Dayton
Commercial	\$ 148,233	\$ 332,601	\$ 184,969	\$ 281,468
Industrial	232,138	404,522	345,051	1,407,702
Apartment	-	-	-	8,576
Residential	5,877,038	6,606,433	3,736,553	5,140,060
Farm	815,250	891,372	398,234	459,082
Other	-	75,625	-	89,150
Total	\$ 7,072,659	\$ 8,310,553	\$ 4,664,807	\$ 7,386,038

## Tax Capacity Rates - 2013 - 2017 and 2018 est





## Staffing

Data related to the number of full time equivalent positions is noted below:

Summary of FTES by Department	2015	2016	2017	2018
City Council	5.00	5.00	5.00	5.00
Adminstration	1.30	1.30	1.45	1.45
Streets	2.60	2.20	2.75	2.75
Building Inspection	0.75	0.86	0.86	0.86
Subtotal General Fund	9.65	9.36	10.05	10.05
Sewer	0.96	1.07	1.55	1.55
Total	10.61	10.43	11.60	11.60

## General Fund Budget Summary

### 2018 General Fund Summary Budget

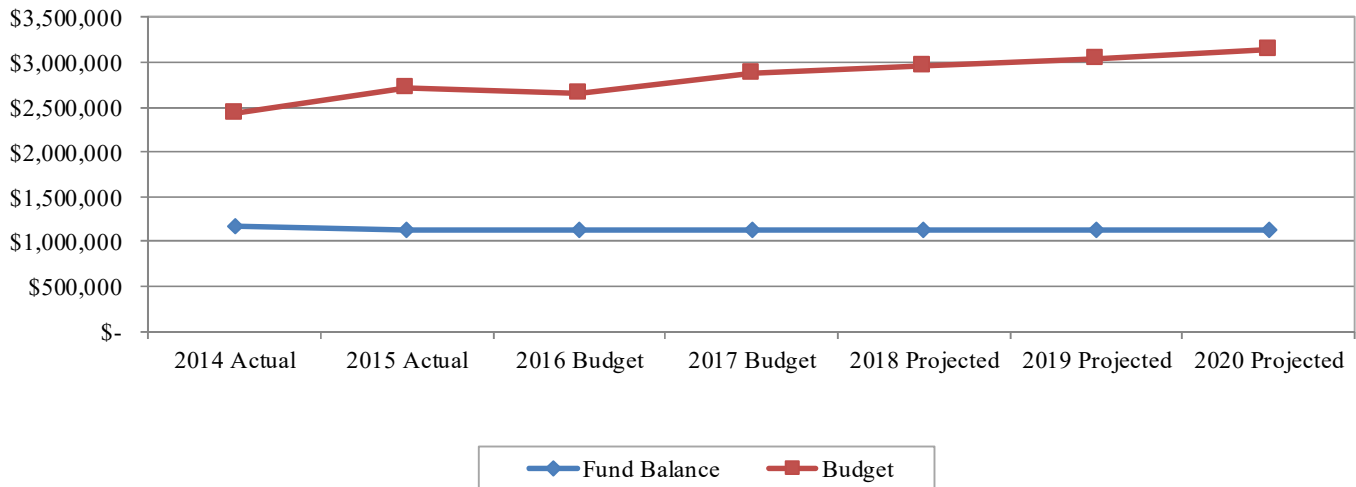
	Budget		Increase/ (Decrease)	Percent Change
	2017	2018		
<b>REVENUES</b>				
Taxes	\$ 2,381,936	\$ 2,558,909	\$ 176,973	7.43%
Licenses and permits	152,880	160,810	7,930	5.19%
Intergovernmental	14,500	54,216	39,716	273.90%
Charges for services	38,770	39,930	1,160	2.99%
Fines and forfeitures	46,350	47,740	1,390	3.00%
Interest on investments	5,360	5,520	160	2.99%
Miscellaneous	15,570	6,440	(9,130)	-58.64%
Transfers in	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 2,655,366</b>	<b>\$ 2,873,565</b>	<b>\$ 218,199</b>	<b>8.22%</b>
	Budget		Increase/ (Decrease)	Percent Change
	2017	2018		
<b>EXPENDITURES</b>				
Mayor and City Council	\$ 19,510	\$ 24,802	\$ 5,292	27.13%
Financial administration	368,660	404,298	35,638	9.67%
Election	3,230	3,330	100	3.10%
Planning and zoning	29,194	30,251	1,057	3.62%
Water resource	8,270	8,520	250	3.02%
General government buildings	29,370	36,407	7,037	23.96%
Legal services	35,550	42,390	6,840	19.24%
Police	1,092,063	1,121,700	29,637	2.71%
Fire	333,035	358,649	25,614	7.69%
Building inspection	101,770	104,100	2,330	2.29%
Animal control	-	-	-	0.00%
Streets	506,970	588,118	81,148	16.01%
Street lighting	2,750	2,830	80	2.91%
Recycling	50,000	51,500	1,500	3.00%
Parks	20,630	18,960	(1,670)	-8.10%
Capital outlay - General government	46,944	21,120	(25,824)	-55.01%
Capital outlay - public safety	420	430	10	2.38%
Capital outlay - public works	7,000	7,210	210	3.00%
Transfer out	-	48,950	48,950	0.00%
<b>TOTAL EXPENDITURES</b>	<b>2,655,366</b>	<b>2,873,565</b>	<b>218,199</b>	<b>8.22%</b>
<b>Excess (Deficient) Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>OTHER FINANCING SOURCES</b>				
Sale of capital assets	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Change</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



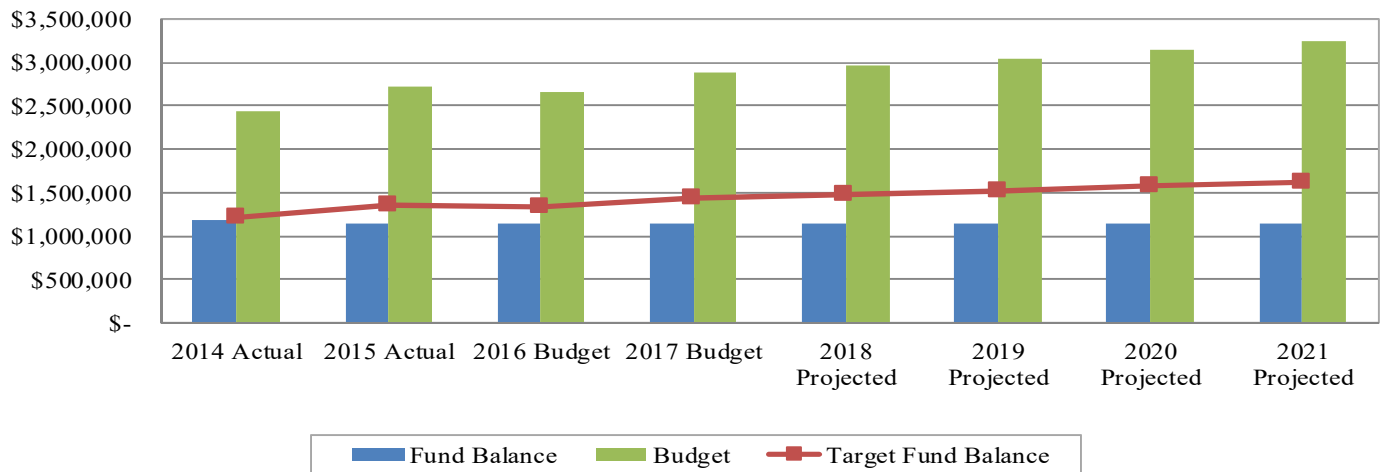
## General Fund Balance

The City has built a healthy fund balance which can contribute to a positive bond rating and mitigates the potential for needing short term borrowing. It will be important to continue to maintain reserve levels at 40 to 50 percent. A summary of the general fund balance history and 2018 budget is as follows. It should be noted that the future projections assume a 3% increase in expenses and a breakeven budget which results in the City eroding reserves levels when viewed as a percent of expenditures.

Year	Fund Balance December 31	General Fund Budget	Percent of Fund Balance to Budget
2014 Actual	\$ 1,178,889	\$ 2,441,403	48.3%
2015 Actual	1,136,763	2,725,126	41.7%
2016 Budget	1,136,763	2,655,366	42.8%
2017 Budget	1,136,763	2,873,565	39.6%
2018 Projected	1,136,763	2,959,772	38.4%
2019 Projected	1,136,763	3,048,565	37.3%
2020 Projected	1,136,763	3,140,022	36.2%
2021 Projected	1,136,763	3,234,223	35.1%



**General Fund Balance as a Percent of Expenditures**



## Capital Planning

### Public Works Equipment Fund

City Staff has reviewed the existing capital needs of the department and determined the following represent anticipated expenditures over the next four years.

CITY OF INDEPENDENCE, MINNESOTA  
CAPITAL IMPROVEMENT PLAN - PUBLIC WORKS EQUIPMENT FUND 803  
SCHEDULE OF PLANNED CAPITAL OUTLAY 2017 TO 2020

Department	Year Purchased	to Replac	Item	Cost	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Public works		2019	Hot Mix Patching Roll-off	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -
Public works		2014	Road Side Mower (Replacement	10,772	-	-	-	-
Public works		2015	Road Packer	-	-	-	-	-
Public works	1999	2016	Tractor & Loader	80,000	-	-	-	-
Public works		2020	Tandem	275,000	-	-	-	275,000
Public works		2014	Tanks for Tandem	4,422	-	-	-	-
Public works	2002	2017	Shop Sweeper	6,000	6,000	-	-	-
Public works	1991	2015	Trailer	-	-	-	-	-
Public works		2015	Crack Sealer (done jointly)	-	-	-	-	-
Public works	2012	2018	S-10 Pickup	20,000	-	20,000	-	-
Public works	2017	0	Lawn Mower	30,000	-	-	-	-
Public works	2002	2021	Grader	10,000	-	-	-	-
Public works	1995	2023	Generator	30,000	-	-	-	-
Public works	2007	2022	Pay Loader	150,000	-	-	-	-
					\$ 6,000	\$ 20,000	\$ 12,000	\$ 275,000

### Administrative Fund

City Staff has reviewed the existing capital needs for improvements to City Hall and determined the following represent the anticipated expenditures over the next four years.

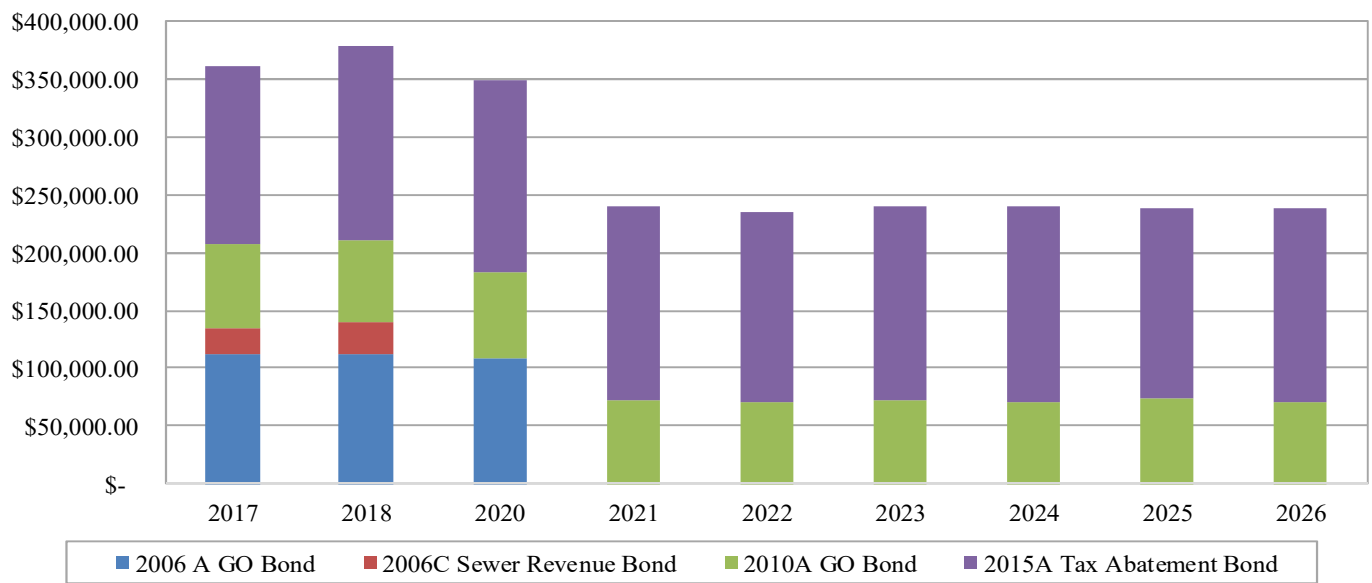
CITY OF INDEPENDENCE, MINNESOTA  
CAPITAL IMPROVEMENT PLAN - ADMINISTRATIVE FUND 804  
SCHEDULE OF PLANNED CAPITAL OUTLAY 2017 TO 2020

Department	Year	Item	Cost	2013 Actual Amounts	2014 Actual Amounts	2015 Actual Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
General government	2014	City Hall Addition - Council Chambers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General government	2020	Office Equipment - Furnishing	5,000	-	-	-	-	-	-	-	5,000 *
General government	2020	Paint Exterior	27,500	-	-	-	-	-	-	-	27,500 *
General government	2025	Refurbish Sole House	10,000	-	-	-	-	-	-	-	-
General government	2016	City Hall Parking Lot (paid by 2015 bond)	67,000	-	-	-	-	-	-	-	-
General government	2020	City Hall Carpet	20,000	-	-	-	-	-	-	-	20,000 *
General government	2020	Air Conditioner	10,000	-	-	-	-	-	-	-	32,500 *
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000

\* Anticipated to be included in the City Hall Improvement Bond in 2020 to replace the 2006A Bond

### Debt Schedule

Fund	Maturity Date	Total Remaining	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
309 2006A GO Capital Improvement Bonds	12/1/2020	Principal	410,000	95,000	100,000	110,000	105,000					
309 2006A GO Capital Improvement Bonds	12/1/2020	Interest	41,800	16,400	12,600	8,600	4,200					
		Total	451,800	111,400	112,600	118,600	109,200	-	-	-	-	-
602 2006C GO Sewer Revenue Bond	2/1/2019	Principal	70,000	20,000	25,000	25,000						
602 2006C GO Sewer Revenue Bond	2/1/2019	Interest	4,935	2,685	1,688	563						
		Total	74,935	22,685	26,688	25,563	-	-	-	-	-	-
602 2010A GO Improvement	2/1/2026	Principal	615,000	55,000	55,000	55,000	60,000	60,000	60,000	65,000	65,000	70,000
602 2010A GO Improvement	2/1/2026	Interest	103,156	17,806	16,514	15,111	13,530	11,775	9,915	7,929	5,816	3,570
		Total	718,156	72,806	71,514	70,111	73,530	71,775	69,915	72,929	70,816	73,570
314 2015A GO Tax Abatement Bond	2/1/2026	Principal	1,495,000	125,000	140,000	145,000	145,000	150,000	150,000	155,000	160,000	165,000
314 2015A GO Tax Abatement Bond	2/1/2026	Interest	165,869	29,863	27,213	24,363	21,463	18,513	15,513	12,463	9,113	5,513
		Total	1,690,426	154,863	167,213	169,363	166,463	168,513	165,513	167,463	169,113	165,513





## Pioneer/Sarah Watershed Summary

		Budget			Increase	% Change
		2016	2017	2018		
200-31010-000	AD VALOREM TAXES	\$ 61,290	\$ 63,130	\$ 60,850	\$ (2,280)	-3.61%
200-31020-000	WATER RESOURCE REIMB. DEV.	-	-	-	-	
200-31040-000	FISCAL DISPARITIES	2,980	3,070	3,160	90	2.93%
200-34103-000	LAND USE APPLICATION	-	-	-	-	
200-34108-000	ADMINISTRATIVE CHARGES/REIMBUR	-	-	-	-	
200-36210-000	INTEREST EARNINGS	-	-	-	-	
200-36230-000	MISC.CONTRIBUTIONS/DONATIONS	-	-	-	-	
200-36261-000	EVENT REVENUES	-	-	-	-	
Total Revenues		64,270	66,200	64,010	(2,190)	-3.31%
200-41920-303	ENGINEERING	-	-	-		
200-41920-310	PIONEER-SARAH WATERSHED COMM.	50,110	51,620	49,000	(2,620)	-5.08%
200-41920-320	WATER RESOURCE STAFF	2,060	2,120	2,180	60	2.83%
200-41920-330	OTHER CONSULTING FEES	1,030	1,060	1,090	30	2.83%
200-41920-350	PRINTING&PUBLICATIONS-(LEGALS)	770	790	810	20	2.53%
200-41920-433	MISC. DUES/FFES	-	-	-	-	
200-41920-540	CAPITAL OUTLAY (MTG GRANT FND)	-	-	-	-	
200-41920-570	CAPITAL OUTLAY (PROJECT COST)	10,300	10,610	10,930	320	3.02%
Total		64,270	66,200	64,010	(2,190)	-3.31%
Change in Fund Balance		\$ -	\$ -	\$ -	\$ -	

Line item detail can be found on the following pages.

**City of Independence**  
**2018 Budget**

Account	Description	Final			November	Budget		Comments/ % Change
		2014	2015	2016	2017	2017	2018	
Taxes								
100-31010-000	AD VALOREM TAXES	\$1,905,613	\$2,105,357	\$2,131,543	\$ 1,175,577	\$2,301,996	\$2,466,755	
100-31030-000	BONDS & INTEREST	5,371	2,717	2,296	-	-	-	
100-31040-000	FISCAL DISPARITIES	69,162	75,126	77,821	42,239	79,940	92,154	
Total		1,980,146	2,183,200	2,211,660	1,217,815	2,381,936	2,558,909	7.43%
Licenses and permits								
100-32100-000	BUSINESS LICENSES	11,210	12,650	17,400	17,200	12,850	13,240	
100-32210-000	BUILDING PERMIT	152,172	104,554	155,824	182,323	137,860	142,000	
100-32240-000	ANIMAL LICENSES	199	570	500	755	550	570	
100-32250-000	MISC. LICENSES & PERMITS	3,251	5,633	7,415	3,460	1,620	5,000	to bring in line with past actuals
Total		166,832	123,407	181,139	203,738	152,880	160,810	5.19%
Intergovernmental								
100-33610-000	CTY. GRANTS & AID (STREETS)	14,937	-	-	14,712	14,500	14,500	
100-33620-000	COUNTY GRANTS & AID (OTHER	11,309	-	21,081	11,456	-	-	
100-33630-000	C.D.B.G./MISC. CREDIT	-	-	-	-	-	-	
100-33400-000	STATE GRANT	48,153	61,183	962	19,858	-	39,716	2017 & 2018
100-33401-000	LOCAL GOVERNMENT AID	-	23,683	24,130	8,737	-	-	
100-33402-000	PROPERTY TAX CREDITS (HACA	11,241	-	-	-	-	-	
100-33403-000	MISC. TAX CREDITS	2,800	-	139	-	-	-	
Total		88,440	84,866	46,311	54,763	14,500	54,216	273.90%
Charges for services								
100-34103-000	ZONING/SUBDIVISION FEE	42,255	17,906	(14,119)	6,750	18,000	18,540	move developer
100-34104-000	WATER RESOURCE FEES	7,943	1,220	-	100	-	-	
100-34105-000	SALE-MAPS,PUBLICATION,COPIE	-	117	20	241	100	100	
100-34107-000	ASSESSMENT SEARCH FEES	250	903	25	-	150	150	
100-34108-000	ADMINISTRATIVE CHARGES/REI	18,120	30,252	42,941	17,428	5,360	5,520	
100-34305-000	PUBLIC WORKS REIMBURSEMENT	7,172	14,995	1,170	630	550	570	
100-34306-000	BUILDING INSPECTIONS REIMBU	2,169	139	-	395	1,070	1,100	
100-34307-000	PLANNING/ZONING REIMB. DEV	19,896	15,048	6,338	8,750	10,300	10,610	
100-34308-000	LEGAL FEE/ REIMB. DEV.	(524)	194	-	-	550	570	
100-34309-000	ENG. FEE/ REIMB. DEV.	3,261	-	-	-	2,690	2,770	
100-36242-000	PARK RENTAL FEE	-	1,200	900	500	-	-	
100-34310-000	MINNEHAHA WATERSHED REIM	-	-	-	-	-	-	
Total		100,541	81,974	37,275	34,795	38,770	39,930	2.99%
Fines and forfeitures								
100-35000-000	COURT FINES/DOG IMPOUNDING	49,188	49,517	54,637	38,238	46,350	47,740	reflects past actual
Total		49,188	49,517	54,637	38,238	46,350	47,740	3.00%
Special Assessments								
100-36101-000	SPECIAL ASSESS/INT (CTY. PYM	-	-	2,748	-	-	-	
Total		-	-	2,748	-	-	-	0.00%
Interest on investments								
100-36210-000	INTEREST EARNINGS	2,217	2,884	5,429	6,348	5,360	5,520	
Total		2,217	2,884	5,429	6,348	5,360	5,520	2.99%
Miscellaneous								
100-36220-000	INSURANCE PREMIUM REFUND	5,219	5,733	6,618	266	3,760	3,870	
100-36230-000	MISC. CONTRIB./REFUND	89	109	677	2,150	550	570	
100-36240-000	COMMUNITY CENTER REVENUE	5,550	6,435	2,055	1,350	3,210	2,000	
100-36250-000	SALES TAX (COLLECTED)	-	0	(47)	-	-	-	
100-36260-000	FESTIVAL REVENUES	-	150	-	-	5,360	-	No Fesitvals Clean up day - move to directly offset expenses
100-36261-000	EVENT REVENUES	38	7,097	4,314	-	2,690	-	
100-39102-000	COMPENSATION FOR LOSS OF G	-	-	-	-	-	-	
Total		10,896	19,525	13,616	3,766	15,570	6,440	-58.64%

**City of Independence  
2018 Budget**

		Final		November		Budget		Comments/
Account	Description	2014	2015	2016	2017	2017	2018	% Change
Transfers								
100-39200-000	Transfer in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		-	-	-	-	-	-	0.00%
Total		2,398,260	2,545,373	2,552,815	1,559,464	2,655,366	2,873,565	8.22%
Mayor and council								
100-41000-102	MAYOR'S SALARY	3,000	3,000	3,000	2,250	3,000	3,000	
100-41000-103	COUNCIL SALARIES	7,200	7,200	7,650	5,400	7,200	7,200	
100-41000-122	FICA(6.2) MEDICARE (1.45)	780	780	780	585	780	780	
100-41000-321	COMMUNICATIONS	-	-	3,000	-	-	-	
100-41000-331	CONFERENCE & TRAVEL	6,387	9,622	7,034	5,391	5,840	11,020	
100-41000-360	INSURANCE	798	919	939	1,080	870	922	
100-41000-405	MISCELLANEOUS	106	-	134	60	220	230	
100-41000-433	DUES & SUBSCRIPTIONS	1,539	550	1,059	1,059	1,600	1,650	
Total		19,810	22,071	23,596	15,825	19,510	24,802	27.13%
Election								
100-41400-103	ELECTION OFFICIAL'S WAGES (P	2,820	1,410	3,475	885	1,500	1,550	
100-41400-210	OPERATING SUPPLIES/MTN EQU	995	694	1,199	-	700	720	
100-41400-350	BALLOT PRINTING	-	390	69	730	-	-	
100-41400-405	MISCELLANEOUS	1,219	1,066	1,415	-	1,030	1,060	
Total		5,034	3,561	6,158	1,615	3,230	3,330	3.10%
Financial administration								
100-41500-101	WAGES (FULL-TIME)	169,918	109,728	40,973	34,934	38,060	40,000	
100-41500-102	WAGES (PART-TIME)	-	-	25,052	22,034	25,370	34,130	
100-41500-103	WAGES (TEMPORARY HELP)	-	-	-	-	-	-	
100-41500-121	PERA	12,285	7,374	5,526	4,238	4,760	5,560	
100-41500-122	FICA/MEDICARE	11,651	7,957	6,372	4,323	4,850	5,670	
100-41500-131	CITY PAID BENEFIT ALLOWANC	33,536	24,391	6,313	10,231	13,290	23,920	
100-41500-133	COBRA EMPLOYEE INSURANCE	-	(690)	-	-	-	-	
100-41500-200	OFFICE SUPPLIES	3,049	6,146	3,950	3,931	4,240	4,370	
100-41500-301	AUDITING FEES	22,505	12,500	28,430	10,090	12,880	12,000	Audit fee actuals -
100-41500-305	CPA FEES	24,877	56,652	58,356	68,188	60,100	64,000	\$9500
100-41500-310	OTHER CONSULTING EXPENSE	12,702	52,658	55,390	58,253	98,990	101,960	2018
100-41500-315	ASSESSOR'S FEE	50,518	52,000	57,654	60,000	60,000	61,800	includes comp plan
100-41500-321	COMMUNICATIONS	4,305	3,961	4,675	3,322	3,720	3,830	
100-41500-322	POSTAGE	1,427	40	286	824	1,600	1,650	
100-41500-330	TRANSPORTATION	51	-	-	-	-	-	
100-41500-331	TRAVEL & CONFERENCE EXPEN	6,882	1,695	666	972	1,550	1,600	
100-41500-350	PRINTING&PUBLICATIONS-(LEG	10,604	11,744	12,613	8,294	9,550	13,000	Bring in line with
100-41500-360	INSURANCE	6,564	7,709	9,418	7,302	7,640	8,098	past actuals
100-41500-404	MAINT.&REPAIR EQUIP.(CONTR.	3,310	5,666	1,273	2,533	4,120	4,240	
100-41500-405	MISCELLANEOUS	1,261	839	1,340	1,213	1,060	1,090	
100-41500-433	DUES & SUBSCRIPTIONS	7,386	6,051	10,128	6,210	6,050	6,230	
100-41500-602	LEASE/PURCHASE (COPIER)	6,450	7,936	9,041	5,752	8,490	8,740	
100-49000-720	TRANSFERS OUT	-	-	-	-	-	-	
100-49000-800	CONTINGENCY	-	-	-	-	-	-	
100-49240-375	CLAIM DEDUCTIBLE	-	2,500	-	-	540	560	
100-49240-620	AGENCY FEES	1,700	1,700	1,700	1,700	1,800	1,850	
100-49300-720	TRANSFER OUT	-	-	-	-	-	48,950	
Total		390,981	378,556	339,155	314,344	368,660	453,248	22.94%
Capital outlay - General government								
100-41500-560	CAPITAL OUTLAY (OFFICE EQUI	871	1,939	-	-	540	560	
100-41500-570	CAPITAL OUTLAY (COMPUTER E	4,490	500	950	-	540	560	
100-41940-510	C.O. (LAND AND BUILDING - 804)	1,738	7,404	1,662	10,980	45,864	20,000	
Total		7,099	9,843	2,612	10,980	46,944	21,120	-55.01%

**City of Independence**  
**2018 Budget**

Account	Description	Final		November		Budget		Comments/ % Change	
		2014	2015	2016	2017	2017	2018		
Legal services									
100-41600-304	CIVIL, LEGAL (K&G)	\$ 16,455	\$ 36,966	\$ 41,781	\$ 34,234	\$ 15,910	\$ 16,390	past actuals	
100-41600-306	PROSECUTION (C&C)	18,775	22,433	23,795	14,188	19,100	\$ 24,500		
100-41600-312	CODIFICATION OF ORDINANCES	56	-	-	-	540	1,500		
100-41600-405	MISC.	-	1,870	-	0	-	-		
Total		35,286	61,269	65,576	48,423	35,550	42,390	19.24%	
Planning and zoning									
100-41900-301	PLANNER CONTRACT FEE	34,460	22,288	25,590	15,456	23,184	23,880		
100-41900-310	OTHER CONSULTANT FEES	-	-	-	-	-	-		
100-41900-360	INSURANCE	5,426	5,753	5,538	5,498	6,010	6,371		
100-41900-405	MISC.	163	-	-	-	-	-		
Total		40,049	28,041	31,128	20,954	29,194	30,251	3.62%	
Water resource									
100-41920-311	OTHER CONSULTING FEES (MC)	1,430	654	-	-	1,060	1,090		
100-41920-330	TRANSPORTATION	672	-	-	-	-	-		
100-41920-320	WATER RESOURCE STAFF	6,057	9,261	6,802	1,446	7,210	7,430		
100-41920-331	OTHER CONSULTING FEES (PS)	-	-	114	-	-	-		
Total		8,159	9,915	6,916	1,446	8,270	8,520	3.02%	
General Government Buildings									
100-41940-321	COMMUNCIATIONS	1,788	1,334	7,167	11,105	1,060	8,300	Bring in line with past actuals	
100-41940-350	ADVERTISING (COMM. CENTER)	1,253	1,705	25	-	-	-		
100-41940-360	INSURANCE	2,085	2,366	2,111	2,253	2,290	2,427		
100-41940-380	UTILITIES (NSP,GAS,LINEN)	10,745	18,134	8,435	5,010	12,730	12,000		
100-41940-384	GARBAGE PICK-UP	964	1,060	1,026	1,029	1,160	1,190		
100-41940-401	MAINT.&REPAIR BLD	12,770	12,886	13,644	8,977	11,460	11,800		
100-41940-402	MUSEUM	140	137	-	-	150	150		
100-41940-403	GROUND MAINTENANCE	60	-	149	-	520	540		
100-41940-404	SNOW REMOVAL	-	-	-	-	-	-		
100-41940-405	MISCELLANEOUS	535	1,388	3,435	4,256	-	-		
Total		30,340	39,010	35,991	32,630	29,370	36,407		23.96%
Police									
100-42400-301	AUDITING FEES	1,424	(175)	-	-	-	-		
100-42000-405	MISCELLANEOUS	775	1,967	-	1,121	1,160	1,190		
100-42000-440	CONTRACT	888,994	965,033	1,132,960	886,622	1,089,303	1,118,860		
100-42000-441	ROOM & BOARD	-	-	-	-	-	-		
100-42000-442	PRISONER BOOKING	3,743	1,529	2,916	(309)	1,600	1,650		
100-42000-461	BUILDING CODE SURCHARGE	4,945	2,365	-	2,518	-	-		
Total		899,881	970,719	1,135,875	889,952	1,092,063	1,121,700	2.71%	
Fire									
100-42000-450	FIRE PROTECTION	309,400	313,968	331,359	317,524	333,035	358,649	7.69%	
Total		309,400	313,968	331,359	317,524	333,035	358,649		
Animal control									
100-42000-470	ANIMAL CONTROL	-	-	-	-	-	-	0.00%	
Total		-	-	-	-	-	-		

**City of Independence  
2018 Budget**

		Final		November		Budget		Comments/	
Account	Description	2014	2015	2016	2017	2017	2018	% Change	
Building Inspection									
100-42400-101	WAGES (FULL-TIME)	\$ 61,018	\$ 69,210	\$ 74,283	\$ 64,661	\$ 69,220	\$ 70,580	reallocation from sewer	
100-42400-103	WAGES- (TEMP HELP)	1,149	335	151	443	420	430		
100-42400-121	PERA	4,433	5,120	4,656	4,797	5,190	5,290		
100-42400-122	FICA/MEDICARE	4,677	5,222	6,370	4,722	5,290	5,400		
100-42400-131	CITY PAID BENEFIT ALLOWANC	11,387	13,541	8,416	14,794	14,370	14,800		
100-42400-200	OFFICE SUPPLIES	337	635	258	941	270	280		
100-42400-212	VEHICLE OPER.SUPPLIES(FUEL,I	898	600	631	464	470	480		
100-42400-310	OTHER CONSULTING EXPENSE	200	701	-	100	150	150		
100-42400-321	COMMUNICATIONS	2,188	1,847	2,084	1,376	1,600	1,650		
100-42400-331	CONFERENCE & TRAVEL	751	1,757	955	265	1,000	1,030		
100-42400-360	INSURANCE	3,120	3,711	3,369	3,136	3,500	3,710		
100-42400-405	MISCELLANEOUS	-	61	-	-	-	-		
100-42400-433	DUES & SUBSCRIPTIONS	110	95	95	644	290	300		
Total		90,268	102,836	101,268	96,342	101,770	104,100		2.29%
Capital Outlay - Public safety									
100-42400-570	CAPITAL OUTLAY ( EQUIP PURC	2,368	400	-	1,297	420	430		
100-42000-570	C. O.	1,240	-	-	-	-	-		
Total		3,608	400	-	1,297	420	430		2.38%
Streets									
100-43100-101	WAGES (FULL-TIME)	150,772	148,622	160,279	138,028	145,790	154,390	Signs being replaced to bring into compliance	
100-43100-103	WAGES (TEMP HELP)	1,215	-	204	-	-	-		
100-43100-121	PERA	10,816	11,100	11,896	10,264	10,930	9,390		
100-43100-122	FICA/MEDICARE	11,241	11,194	13,690	10,438	11,150	9,570		
100-43100-131	CITY PAID BENEFIT ALLOWANC	34,203	23,615	24,951	25,122	33,270	33,490		
100-43100-210	OPERATING SUPPLIES	378	397	95	240	640	660		
100-43100-212	VEHICLE OPER.SUPPLIES(FUEL,I	29,208	15,734	14,102	10,009	22,500	23,180		
100-43100-217	SIGNS	1,883	3,720	6,082	4,855	4,000	6,000		
100-43100-218	UNIFORMS	568	1,623	2,648	2,108	1,650	1,700		
100-43100-219	CULVERTS	881	3,051	-	4,402	3,500	5,000		
100-43100-220	MAINT.&REPAIR SUPPLIES (EQU	27,870	22,124	23,414	12,567	21,630	23,000		
100-43100-223	MAINT.& REPAIR SUPPLIES(BLD	6,087	4,506	4,746	3,232	4,640	4,780		
100-43100-224	ROAD MANT>MATERIALS (ON-G	-	32,322	66,680	106,591	66,000	67,980		
100-43100-225	RD.UPGRADING MAT.(CAP.IMPR	-	-	-	-	-	-		
100-43100-226	BLACKTOP MATERIAL	-	31,093	12,937	51,797	41,200	42,440		
100-43100-227	EQUIPMENT CONTRACT HIRE	-	433	359	560	1,000	1,030		
100-43100-240	SMALL TOOLS & MINOR EQUIPM	-	-	203	-	320	330		
100-43100-301	AUDITING FEES	3,560	(700)	-	-	-	-		
100-43100-303	ENGINEERING	8,345	2,068	1,570	3,730	4,240	4,370		
100-43100-310	OTHER CONSULTING EXPENSE	1,001	798	-	-	-	-		
100-43100-321	COMMUNICATIONS (PHONE,E-M	4,415	2,833	5,558	4,388	4,120	4,240		
100-43100-331	TRAVEL,CONF.,EDUC.EXPENSE	170	500	1,785	485	1,030	1,060		
100-43100-350	PRINTING & PUBLICATIONS	859	184	687	981	320	330		
100-43100-360	INSURANCE	14,130	15,349	14,342	11,512	16,960	14,798		
100-43100-380	UTILITIES	10,585	6,614	11,539	7,001	9,550	9,840		
100-43100-384	GARBAGE PICK-UP	583	482	280	26	470	480		
100-43100-402	WEED CONTROL	-	-	-	-	-	-		
100-43100-403	BRUSH & TREE REMOVAL	369	-	3,500	700	3,000	8,000		
100-43100-405	MISCELLANEOUS	370	-	1,206	-	-	-		
100-43100-408	DUST CONTROL	-	59,348	64,036	61,200	66,950	68,960		
100-43100-413	SALES/FUEL TAX & LICENSE	461	372	284	10	500	520		
100-43100-415	EQUIPMENT RENTAL	450	-	-	-	540	560		
100-43100-720	TRANSFER OUT	-	-	100,000	-	-	60,000		
100-43100-407	SNOW REMOVAL-MATERIALS	30,158	19,873	20,795	16,364	26,520	27,320		
100-43100-420	GOPHER STATE ONE-CALL	2,132	1,651	1,915	1,315	1,850	1,910		
100-43100-430	SAFETY PROGRAM (AWAIR, ETC	1,800	3,600	1,207	1,800	1,850	1,910		
100-43100-433	MEMBERSHIP DUES	417	696	687	102	600	620		
100-43200-405	MISCELLANEOUS	-	-	-	230	250	260		
Total		354,927	423,202	571,676	490,056	506,970	588,118	16.01%	

**City of Independence  
2018 Budget**

Account	Description	Final		November		Budget		Comments/ % Change
		2014	2015	2016	2017	2017	2018	
<b>Street lighting</b>								
100-43100-381	STREET LIGHTING	\$ 2,378	\$ 2,509	\$ 3,926	\$ 2,895	\$ 2,750	\$ 2,830	
Total		2,378	2,509	3,926	2,895	2,750	2,830	2.91%
<b>Capital outlay - Public works</b>								
100-43100-550	C.O. (ROAD IMPROV. - 802)	174,414	-	-	-	-	-	
100-43100-560	CAPITAL OUTLAY (OFFICE EQUI	1,677	638	-	-	-	-	
100-43100-570	C O. (EQUIP. PURCH. -803)	691	-	-	-	7,000	7,210	
100-43100-580	C. O. (PUBLIC WORKS BLD. -801)	-	-	-	-	-	-	
Total		176,782	638	-	-	7,000	7,210	3.00%
<b>Recycling</b>								
100-43200-410	RECYCLING EXPENSES	45,227	51,411	52,983	40,742	50,000	51,500	
100-43200-411	CLEAN-UP DAY	-	-	-	905	-	-	
Total		45,227	51,411	52,983	41,647	50,000	51,500	3.00%
<b>Park</b>								
								City contribution to Orono Community Center/WeCAN/Del ano Sr. Center
100-45100-120	PARTICIPATE RECREATION	7,948	3,921	4,011	6,158	6,900	4,200	
100-45100-405	MISCELLANEOUS	-	-	-	-	-	-	
100-45200-402	YOUTH GROUPS	600	600	600	-	640	660	
100-45300-210	SUPPLIES & MATERIALS	161	-	64	-	1,060	1,090	
100-45300-220	REPAIRS & MAINTENANCE (MOV	5,299	4,767	6,383	6,902	5,840	6,020	
100-45300-230	EQUIPMENT PURCHASES	-	-	1,114	-	540	560	
100-45300-310	OTHER CONSULTING EXPENSE	-	-	-	-	540	560	
100-45300-331	CONFERENCE & TRAVEL	-	-	-	-	-	-	
100-45300-350	PRINTING&PUBLICATIONS-(LEG	-	-	83	-	-	-	
100-45300-361	INSURANCE	1,589	3,440	2,740	2,955	1,750	4,980	
100-45300-380	UTILITIES/WASTE REMOVAL	420	326	1,911	-	640	660	Park lighting
100-45300-405	MISCELLANEOUS	-	152	-	-	220	230	
100-45300-451	FESTIVAL EXPENDITURES	5,140	10,249	-	-	2,500	-	No City Festivals
Total		21,157	23,456	16,906	16,015	20,630	18,960	-8.10%
Total		2,440,386	2,441,403	2,725,126	2,301,944	2,655,366	2,873,565	8.22%
Revenues over (under) expenditures		(42,126)	103,969	(172,311)	(742,480)	-	-	
<b>Other financing sources</b>								
100-39101-000	SALE OF LAND	-	-	-	-	-	-	
Total		-	-	-	-	-	-	
Net change in General Fund fund b:		\$ (42,126)	\$ 103,969	\$ (172,311)	\$ (742,480)	\$ -	\$ -	

Account	Description	Actual		November		Budget		
		2014	2015	2016	2017	2016	2017	2018
Personal services								
602-49450-101	WAGES (FULL-TIME)	49,072	51,700	-	49,524	57,350	57,710	60,140
602-49450-121	PERA	3,170	4,036	4,829	2,099	4,620	4,660	4,960
602-49450-122	FICA/MEDICARE	3,410	4,095	4,909	3,102	4,710	4,760	5,060
602-49450-131	CITY PAID BENEFIT ALLOWANCE	10,833	10,813	7,370	8,375	15,350	15,200	24,470
Total		66,485	70,644	17,108	63,100	82,030	82,330	94,630
Supplies								
602-49450-200	OFFICE SUPPLIES	457	-	357	-	770	-	-
602-49450-210	GENERAL OPERATING SUPPLIES	1,133	11,274	216	-	1,030	1,060	1,090
602-49450-240	SMALL TOOLS & MINOR EQUIPMENT	12,337	-	-	-	520	-	-
Total		13,927	11,274	573	-	2,320	1,060	1,090
Other services and charges								
602-49450-301	AUDITING FEES	356	375	-	-	500	520	540
602-49450-302	PROFESSIONAL SERVICES	10,509	3,000	1,128	-	10,500	-	-
602-49450-303	ENGINEERING	6,074	9,357	7,213	-	1,030	-	-
602-49450-304	LEGAL	3,780	3,365	-	-	1,030	-	-
602-49450-305	LEGAL AND CONSULTING FEES	-	-	-	500	-	14,000	14,420
602-49450-310	OTHER CONSULTING EXPENSE	917	1,291	-	-	1,030	-	-
602-49450-322	POSTAGE	-	-	-	-	310	-	-
602-49450-331	CONFER.TRAVEL EXP./DUES/SUBSCR	150	173	45	125	770	790	810
602-49450-375	CLAIM DEDUCTIBLE	10,000	-	-	-	520	540	560
602-49450-404	CIVIC MAINT. CONTRACT	1,388	1,335	667	-	720	740	760
602-49450-405	MISCELLANEOUS	4	81	7,500	-	1,550	1,600	1,650
602-49450-406	METRO COUNCIL-ENVIRON.(SER.CH)	29,002	35,782	31,265	41,593	25,750	36,000	41,878
602-49450-410	SAC CHARGES	61,966	2,460	-	-	41,200	42,440	43,710
602-49450-417	LICENSES & PERMITS	-	-	-	-	100	100	100
602-49450-620	AGENCY FEES	1,000	1,000	450	550	1,030	1,000	1,030
602-49450-625	Bond discount amortization	-	-	-	-	-	-	-
Total		125,146	58,220	48,269	42,768	86,040	97,730	105,458
Insurance								
602-49450-360	INSURANCE	3,088	3,116	2,871	2,597	3,190	3,380	3,583
Total		3,088	3,116	2,871	2,597	3,190	3,380	3,583
Utilities								
602-49450-380	UTILITIES	11,684	24,168	24,893	17,315	20,600	21,220	21,860
Total		11,684	24,168	24,893	17,315	20,600	21,220	21,860
Repairs and maintenance								
602-49450-401	MAINT.& REPAIR (BLDGS./SYSTEM)	21,506	48,201	48,045	47,948	20,600	21,220	21,860
602-49450-560	CAPITAL OUTLAY (COMP.)	-	-	-	-	520	540	560
Total		21,506	48,201	48,045	47,948	21,120	21,760	22,420
Depreciation								
602-49450-420	DEPRECIATION	117,536	121,158	123,725	95,483	123,600	127,310	131,130
Total		117,536	121,158	123,725	95,483	123,600	127,310	131,130
Capital outlay								
602-49450-570	CAPITAL OUTLAY (PROJECT COST)	-	-	-	37,644	20,600	56,220	57,910
Total		-	-	-	37,644	20,600	56,220	57,910
Debt service								
602-49450-601	BOND PRINCIPAL	-	-	-	75,000	75,000	75,000	77,250
Total		-	-	-	75,000	75,000	75,000	77,250
Interest expense								
602-49450-611	BOND INTEREST	25,206	23,489	21,720	20,491	20,491	20,491	21,110
Total		25,206	23,489	21,720	20,491	20,491	20,491	21,110
Total		384,578	360,269	287,203	402,345	454,991	506,501	536,440



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RESOLUTION NO. 17-1205-02

**RESOLUTION APPROVING 2018 GENERAL FUND BUDGET**

**WHEREAS**, it is the practice of the City of Independence to create and adopt a General Fund Budget; and

**WHEREAS**, the City Council for the City of Independence has determined to create a balanced budget; and

**WHEREAS**, the City Council has determined that the 2018 General Fund Budget will call for revenues and expenditures of **\$2,873,565**; and

**WHEREAS**, the proposed 2018 General Fund Budget meets the criteria of a balanced budget,

**NOW, THEREFORE, BE IT RESOLVED**, that the Independence City Council hereby adopts the General Fund Budget for 2018.

**General Fund**

**2018 Final Budget**

\$ 2,873,565

This resolution was adopted by the City Council of the City of Independence on this 5<sup>th</sup> day of December, 2017, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

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Marvin Johnson, Mayor

ATTEST:

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Mark Kaltsas, City Administrator





RESOLUTION NO. 17-1205-03

**RESOLUTION APPROVING 2018 FINAL PROPERTY TAX GENERAL LEVY**

**WHEREAS**, the City of Independence is required by State law to approve a resolution setting forth an annual tax levy to the Hennepin County Auditor; and

**WHEREAS**, Minnesota Statutes require approval of a final property tax levy and final budget on or before the fifth business day following the 20<sup>th</sup> of December of each year; and

**BE IT RESOLVED** that the City Council of the City of Independence, Hennepin County, Minnesota, that the following sums of money be levied for collection in 2018 upon the table property in said City of Independence for the following purposes:

	<b><u>2018 Final Budget</u></b>
<b>General Fund</b>	\$ 2,558,909
<b>Debt Service</b>	
2006 GO Capital Improvement Bonds \$110,100	\$ 118,500
2010A GO Improvement Bond, Lindgren Lane	\$ 12,296
2015 GO Tax Abatement Bonds	\$ 179,353
<b>Total Operating Levies</b>	<b><u>\$ 2,869,058</u></b>
<b>Pioneer/Sarah Watershed Commission</b>	<b><u>\$ 64,010</u></b>

**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to transmit this information to the County Auditor of Hennepin County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

This resolution was adopted by the City Council of the City of Independence on this 5<sup>th</sup> day of December, 2017, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

\_\_\_\_\_  
Marvin Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Mark Kaltsas, City Administrator



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**RESOLUTION NO. 17-1205-04**

**RESOLUTION APPROVING THE 2017 PIONEER SARAH  
CREEK WATERSHED MANAGEMENT COMMISSION  
TAX LEVY FOR THE 2018 BUDGET**

**WHEREAS**, the City of Independence is required by State law to approve a resolution setting forth an annual tax levy to the Hennepin County Auditor; and

**WHEREAS**, Minnesota Statutes require approval of a preliminary property tax levy on or before September 30th of each year; and

**BE IT RESOLVED** that the City Council of the City of Independence, Hennepin County, Minnesota, that the following sums of money be levied for collection in 2018 upon the table property in said City of Independence for the following purposes:

<b>Pioneer/Sarah Watershed Commission</b>	<b>\$ <u>64,010</u></b>
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**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to transmit this information to the County Auditor of Hennepin County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

This resolution was adopted by the City Council of the City of Independence on this 5<sup>th</sup> day of December, 2017, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

ATTEST:

\_\_\_\_\_  
Marvin Johnson, Mayor

\_\_\_\_\_  
Mark Kaltsas, City Administrator

# City of Independence

## Approve Fund Transfer from Park Fund to Sewer Fund

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To:	City Council
From:	Mark Kaltsas, City Administrator
Meeting Date:	December 5, 2017

### Request:

The City Council has previously directed the transfer of funds from the Park Fund to the Sewer Fund to pay for the City's former septic mound site on Lindgren Lane. The City had previously vacated the septic mound following the completion of the sanitary sewer installation to the surrounding Lindgren Lane properties. The City directed a total repayment of \$80,000 from parks to sewer. This transfer has been built in to the City's recent sewer rate study and is anticipated to offset expenditures incurred in the sewer fund. The current park fund has a balance of approximately \$60,266. The City can make a \$60,000 transfer this year and then look to complete the remaining \$20,000 balance as funds allow in the future. The total fund transfer will be \$60,000 in 2017.

### Recommendation:

City Council can consider approval of Resolution 17-1205-05 approving a transfer of funds from the Park Fund to the Sewer Fund.

Attachments: Resolution 17-1205-05



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RESOLUTION NO. 17-1205-05

**RESOLUTION APPROVING THE TRANSFER OF FUNDS**

**BE IT RESOLVED**, by the City Council of the City of Independence, Minnesota that the transfer from the Park Fund of \$60,000 into the Sewer Fund, is hereby approved.

This resolution was adopted by the City Council of the City of Independence on this 5<sup>th</sup> day of December, 2017, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

\_\_\_\_\_  
Marvin Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Mark Kaltsas, City Administrator

City of Independence  
Concept Plan Review for a Proposed 28 Unit  
Subdivision on the Subject Properties

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<i>To:</i>	City Council
<i>From:</i>	Mark Kaltsas, City Planner
<i>Meeting Date:</i>	December 05, 2017
<i>Applicant:</i>	Marilyn Hamilton
<i>Owner:</i>	Hamilton Bros Inc.
<i>Location:</i>	385 County Road 110 N

***Request:***

Marilyn Hamilton (Applicant) and Hamilton Bros. (Owners) request that the City consider the following action for the properties located at/adjacent to 385 County Road 110 N (PID No.s 35-118-24-41-0001 and 35-118-24-41-20002) in Independence, MN:

- a. Concept plan review for the proposed subdivision of the subject properties.

***Property/Site Information:***

The property is located on the west side of County Road 110 N and just south of the Luce Line Trail. There is an existing home and several accessory buildings located on the property. The property is comprised of densely wooded areas, wetlands and tillable acreage.

Property Information: **385 County Road 110 N (PID No. 25-118-24-41-0001)**

Zoning: *Agriculture*

Comprehensive Plan: *Rural Residential/Agriculture Preserve*

Acreage: *~106 acres*

Property Information: **Unaddressed Parcel (PID No. 25-118-24-41-20002)**

Zoning: *Agriculture*

Comprehensive Plan: *Rural Residential/Agriculture Preserve*

Acreage: *~92 acres*



### Subject Property Aerial



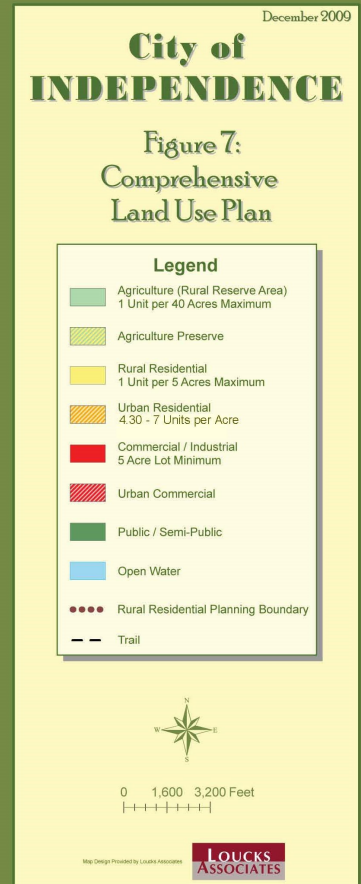
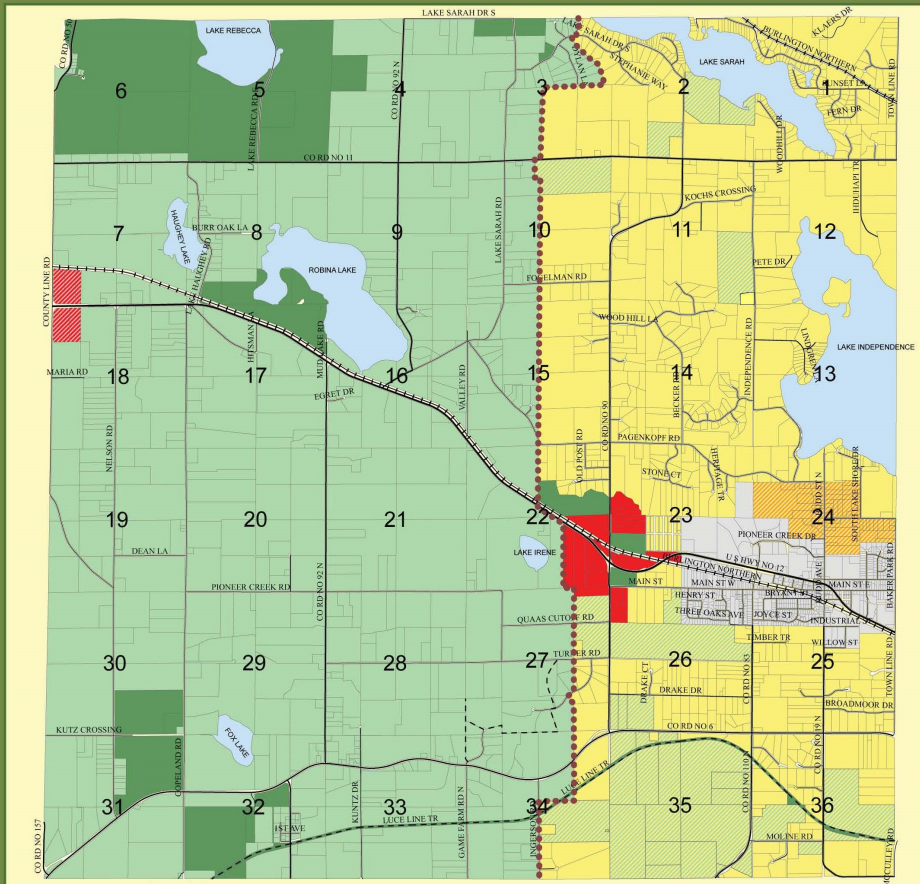
#### ***Discussion:***

The applicant is asking the City to consider a concept plan for the proposed subdivision of the subject properties. A concept plan allows the City the opportunity to initially review the proposed subdivision and provide feedback and comments to the applicant prior to the formal submittal of a preliminary plat. This property will ultimately require rezoning, conditional use permit, comprehensive plan amendment and a preliminary and final plat.

The applicant is proposing to develop the property as Cluster Development. Cluster Developments are permitted as a conditional use in the Rural Residential zoning district. The City has specific criteria relating to Cluster Developments which must be considered and adhered to by the development.

### Comprehensive Plan/Rezoning

Rezoning this property from AG-Agriculture to RR-Rural Residential is consistent with the City's 2030 Comprehensive Plan. The City's plan indicates the portion of the City that is guided for Rural Residential zoning. The subject property is located within that area guided for Rural Residential with the Agriculture Preserve overlay.



### Proposed Subdivision Concept Plan

The applicant has prepared a concept plan for review by the City. The City has preliminarily reviewed this plan and provided some comments to the applicant. The applicant will likely seek final approval of the subdivision in several phases which have not been finalized at this time.



As noted, the applicant is proposing to utilize the Cluster Development provisions rather than the standard subdivision criteria. The City allows Rural Residential property to subdivide based on the following table in the City's zoning ordinance.

***Subd. 3. Density. Lots of record in the rural residential district may be divided or subdivided into the following maximum number of lots, said maximum number to include the lot for any existing dwelling unit or other principal use: (Amended, Ord. 2010-01)***

<b><u>Area of Lot of Record</u></b>	<b><u>Maximum Number of Lots Permitted</u></b>
7.5 acres or less	One
7.6 through 12.5 acres	Two
12.6 through 17.5 acres	Three
17.6 through 22.5 acres	Four
22.6 through 27.5 acres	Five
27.6 through 32.5 acres	Six
32.6 through 37.5 acres	Seven
37.6 through 42.5 acres	Eight
42.6 through 47.5 acres	Nine, plus one addn. lot for every five addn. acres of land.

Based on a traditional subdivision, this property could potentially yield a total of 39 lots (199 acres total, the first 47.5 acres yields 9 lots; the remaining 151.5 acres divided by 5 equals and additional 30 lots). In order for the City to consider approving a Cluster Development, the established criteria will need to be satisfied. The City has the following criteria pertaining to Cluster Developments.

***Subd. 6. Cluster development conditional use permit. Cluster development is a conditional use in the rural residential district, subject to the provisions of subsections 520.09, 520.11 and 520.13 of this code.***

(a) ***Purpose. The purpose of the cluster development conditional use permit is to promote the creative and efficient use of land. The provisions of this subdivision are intended to:***

- (1) ***Protect natural features in common open space.***
- (2) ***Improve the arrangement of structures, facilities and amenities on a site.***
- (3) ***Preserve the rural character of the community.***

(b) ***Criteria. A cluster development is a residential development in which a number of single family dwelling units are grouped on smaller lots than in conventional developments, while the remainder of the tract is preserved as***



***open space. If the following standards are complied with, density of one unit per four acres is permitted.***

- (1) The development parcel must be 40 or more acres in size;***
- (2) A minimum of 50% of the development must be preserved as open space, recreational space or agricultural use;***
- (3) A minimum of 50% of the preserved open space, recreational space or agricultural use land must be useable. Wetlands, streams, lakes, ponds and lands within the 100 year flood plain elevation are not considered to be useable for the purpose of this subsection;***
- (4) Woodland, wetlands and topography must be preserved in a natural state, with modification allowed when no reasonable alternative exists; or, if the site lacks unique features such as woodlands and wetlands, the site must be designed and constructed in such a manner that residential building sites are integrated into a created natural environment including reforestation, wetlands enhancement, and vegetative screening of structures;***
- (5) The preliminary plat must show a primary and secondary individual sewage treatment site for each dwelling unit and must be supported with soil test reports indicating the adequacy of each proposed location; provided, that shared treatment systems within a development may be acceptable if the plat identifies two or more suitable sites for the shared system and the city council approves the proposal;***
- (6) Lots within the development must have a minimum lot size of 1.5 contiguous buildable acres. Buildable acreage must not be separated by streams, wetlands, slopes in excess of 10% or other physical impediments;***
- (7) Open space must be designated in the development as one or more outlots and must be owned either by a homeowners' association consisting of the owners of all of the residential lots in the development or by the owners of the residential lots, as tenants in common;***
- (8) The developer must record against the development a declaration of covenants that places responsibility for management of the open space in a homeowners association and provides for the assessment of management costs to the association members;***

- (9) All utilities must be placed underground;**
- (10) All residential streets within the cluster development must be paved with a bituminous surface according to the city street standards in effect at the time of the development;**
- (11) A development agreement must be entered into with the city.**

Cluster developments can assist in preserving the rural character of the community by keeping large areas of open space undeveloped and protecting natural site features and amenities. Lots in a Cluster Development are typically smaller than lots in a standard subdivision and grouped in a manner that maximizes the preservation of open space within a development. In order for a property owner to seek approval of the Cluster Development, the following key criteria must be met:

- 1. Property must be a minimum of 40 acres
- 2. 50% of the property must be preserved as open space.
- 3. 50% of the open space (50% of the 50%) must be useable upland.
- 4. All lots proposed in the development must be a minimum of 1.5 contiguous acres.
- 5. Maximum density of 1 unit per 4 acres.

The proposed development has the following characteristics:

- 1. Property Acreage – 199 acres
- 2. Open Space Required – 99.5 acres  
Open Space Proposed – 99.5 acres
- 3. Useable Open Space Required – 47.8 acres  
Useable Open Space Proposed – 50.4 acres
- 4. Minimum Lot Size Proposed 1.5 acres
- 5. Proposed Density – 1 unit per 7 acres

Based on the information provided by the applicant, the proposed development appears to meet the minimum criteria established for considering a Cluster Development on this property. The City has approved Cluster Developments in the past (i.e. Providence, Serenity Hills). The City has several

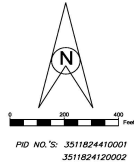
additional requirements which should be considered in addition to the Cluster Development criteria. Verification must be provided to the City that all proposed lots can accommodate a primary and secondary septic location. The applicant will have to provide this information to the City at the time of preliminary plat application. The applicant is in the process of completing a wetland delineation for the property. This information will be incorporated into any future application and may minimally impact lot configuration. The applicant will also need to verify that all lots can accommodate a building pad that will allow all applicable building setbacks to be met. There are no minimum road frontage standards defined in the Cluster Development standards with the exception of at least 50 feet of frontage on a cul-de-sac bulb. The lots proposed appear to meet all applicable criteria relating to the subdivision and zoning standards.

#### Additional Considerations:

The City has initially reviewed the concept site plan. In addition, the City has discussed the concept plan with Hennepin County. Hennepin County provided preliminary review comments relating to the development. The initial review of the subdivision contemplates a high-level review only of the proposed development. A detailed review of the storm water, grading and infrastructure details will be completed prior to consideration of the preliminary plat by the City. The City does not formally approve or deny a concept plan. The review will provide direction and comments to the applicant for their use during the preparation of a preliminary plat application. The following comments should be considered by the City:

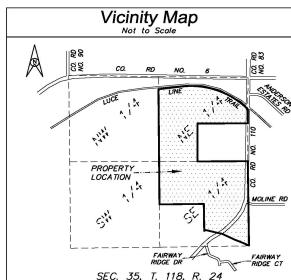
1. The applicant is proposing to essentially develop two different cul-de-sacs. One that would provide access to the north property and one that would provide access to the south property. The City and County have both commented that the connection of the two cul-de-sacs would be preferred. A single access development with potentially 20 lots (south cul-de-sac) is not ideal and raises concerns relating to public safety (emergency vehicle access if the road is blocked). The City asked the applicant to look at opportunities to connect the two sides of the development. In reviewing a possible connection, the applicant has noted that a connecting road would inflict considerable damage to the natural resources that they are seeking to protect through the cluster development provisions. The applicants engineer prepared an exhibit that shows the grading limits of a connecting road. The extent of the grading is extensive due to the steep slopes. The grading would cause a significant loss of the existing Maple/Basswood forest located on the west side of the property. In addition, there is a wetland (extents of which have not been finalized) that would have to be mitigated in order to make the road connection. The City has not engaged the watershed district at this time, but would need to understand whether or not the substantial mitigation of the wetland would be considered. In addition to looking at the possibility of connecting the properties to the west, staff discussed the possibility of making the connection further to the east. This would have to be a future connection as the applicant does not have control of the properties in-between the two subject parcels. This connection may be possible, but would significantly impact the existing homes located on those properties. The City has also asked the applicant to consider a second connection that would go to the south and could possibly provide a secondary point of access (see below).

# Concept Plan

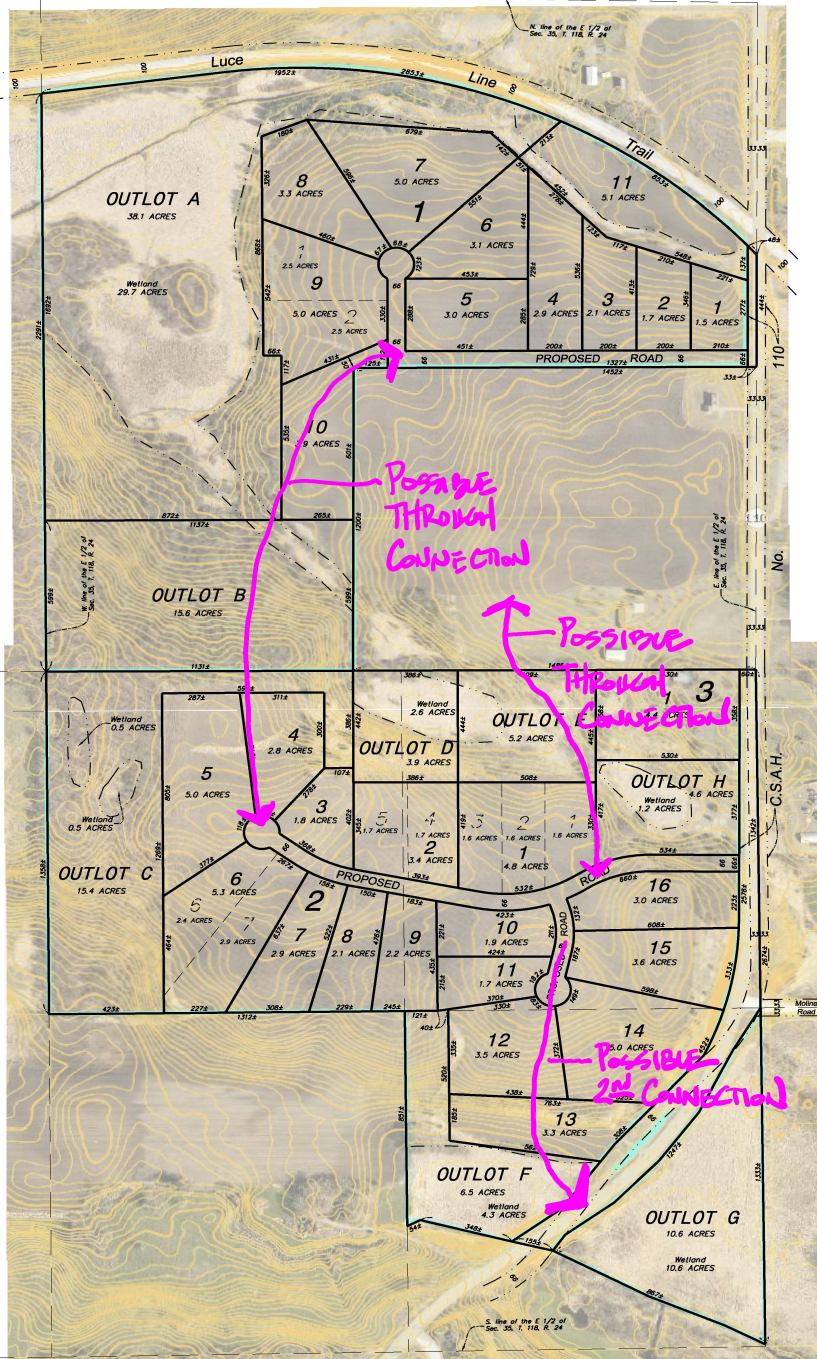


TOTAL PROPERTY AREA = 199+ ACRES  
EXISTING ZONING = AG  
PROPOSED ZONING = RR (RURAL RESIDENTIAL CLUSTER DEVELOPMENT)

--- denotes Edge of Wetland



**DENSITY CALCULATIONS:**  
199 ACRES - 47.5 ACRES (9 LOTS) = 151.5 ACRES  
151.5 ACRES / 5 ACRES PER LOT = 30 LOTS  
TOTAL LOTS ALLOWED = 30 LOTS  
TOTAL LOTS PROPOSED = 28 LOTS  
MIN. OPEN SPACE REQUIRED = 99.5 ACRES  
OPEN SPACE PROVIDED = 99.9 ACRES  
USABLE OPEN SPACE REQUIRED = 47.8 ACRES  
USABLE OPEN SPACE PROVIDED = 50.4 ACRES



Concept Plan on part of the E 1/2 of Section 35, Township 118, Range 24, Hennepin County, Minnesota.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto  
License #40062 Date: 8-22-17

Requested By:

**Don Hamilton**

Date: 3-30-16

Drawn By: T.J.B.

Scale: 1"=200'

Checked By: P.E.O.



www.ottoassociates.com  
9 West Division Street  
Buffalo, MN 55313  
(763) 682-4727  
Fax: (763) 682-3522

● denotes iron monument found  
○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Project No. 16-0121



2. The north cul-de-sac could connect to the property to the south and ultimately connect back to CSAH 110 in the future. The applicant has provided the City with a conceptual “ghost plat” of the properties in-between the subject parcels. Staff is seeking discussion from the Planning Commission relating to the general road configuration.
3. Lot 11, Block 1 (north side) would have to access CSAH 110 N. This lot would be separated from the remaining development and direct access onto the County Road may not be permitted. The applicant has also noted that this lot could be dedicated to the City for a future park given its proximity to the Luce Line Trail. The City can further discuss whether or not a park at this location would be beneficial. In addition, access to a park from CSAH 110 would also be difficult and may not be permitted.
4. Lot 10, Block 1 has frontage on the public right of way, but is not a traditionally configured lot. The applicant has noted that this lot is a highly desirable lot due to the proximity to the woods on the west side of the property. The City has initially commented on the configuration and believes that this lot may require additional review.
5. The applicant is showing how several of the larger lots in the development could be subdivided into smaller lots in the future and still meet all applicable requirements of the initial subdivision requirements. The City will need to further consider how this could occur in the future.
6. The applicant is showing a unique configuration of outlots on the proposed concept plan. The applicant would like to preserve the ownership and long-term maintenance of the outlots by having them owned by individual lot owners. The City will need to further review whether or not this ownership and organization is acceptable. In addition, further information detailing the intended management of the area will need to be provided by the applicant.
7. Hennepin County has offered the following comments pertaining to the development:
  - a. We recognize that the two proposed access driveway locations are acceptable. The northerly access appears to have no other options that would provide more preferable access spacing. The southerly access may have more preferable access spacing locations, such as aligning with Moline Rd, however due to the curve the sight distance would be worse.
  - b. We recommend making provisions for internal circulation should either/both properties in between these bookended subdivisions be redeveloped in the future. We certainly would be looking to combine accesses when/where available and believe that reasonable accommodations can be made now in order to provide for potential internal circulation in the future. Perhaps a 'ghost plat' of such future internal site connections would be mutually beneficial.
  - c. We suggest providing an internal trail connection for both subdivisions to connect to the Luce Line Trail. This could possibly be located within Outlot A? This would be safer and

more direct for most residents than walking along CSAH 110. Also, might increase property values.

- d. On the southerly development there appears to be a 60' sliver of land between lots 14 and 1,2 and 3. Is this providing for future internal street connection for development to the south?
- e. Upon platting we will likely request 5' of row to accommodate future roadway enhancements. A north-south off-road trail along CSAH 110 may be very desirable in the future given the adjacency of the Luce Lone Trail. A trail easement, preferably 10' wide along both properties on the inside of the 5' row dedication would be requested.
- f. On the far southern end of the southerly development there is a sliver of land still in private ownership surrounded by roadway ROW remaining from the straightening of the roadway. We request this land be dedicated to the county.

#### Park Dedication

The proposed subdivision is subject to the City's park dedication requirements. The applicant has noted that they would be interested in possible dedicating land to the City for the purpose of a park. In addition, Hennepin County noted that they would like the City to consider requiring a trail easement along CSAH 110 N. Given the number of lots and the proximity to the Luce Line Trail, it may also be desirable for the City to consider requiring a trail that would connect both the north and south developments to the Luce Line Trail. Staff is seeking further discussion from the City relating to trails within this development. The City will need to further discuss the possibility of park dedication within this development. The standard park dedication requirement of \$3,500 per lot would otherwise be applicable.

#### ***Recommendation:***

Staff is seeking discussion and feedback from the City Council relating to the concept plan review. No formal action is taken by the City Council on the concept plan. Based on the comments and discussion, the applicant can choose to bring back a formal application for preliminary plat of the proposed subdivision.

#### ***Attachments:***

- 1. Property Pictures
- 2. Concept Site Plan
- 3. Ghost Plat Exhibit
- 4. Grading Extents Exhibit for Connecting Road



View Looking West

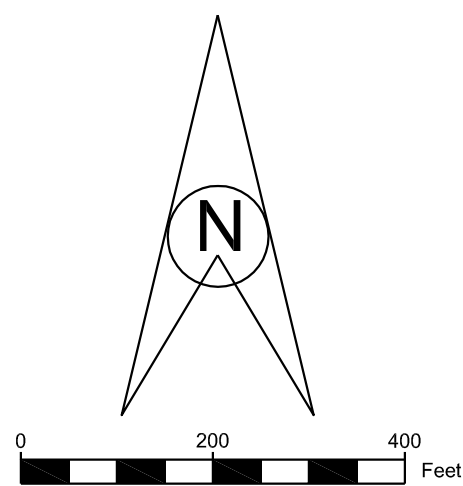


View Looking South





Concept Plan



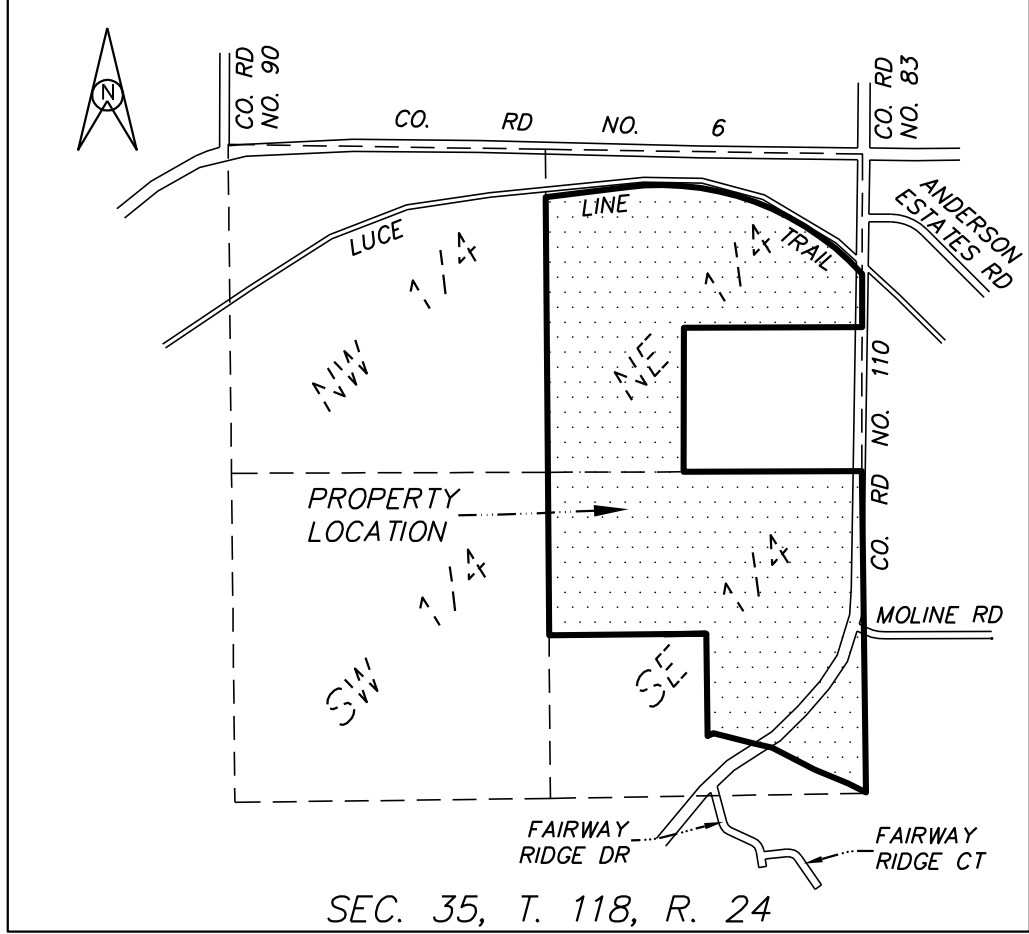
PID NO.'S: 3511824410001  
3511824120002

TOTAL PROPERTY AREA = 199± ACRES  
EXISTING ZONING = AG  
PROPOSED ZONING = RR (RURAL RESIDENTIAL CLUSTER DEVELOPMENT)

--- denotes Edge of Delineated Wetland

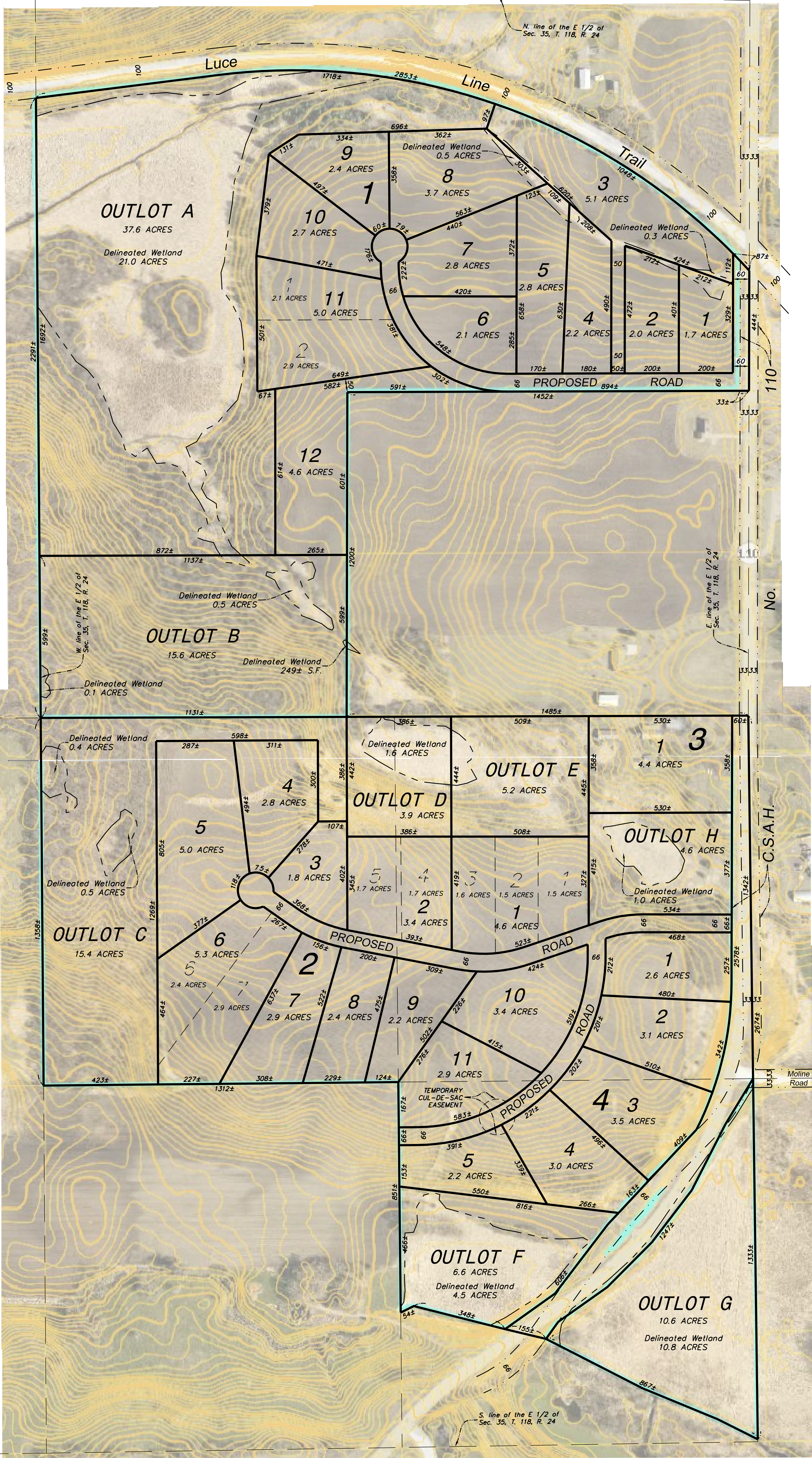
Note: Wetlands shown delineated by Kjalhaug  
Environmental Services Company

Vicinity Map  
Not to Scale



DENSITY CALCULATIONS:

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TOTAL LOTS PROPOSED = 29 LOTS  
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OPEN SPACE PROVIDED = 99.5 ACRES  
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USABLE OPEN SPACE PROVIDED = 59.9 ACRES



Concept Plan on part of the E 1/2 of  
Section 35, Township 118, Range 24,  
Hennepin County, Minnesota.

I hereby certify that this survey, plan, or  
report was prepared by me or under my  
direct supervision and that I am a duly  
Licensed Land Surveyor under the laws  
of the State of Minnesota.

Paul E. Otto  
License #40062 Date: 11-21-17

Requested By:

Don Hamilton

Date:

3-30-16

Drawn By:

T.J.B.

Scale:

1"=200'

Checked By:

P.E.O.



Engineers & Land Surveyors, Inc.

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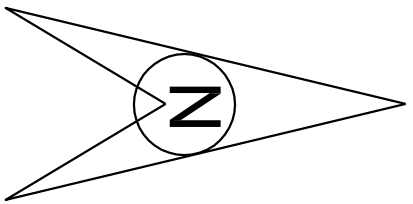
● denotes iron monument found  
○ denotes 1/2 inch by 14 inch iron pipe  
set and marked by License #40062

Project No.

16-0121



# Concept Plan (Future Road)



- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

**Requested By:**

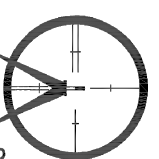
# Don Hamilton

Date:

Drawn By:

Scale:

Checked By:



# OTTO ASSOCIATES

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Revised:

Project No.

**16-0121**