



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

Gregory S. Nybeck, EXECUTIVE DIRECTOR

LAKE MINNETONKA CONSERVATION DISTRICT BOARD OF DIRECTORS AGENDA

6:00 PM, Wednesday, March 23, 2016
Wayzata City Hall
600 Rice Street, Wayzata, MN 55391

ACTION ITEMS

Est. Time

- (6:00) 1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
- A) Audit of vouchers (3/1/16 - 3/16/16)
- B) **2016 Liquor Licenses**, staff recommends Board approval of renewal applications as outlined in 3/18/16 staff memo
5. **PUBLIC COMMENTS-** Persons in attendance, subjects not on the agenda (up to 5 minutes)

NON-ACTION ITEMS

- (6:10) 6. **OTHER BUSINESS**
- A) Review of proposed 2016 LMCD Aquatic Invasive Species Programs:
- Eurasian Watermilfoil Mechanical Harvesting
 - Watercraft Inspections
- (7:10) B) Working group update on draft 2017 LMCD Budget (to be e-mailed)
- (8:10) C) Working group update on proposed LMCD Executive Director recruitment strategies
- (9:00) 7. **ADJOURNMENT**

Lake Minnetonka Conservation District
Check Detail
March 16 - 31, 2016

10:49 AM
03/17/16

Date	Num	Name	Memo	Account	Class	Paid Amount
3/31/2016	EFT16-30	ADP	Payroll 3/16/16 - 3/31/16	Beacon Checking 4180M10 · Professional Services - ...	Admin.	-79.42
TOTAL						-79.42
3/31/2016	EFT16-31	ADP		Beacon Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-5,965.71
			P.E.R.A.	2020 · Payroll Liabilities -	Admin.	835.16
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-447.41
			ER FICA/Medicare - Admin	4021M10 · ER Share of Admin FIC...	Admin.	-456.37
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	54.47
TOTAL						-5,979.86
3/24/2016	EFT16-32	Frontier Communications		Beacon Checking		
			Telephone 3/4/16 - 4/3/16	4060M10 · Telephone - Admin.	Admin.	-220.08
TOTAL						-220.08
3/31/2016	EFT16-33	Health Partners		Beacon Checking		
			Dental Insurance, April 2016	4380M10 · Employee Benefits - Ad...	Admin.	-106.92
TOTAL						-106.92
3/31/2016	EFT16-34	P.E.R.A		Beacon Checking		
			Payroll 3/16/16 - 3/31/16	2020 · Payroll Liabilities -	Admin.	-835.16
TOTAL						-835.16
3/31/2016	EFT16-35	SW/WC Service Cooperatives		Beacon Checking		
			Health Insurance, April 2016	4380M10 · Employee Benefits - Ad...	Admin.	-956.00
TOTAL						-956.00
3/31/2016	EFT16-36	U.S. Bank		Beacon Checking		
			iBackup Computer Online ...	4530M10 · Comp. Sftwr & Hdwr - ...	Admin.	-56.41
TOTAL						-56.41
3/24/2016	20805	City of Mound		Beacon Checking		
			Rent, April 2016	4320M10 · Office Rent - Admin.	Admin.	-1,458.32
TOTAL						-1,458.32

Lake Minnetonka Conservation District
Check Detail
March 16 - 31, 2016

Date	Num	Name	Memo	Account	Class	Paid Amount
3/24/2016	20806	Kennedy & Graven		Beacon Checking		
3/31/2016	January, 2016		Legal Services, January 20...	4620M10 · Legal Fees - Admin.	Admin.	-4,435.20
TOTAL						-4,435.20
3/24/2016	20807	LMCC		Beacon Checking		
3/31/2016	Inv.#1034		VOD Services for Meeting ...	4182M10 · Media (Cable/Internet) ...	Admin.	-100.00
TOTAL						-100.00
3/24/2016	20808	Southwest News Media		Beacon Checking		
3/31/2016	Inv.#1856328		Legal Notice - Multiple Doc...	4110M10 · Public Info./Legal - Ad...	Admin.	-38.00
TOTAL						-38.00
3/24/2016	20809	Tallen & Baertschi		Beacon Checking		
3/31/2016	February, 2...		Legal Services, February 2...	4640M10 · Prosecution Fees - Ad...	Admin.	-3,319.83
TOTAL			Special Deputy Fees	4980M10 · Contingency - Admin.	Admin.	-80.00
						-3,399.83



ITEM 4B

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

Gregory S. Nybeck, EXECUTIVE DIRECTOR

March 18, 2016

TO: Board of Directors

FROM: Gregory S. Nybeck, Executive Director

SUBJECT: Approval of 2016 Intoxicating Liquor (with Sunday sale), Non-intoxicating Malt Liquor, and Wine Licenses with Respective Ports of Call.

Background

The attached list of Watercraft for Hire applicants have submitted renewal on-sale intoxicating liquor license with Sunday sale, non-intoxicating malt liquor, and/or wine license applications to the Lake Minnetonka Conservation District (LMCD) for the 2016 boating season. Application fees have been paid and the Hennepin County Sheriff's Office has completed their background investigations (see attached sample letter that was consistently received for each applicant).

By code, the LMCD Executive Director may issue Watercraft for Hire licenses; however, the liquor (with Sunday sale), non-intoxicating malt liquor, and wine license applications require the approval of the Board. This approval includes the respective authorized ports of call. LMCD Code Section 5.44, Subd. 2, "Certificate," states that "No ports of call shall be authorized by the Board without first securing a certificate from the municipality within such port of call lies stating the activities conducted by the applicant are in compliance with municipal zoning laws." Municipal Certification for Watercraft for Hire and/or Liquor License Authorized Port of Call approval forms have been submitted to the respective municipalities and are streaming in.

Recommendation

I recommend the Board approve the list of licenses and respective ports of call subject to receipt of all municipal authorized ports of call certification forms for the 2016 boating season.

Future Consideration by the Board

The LMCD is currently processing one new Watercraft for Hire application with on-sale, non-intoxicating liquor license that will be considered for the use of consumption and display only (required by State law). All new licenses require a public hearing. This hearing will be scheduled for April 13th.

**2016 Proposed On-Sale Intoxicating Liquor with Sunday Sale, Non-Intoxicating Malt Liquor, and Wine Licenses
With Respective Ports of Call**

Applicant	Charter Boat	Proposed License	Port of Call 1	Port of Call 2	Port of Call 3	Port of Call 4
AI & Almas Supper Club, Corp.	Allante	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Lafayette Club	Wayzata City Dock
	Avanti	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Lafayette Club	Wayzata City Dock
	Avenir	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Lafayette Club	Wayzata City Dock
	Aventure	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Lafayette Club	Wayzata City Dock
	Bella Vista	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Wayzata City Dock	
	Isabella	On-Sale Intoxicating Liquor License with Sunday Sale	AI & Alma's	Excelsior City Dock	Wayzata City Dock	
Lady of the Lake, Inc.	Lady of the Lake	On-Sale Intoxicating Liquor License with Sunday Sale	Excelsior City Dock			
Linda Lee Charters, LLC	Linda Lee	On-Sale Intoxicating Liquor License with Sunday Sale	Excelsior City Dock	Wayzata City Dock		
PaddleTap, LLC	Serenity	On-Sale Non-Intoxicating Malt Liquor License	Excelsior City Dock	Maynards	Lafayette Club	Lord Fletchers
Paradise Charter Cruises	Paradise Destiny	On-Sale Intoxicating Liquor License with Sunday Sale	Excelsior City Dock	Wayzata City Dock		
	Paradise Grand	On-Sale Intoxicating Liquor License with Sunday Sale	Excelsior City Dock	Wayzata City Dock		
	Paradise Princess II	On-Sale Intoxicating Liquor License with Sunday Sale	Excelsior City Dock	Wayzata City Dock		
TRBK, Inc., dba, Bayview Charter Cruises	Elixir	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center	Wayzata City Dock		
	Escape	On-Sale Non-Intoxicating Malt Liquor & Wine Licenses	Bayview Event Center	Lord Fletchers	Wayzata City Dock	
	Excellabella	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center	Wayzata City Dock		
	Her Excellency	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center	Wayzata City Dock		
TRBK, Inc., dba, Queen of Excelsior	Queen of Excelsior	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center	Excelsior City Dock	Wayzata City Dock	
	Queen of Excelsior II	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center	Excelsior City Dock	Wayzata City Dock	
Wayzata Bay Charters, Inc.	Voyager	On-Sale Intoxicating Liquor License with Sunday Sale	Bayview Event Center			



RICHARD W. STANEK
HENNEPIN COUNTY SHERIFF

March 10th, 2016

Gregory S. Nybeck
Executive Director
Lake Minnetonka Conservation District
5341 Maywood Road, Suite 200
Mound, MN 55364

Dear Mr. Nybeck,

Per your request, this office has completed a limited background investigation with reference to the following business and individual applicant(s):

In accordance with standard practice, the background investigation conducted by this Office is strictly limited to the collection of information directly related to the eligibility criteria specified under Minnesota Statutes Section 340A.402 which provides:

No retail license may be issued to:

- (1) a person under 21 years of age;
- (2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;
- (3) a person not of good moral character and repute; or
- (4) a person who has a direct or indirect interest in a manufacturer, brewer, or wholesaler.

Administrative Technician – Lake Minnetonka Conservation District

March 10, 2016

Page 2

“In addition, no new retail license may be issued to, and the governing body of a municipality may refuse to renew the license of, a person who, within five years of the license application, has been convicted of a felony or a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage.”

Please be advised that the limited background investigation conducted by this Office resulted in the disclosure of no evidence of disqualification based on the statutory eligibility criteria reflected above. Given the necessarily limited scope of these investigations, this Office is unable to make any definitive conclusions related to No. 2 above or any conclusory recommendations regarding the moral character or reputation of individual applicants.

Sincerely,



Major Peter Dietzman
Investigations Bureau

PJD:nmm

RECEIVED
MAR 14 2016

BY: _____



ITEM 6B

LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

Gregory S. Nybeck, EXECUTIVE DIRECTOR

March 22, 2016

TO: Board of Directors

FROM: 2017 LMCD Budget Working Group

SUBJECT: Update of Draft 2017 LMCD Budget

BACKGROUND

At the February 24th Regular Lake Minnetonka Conservation District (LMCD) Board Meeting, the 2017 LMCD Budget process was initiated. At this meeting, the proposed timeline on the attached memo, dated 2/18/16, was discussed and there was limited discussion relating to parameters for developing budget options. Chair Jay Green, Treasurer Chris Jewett, and Board member Gary Hughes agreed to serve on a working group (in coordination with LMCD Executive Director Greg Nybeck) to review options at the March 23rd Regular LMCD Board Meeting.

WORKING GROUP UPDATE

The working group has conducted a series of communications to prepare a first draft of the 2017 LMCD Budget (see attached). This option is the bare minimum (similar to what has been projected for actual expenses to be incurred in 2016). Further detail of this option includes the following:

Revenues

- The levy to the LMCD member cities would remain flat at **\$306,866** (line items 1a and 2a).
- Court fines would be **\$45,000** (line item 1c), a decrease of \$10,000 from the budgeted amount in 2016. This decrease is proposed based on a trend on this line item (see attached spreadsheet).
- License fees received would be **\$112,000** (line item 1d), a decrease of \$3,000 from the budgeted amount in 2016. Each year, the LMCD receives approximately \$107,000 in license fees for renewal (without change) applications for deicing facilities; multiple dock and district mooring area facilities; and watercraft for hire (including liquor licenses). The balance of the license fees would be for new licensees or changes to existing licensees (as well as variance applications).
- Other public agencies would be **\$23,373** (line item 2a). It is proposed that a 50% grant will be received from the Minnehaha Creek Watershed District for Aquatic Invasive Species (AIS) Prevention and Management Programs.
- A **\$15,000** transfer from the AIS Reserve Fund (line item 3a) is proposed for the Equipment Replacement Fund (depreciated Eurasian Watermilfoil (EWM) Harvesting Equipment).

Expenses

- Personnel Services (line item 1a) would be **\$149,893**. Staffing would be for two full-time positions (Executive Director and Administrative Assistant) and one part-time position (Administrative Clerk). The vacant full-time Administrative Technician position would not be filled.

- Professional Services (line item 2b) would be **\$32,787**. The majority of this line item (\$30,287) would be for temporary staffing needs.
- Legal Services (line item 5a) would be **\$48,000**, an increase of \$6,000 from the budgeted amount in 2016. This increase is proposed due to the change in the civil attorney and Executive Director positions in 2016.
- Contingency (line item 10) would be **\$9,500**. The majority of this line item is proposed for compensation adjustments of full-time LMCD employees (approximately 2.5%). This would include funding for increases to P.E.R.A., social security, and Medicare expenses.
- EWM Harvesting Program (line item 1) would be **\$60,062**. No grant funds are anticipated from the Minnesota Department of Natural Resources (MN DNR) in 2017.
- AIS Prevention and Management Programs (line item 5) would be **\$46,745** (most likely watercraft inspections). It is proposed that the LMCD would contract with the Three Rivers Park District for the watercraft inspectors. No grant funds are anticipated from the MN DNR in 2017.

BOARD ACTION

No formal approval is planned for the March 23rd Regular LMCD Board. However, preliminary approval of a draft 2017 LMCD Budget, with cover letter, is planned for the April 13th LMCD Board Meeting (to allow adequate time for distribution to the LMCD member cities). It seems that the LMCD Board has two directions in that it could proceed with at this meeting. These include:

1. Concur with the first option that has been prepared by the working group. Should this be the consensus of the Board, the working group will prepare a draft cover letter for discussion at the April 13th Regular LMCD Board Meeting.
2. Provide direction to the working group on changes to the first option. The working group had hoped to provide alternative options for discussion at this meeting; however, we need further direction on the following questions:
 - Is the Board comfortable with not filling the vacant Administrative Technician position? Should the Board want to fill this position, or a reduced position, it should keep in mind that the \$30,287 for temporary staffing needs would most likely not be needed.
 - Are there programs or activities that require funding that could be added or deleted? For example, the working group had discussed having some limited funding available for implementation purposes for the new LMCD Executive Director or strategic planning.
 - Is the Board comfortable with the level of proposed funding for the Equipment Replacement Fund? The Board should keep in mind that the draft Capital Equipment Plan was prepared by LMCD Executive Director Greg Nybeck last spring and no further discussion has taken place on it.
 - How does the Board want to handle the Proactive Code Enforcement Program in 2017, which was suspended in 2016 and will be handled on a complaint basis.



LAKE MINNETONKA CONSERVATION DISTRICT

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Gregory S. Nybeck, EXECUTIVE DIRECTOR

February 18, 2016

TO: Board of Directors

FROM: Jay Green, Chair

SUBJECT: Initiate 2017 LMCD Budget Process

Minnesota Statutes 103B.635 outlines funding for the Lake Minnetonka Conservation District (LMCD). Subd. 1 states that the Board must, on or before July 1 of each year, prepare and submit a detailed budget of the LMCD's needs for the next calendar year to the governing body of each municipality in the District, with a statement of the proportion of the budget to be provided by each municipality.

Last week, I met with LMCD Executive Director Greg Nybeck regarding initiating the budget process for the 2017 calendar year. Nybeck has communicated that: 1) updated taxable market value and net tax capacity information has been received from Carver and Hennepin Counties and 2) actual expenditures from 2015 have been received from Abdo, Eick, and Meyers (based on the fieldwork for the recent audit). I am recommending the following timetable for review of the draft 2017 LMCD Budget:

- Wednesday, 2/24/16, at Wayzata City Hall- Initial discussion by LMCD Board (discussion of core activities and programs, including staffing levels). Formation of a "Budget Working Group" and establishing parameters for developing budget options.
- Wednesday, 3/23/16, at Wayzata City Hall- Review of option(s) provided by LMCD staff and the Budget Working Group (taking into account the Board direction at the 2/24/16 meeting).
- Wednesday, 4/13/15, at Wayzata City Hall- Preliminary LMCD Board approval, including cover letter (direct staff to forward to LMCD member cities).
- Thursday, 6/2/16, in the LMCD office- Review and discuss with member city officials.
- Wednesday, 6/8/16, at Wayzata City Hall- Final review and approval by LMCD Board.
- Wednesday, 6/22/16, at Wayzata City Hall- Additional review by LMCD Board, if needed.
- Friday, 7/1/16- Adopted 2017 LMCD Budget to be received by member cities.



LAKE MINNETONKA CONSERVATION DISTRICT 2017 BUDGET AND LEVY (DRAFT)

City	2010 U.S. Census Population Data	2015 Taxable Market Value	2015 Net Tax Capacity	% of Total Net Tax Capacity (Note 1)	Share of Admin. Levy in 2017	Share of AIS Levy in 2017	Share of Total Levy in 2017	Share of Total Levy in 2016	Increase in Total Levy from 2016	% of Increase from 2016
DEEPHAVEN	3,642	1,141,547,816	12,886,000	5.3%	\$17,143	\$5,160	\$22,303	\$21,239	\$1,064	5.0%
EXCELSIOR	2,188	409,363,345	5,120,997	2.1%	\$6,813	\$2,051	\$8,863	\$8,492	\$371	4.4%
GREENWOOD	688	298,057,890	3,421,492	1.4%	\$4,552	\$1,370	\$5,922	\$6,009	-\$87	-1.4%
MINNETONKA	49,734	8,228,641,888	103,533,501	42.2%	\$47,173	\$14,200	\$61,373	\$61,373	\$0	0.0%
MTKA BEACH	539	292,418,268	3,416,139	1.4%	\$4,545	\$1,368	\$5,913	\$5,969	-\$56	-0.9%
MINNETRISTA	6,384	1,315,210,248	13,979,097	5.7%	\$18,597	\$5,598	\$24,195	\$25,063	-\$868	-3.5%
MOUND	9,052	1,025,501,450	10,894,400	4.4%	\$14,493	\$4,363	\$18,856	\$19,560	-\$704	-3.6%
ORONO	7,437	2,531,423,498	28,749,183	11.7%	\$38,246	\$11,513	\$49,759	\$50,553	-\$794	-1.6%
SHOREWOOD	7,307	1,517,977,665	16,691,552	6.8%	\$22,205	\$6,684	\$28,890	\$29,207	-\$317	-1.1%
SPRING PARK	1,669	227,113,200	2,711,561	1.1%	\$3,607	\$1,086	\$4,693	\$4,728	-\$35	-0.7%
TONKA BAY	1,475	519,003,290	5,899,254	2.4%	\$7,848	\$2,362	\$10,210	\$10,665	-\$455	-4.3%
VICTORIA	7,345	1,253,840,400	13,235,787	5.4%	\$17,608	\$5,300	\$22,908	\$22,430	\$478	2.1%
WAYZATA	3,688	1,643,114,630	21,501,877	8.8%	\$28,605	\$8,611	\$37,215	\$35,954	\$1,261	3.5%
WOODLAND	437	283,977,780	3,330,587	1.4%	\$4,431	\$1,334	\$5,765	\$5,623	\$142	2.5%
	101,585	20,687,191,368	245,371,427	100.0%	\$235,866	\$71,000	\$306,866	\$306,865	\$1	0.0%

Maximum Levy Per MN statute 103B.635 (Total Taxable Market Value * .00242%):

\$500,630

(Note 1) Per MN statute 103B.631, no city may pay more than 20% of the total levy. The City of Minnetonka would pay a constant 20% of any amounts to be levied.

Remaining cities factor for determining levy amounts is computed as: (City Net Tax Capacity / (Total Net Tax Capacity - Minnetonka Net Tax Capacity)) * 80%

Total Net Tax Capacity	245,371,427
less Minnetonka Net Tax Capacity	(103,533,501)
Net Tax Capacity for remaining 13 cities	141,837,926

2017 BUDGET DETAIL (Draft)

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual Projected	Note	2017 Budget	Footnote # See Appendix A
REVENUES								
1. Administration								
a) LMCD Communities Levy	245,990	247,992	247,992	235,866	235,866		235,866	
b) Use from Administration Reserve	0	0	0	17,500	41,678		0	
c) Court Fines	62,156	55,000	33,974	55,000	45,000		45,000	
d) Licenses	114,586	115,000	107,510	115,000	112,000		112,000	
e) Other Public Agencies	696	500	696	500	500		500	
f) Interest	1,358	2,000	1,352	1,500	1,500		1,500	
g) Other Income	1,043	2,000	1,533	2,000	2,000		1,500	
SUB-TOTAL ADMINISTRATION	425,829	422,492	393,057	427,366	438,544		396,366	
2. Aquatic Invasive Species								
a) LMCD Communities Levy	94,625	94,500	94,500	71,000	71,000		71,000	
b) Other Public Agencies	51,841	30,000	53,304	54,000	23,373	A	23,373	1
c) Use from AIS & Administration Reserves	0	0	0	0	11,934	B	11,934	
d) Interest	0	500	492	500	500		500	
SUB-TOTAL AQUATIC INVASIVE SPECIES	146,466	125,000	148,296	125,500	106,807		106,807	
3. Equipment Replacement								
a) Transfers from Administration and AIS Reserves	25,000	35,000	35,000	17,500	0		15,000	
b) Use from Equipment Replacement Reserve	0	0	0	0	0		0	
SUB-TOTAL EQUIPMENT REPLACEMENT	25,000	35,000	35,000	17,500	0		15,000	
TOTAL REVENUES	597,295	582,492	576,353	570,366	545,351		518,173	
Total Levy	340,615	342,492	342,492	306,866	306,866		306,866	
DISBURSEMENTS								
ADMINISTRATION								
1. Personnel Services:								
a) Salaries	203,829	204,488	203,296	205,100	166,873	C	149,893	2
b) FICA & Medicare	15,502	15,643	15,538	15,690	12,766		11,467	
c) Employer Benefit Contributions	32,397	34,085	31,562	33,948	26,749	D	25,580	3
SUB-TOTAL PERSONNEL SERVICES	251,728	254,216	250,396	254,738	206,388		186,940	
2. Contractual Services:								
a) Office Lease & Storage	16,760	17,180	17,180	17,609	17,609		18,049	4
b) Professional Services	2,054	2,500	18,587	2,500	2,500		32,787	5
SUB-TOTAL CONTRACTUAL SERVICES	18,814	19,680	35,767	20,109	20,109		50,836	

2017 BUDGET DETAIL (Draft)

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual Projected	Note	2017 Budget	Footnote # See Appendix A
3. Office & Administration:								
a) Office, General Supplies	4,077	4,500	3,720	4,500	4,500		4,500	
b) Telephone	2,621	2,460	2,627	2,640	2,640		2,640	
c) Website, Internet, & E-mail	228	300	421	300	421		450	
d) Postage	4,968	5,000	4,249	5,000	5,000		5,000	
e) Printing, Publications, Advertising	11,575	11,000	6,076	12,000	8,800		9,000	6
f) Maintenance, Office Equipment	917	1,100	786	1,100	1,100		1,100	
g) Subscriptions, Memberships (primarily League of MN Cities)	1,677	1,700	1,775	1,768	1,825		1,900	
h) Insurance, Bonds	6,591	7,250	7,489	7,250	7,250		7,500	7
i) Public Information, Legal Notices	1,435	1,000	1,183	1,000	1,250		1,250	
j) Meeting Expenses	5,786	4,260	4,432	4,500	4,500		4,750	
k) Media (Cable & Internet)	0	3,300	2,780	3,600	2,400		2,400	8
l) Mileage	1,514	2000	1206	2000	2000		2000	
m) Employee Training	50	400	279	400	400		400	
SUB-TOTAL OFFICE & ADMINISTRATION	41,439	44,270	37,023	46,058	42,086		42,890	
4. Capital Outlay:								
a) Furniture & Equipment	478	1,500	204	1,500	1,500		1,500	
b) Computer Software & Hardware	1,583	2,000	1,004	2,000	2,000		2,000	9
SUB-TOTAL CAPITAL OUTLAY	2,061	3,500	1,208	3,500	3,500		3,500	
5. Legal:								
a) Legal Services	40,744	32,000	46,582	32,000	42,000		48,000	10
b) Prosecution Services	29,738	45,000	42,337	45,000	45,000		45,000	11
c) Hennepin County Room & Board	812	1,000	279	1,000	1,000		1,000	
SUB-TOTAL LEGAL	71,294	78,000	89,198	78,000	88,000		94,000	
6. Contract Services/Studies:								
a) Audit	7,250	7,486	7,450	7,711	7,711		7,950	
b) Information Technology	303	750	0	750	750		750	
SUB-TOTAL CONTRACT SERVICES/STUDIES	7,553	8,236	7,450	8,461	8,461		8,700	
7. Code Enforcement Program	11,940	4,590	2,239	4,500	0	E	0	
8. Administration Reserve Fund	0	0	0	0	0		0	
9. Equipment Replacement Fund	25,000	0	0	2,500	0		0	
10. Contingency	3,073	10,000	3,487	12,000	70,000	F	9,500	
<u>TOTAL ADMINISTRATION</u>	<u>432,902</u>	<u>422,492</u>	<u>426,768</u>	<u>429,866</u>	<u>438,544</u>		<u>396,366</u>	

2017 BUDGET DETAIL (Draft)

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual Projected	Note	2017 Budget	Footnote # See Appendix A
AQUATIC INVASIVE SPECIES (AIS)								
1. Eurasian Watermilfoil (EWM) Harvesting Program	97,496	95,000	80,718	85,500	60,062		60,062	12
2. Equipment Replacement Fund	0	35,000	35,000	15,000	0		15,000	13
3. AIS Reserve Fund	0	0	0	0	0		0	
4. Herbicide Treatment Program	0	0	0	0	0		0	
5. AIS Prevention & Management Programs	35,492	30,000	37,571	40,000	46,745		46,745	14
EQUIPMENT REPLACEMENT FUND								
1. Purchase of New Mechanical Harvester	0	0	0	0	0		0	
<u>TOTAL AQUATIC INVASIVE SPECIES</u>	<u>132,988</u>	<u>160,000</u>	<u>153,289</u>	<u>140,500</u>	<u>106,807</u>		<u>121,807</u>	
<u>TOTAL DISBURSEMENTS</u>	<u>565,890</u>	<u>582,492</u>	<u>580,057</u>	<u>570,366</u>	<u>545,351</u>		<u>518,173</u>	

**Lake Minnetonka Conservation District (LMCD)
2016 Actual Projected Notes**

Other Public Agencies (Note A)

The LMCD projects that it will receive a \$23,450 grant from the Minnehaha Creek Watershed District for watercraft inspections. The two grants anticipated from the Minnesota Department of Natural Resources (\$30,000 for mechanical harvesting and \$4,000 for watercraft inspections) will not be funded.

Use from AIS & Administration Reserves (Note B)

The \$17,500 planned for the Equipment Replacement Fund has been proposed to be reallocated for harvesting and watercraft inspections (\$2,500 from General Reserve Fund and \$15,000 from AIS Reserve Fund)

Salaries (Note C)

	2016 actual projected	
Current Executive Director	\$67,675.49	(January through October)
Replacement Executive Director	\$27,070.20	(September through December)
Administrative Technician (vacant)	\$0.00	
Administrative Assistant	\$55,382.60	(includes 100 hours of overtime)
Administrative Clerk (part-time)	\$16,744.95	(assumes that 1,143 hours to be worked in 2016)
Seasonal Code Enforcement (part-time)	\$0.00	
	<hr/> \$166,873.24	

Employer Benefit Contributions (Note D)

P.E.R.A. (7.50%)	\$12,515.49
NCPERS Life Insurance	\$416.00
Medical & Dental Insurance	\$13,817.96
	<hr/> \$26,749.45

	<u>P.E.R.A.</u>	<u>NCPERS Life Insurance</u>	<u>Medical & Dental Insurance (*)</u>	<u>Totals</u>
Current Executive Director	\$5,075.66	\$160.00	\$5,314.60	\$10,550.26
Replacement Executive Director	\$2,030.27	\$64.00	\$2,125.84	\$4,220.11
Administrative Technician (vacant)	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Assistant	\$4,153.70	\$192.00	\$6,377.52	\$10,723.22
Administrative Clerk (part-time)	\$1,255.87	\$0.00	\$0.00	\$1,255.87
	<hr/> \$12,515.49	<hr/> \$416.00	<hr/> \$13,817.96	<hr/> \$26,749.45

(*) Monthly premiums for medical & dental insurance was \$531.46 (\$478 for Blue Cross Blue Shield & \$53.46 for Health Partners)

Code Enforcement Program (Note E)

The LMCD Board has suspended this program for the 2016 boating season (enforcement to be done through complaints)

Contingency (Note F)

	2016 actual projected	
Interim Executive Director	\$40,500.00	(18 weeks, 30 hours per week, \$75 per hour)
Professional Search Firm	\$20,000.00	(Replacement of Executive Director position)
Temporary Staffing	\$6,000.00	(Temporary agency staff, where needed)
Unanticipated Expenses	\$3,500.00	
	<hr/> \$70,000.00	

**Lake Minnetonka Conservation District (LMCD)
Draft 2017 LMCD Budget
Appendix A**

Other Public Agencies (Footnote #1)

It is anticipated that the Minnehaha Creek Watershed District (MCWD) will fund the LMCD a \$23,450 grant for watercraft inspections.

Salaries (Footnote #2)

	estimated 2017 baseline
Executive Director	\$81,210.59 (*)
Administrative Technician	\$0.00
Administrative Assistant/Code Enforcement	\$51,937.60 (*)
Administrative Clerk (part-time)	\$16,744.95
Seasonal Code Enforcement (part-time)	\$0.00
	\$149,893.14 (**)

(*) Salaries will be grossed up to pay for long-term disability insurance for full-time LMCD employees

(**) Salary adjustments & limited overtime (including F.I.C.A., medicare, & P.E.R.A.) are included in Contingency (line-item 10)

Employer Benefit

Contributions (Footnote #3)

P.E.R.A. (7.50%)	\$11,241.99
NCPERS Life Insurance	\$384.00
Medical & Dental Insurance (*)	\$13,953.56
	\$25,579.55

(*) Medical & dental insurance provided for Executive Director & Administrative Assistant positions- assumes a 10% increase for medical insurance & 4% increase for dental insurance.

Office Lease & Storage (Footnote #4)

	Monthly Rate	Months	
	\$1,494.78	9	\$13,453.02
	\$1,532.15	3	\$4,596.45
			\$18,049.47

Professional Services (Footnote #5)

Contracted Payroll & Taxes	\$2,000.00
Contracted Bookkeeping Consulting	\$500.00
Contracted Temporary Staffing (where needed)	\$30,287.00
	\$32,787.00

**Printing, Publications, & Advertising
(Footnote #6)**

\$9,000 has been budgeted for one LMCD Newsletter, the re-printing of the Summer and Winter Rules brochures, and other LMCD literature.

Insurance, Bonds (Footnote #7)

\$7,500 has been budgeted with the League of Minnesota Cities for insurance for the LMCD.

**Media (Cable & Internet)
(Footnote #8)**

\$2,400 has been budgeted to contract with a producer and on-line viewing of LMCD Board Meetings (one per month).

**Computer Software & Hardware
(Footnote #9)**

\$2,000 has been budgeted for information technology, hardware, and software updates.

Legal Services (Footnote #10)

\$48,000 has been budgeted for legal services (taking into consideration changes to the civil attorney and Executive Director positions in 2016).

Prosecution Services (Footnote #11)

\$45,000 has been budgeted for prosecution services. These expenses will be offset by projected \$45,000 of court fines.

EWM Harvesting Program (Footnote #12)

A mechanical harvesting program is planned from mid June through mid August to manage EWM on Lake Minnetonka. Harvesting priorities will be based on impediments to public navigation to the open water due to EWM growth (in particular matted areas). All areas that dictate the need for harvesting will be done at least once, with high growth areas being harvested twice (time permitting). Further details of the proposed project (including a more detailed budget) will be provided in the spring of 2017.

**Equipment Replacement Fund
(Footnote #13)**

\$15,000 has been budgeted for replacement of depreciated EWM Harvesting Program (transfer from the AIS Reserve Fund).

**AIS Prevention & Management
Programs (Footnote #14)**

\$46,900 has been budgeted for unspecified AIS management and prevention programs (most likely watercraft inspections). Similar to past years, the LMCD will seek partnerships for the implementation of these projects (in particular the MCWD as a funding partner and the Three Rivers Park District for professional services).

RESERVE FUND ANALYSIS:

	Administration	AIS	Equipment Replacement Fund
2016			
12/31/15 Balance	\$163,245	\$138,963	\$102,800
Reserve Fund Contribution	\$0	\$0	\$0
Transfer from Reserve Fund	(\$44,178)	(\$15,000)	\$0
Transfer to Equip. Repl. Fund	\$0	\$0	\$0
Projected 12/31/15 Balance	<u>\$119,067</u>	<u>\$123,963</u>	<u>\$102,800</u>
2017			
Projected 12/31/16 Balance	\$119,067	\$123,963	\$102,800
Reserve Fund Contribution	\$0	\$0	\$0
Transfer from Reserve Fund	\$0	(\$11,934)	\$0
Transfer to Equip. Repl. Fund	\$0	(\$15,000)	\$15,000
Projected 12/31/17 Balance	<u>\$119,067</u>	<u>\$97,029</u>	<u>\$117,800</u>
Projected % of 2016 Annual Budget	27.7%	96.5%	

**Lake Minnetonka Conservation District (LMCD)
Court Fine Revenue Budget vs. Actual (2007-2015)**

<u>Year</u>	<u>Budget</u>	<u>Actual</u>
2007	\$ 35,000.00	\$ 27,099.00
2008	\$ 37,500.00	\$ 50,377.00
2009	\$ 30,000.00	\$ 80,431.00
2010	\$ 40,500.00	\$ 86,825.00
2011	\$ 47,000.00	\$ 71,783.00
2012	\$ 54,000.00	\$ 105,036.00
2013	\$ 55,000.00	\$ 55,611.00
2014	\$ 55,000.00	\$ 62,156.00
2015	\$ 55,000.00	\$ 33,974.00 *

* QuickBooks Figure



INTERIM EXECUTIVE DIRECTOR

The Lake Minnetonka Conservation District Board (LMCD) is accepting submittals for an **Interim Executive Director**. The primary responsibilities will include providing the day-to-day duties of the Executive Director until a full-time appointment is made and assisting with the search process to fill the Executive Director position. The Interim Executive Director is a temporary at-will position, with up to 40 hours of work per week, and with no benefits included. The search for the full-time appointment may take three to six months until the start date of a full-time Executive Director. Candidates for the Interim Executive Director will not be considered for the full-time appointment. The desired start date for the Interim Executive Director is **April 18, 2016**. Qualified applicants should have a bachelor's degree (master's degree preferred) in public administration or related field and two years of supervisory experience (preferably with a municipality). Desirable qualifications include: search recruitment experience and water management experience.

A position description can be found at: www.lmcd.org. Inquiries and resume should be directed to Chair Jay Green; LMCD Office at: 5341 Maywood Road, Suite 200, Mound, MN 55364 or jgreen@lmcd.org. Please outline your background, including salary requirements and availability. The application deadline is **Thursday, March 31, 2016**. Candidates must be available on **Tuesday, April 5th between 5:30-8:30 p.m.** for interviews.
