



LAKE MINNETONKA CONSERVATION DISTRICT

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

AGENDA
WORK SESSION AND FORMAL MEETING
LAKE MINNETONKA CONSERVATION DISTRICT
Thursday, November 12, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/86756681572?pwd=ZFIRczdVYzFkT3RDV3JkV3BJRVMvdz09>

Meeting ID: 867 5668 1572

Passcode: 424649

Dial by your location

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Pursuant to a statement issued by the presiding officer under Minnesota Statutes, section 13D.021, the meeting will be conducted remotely using electronic means. The LMCD's usual meeting room will not be open to the public or the Directors. The LMCD will be using Zoom platform to conduct the meeting remotely. More details about how to use Zoom is available on the website at www.lmcd.org.

PUBLIC PARTICIPATION

Those desiring to participate in the meeting should complete the online form by 2:00 p.m. prior to the meeting. If you are invited to speak at the *Public Comments* Section or *Agenda* Item: 1) Indicate your desire to be heard by "raising hand" through Zoom, 2) Direct comments to Chair Gregg Thomas, 3) Be concise and courteous. The Chair may choose to reorder the agenda for a specific agenda item if it would benefit the needs of those in attendance. People who are disruptive will be expelled from the meeting. If you have questions, please email the Executive Director at vschleuning@lmcd.org.

WORK SESSION AGENDA

6:30 p.m.

The purpose of the Work Session is to allow staff to seek input from the Board and for the Board to discuss matters in greater detail than generally available at the formal Board Session. The Board may give staff direction or express a preference, but does not formally vote on matters during Work Sessions. While all meetings of the Board are open to the public, Work Session discussions are generally limited to the Board, staff, and designated representatives. Work Sessions are not videotaped. The work session may be continued after the formal meeting, time permitting.

1. General Overview About Riparian Rights

FORMAL MEETING AGENDA
7:00 p.m.

The purpose of the Formal Session is to allow the Board to conduct public hearings and to consider and take formal action on matters coming before the LMCD.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL**
- 4) APPROVAL OF AGENDA**
- 5) CHAIR ANNOUNCEMENTS**, Chair Gregg Thomas
- 6) APPROVAL OF MINUTES** (10/28//2020) LMCD Regular Board Meetings
- 7) APPROVAL OF CONSENT AGENDA**
 - A) Audit of Vouchers (11/01/2020 – 11/15/2020)
 - B) Resolution Accepting Save the Lake Contributions (09/15/2020 – 10/31/2020)
 - C) 2021 LMCD Employee Compensation Adjustments
 - D) LMCD Board Meetings Contracts/Agreements for Professional Services:
 - LMCC Video on Demand Services
 - Mark Hodges Media Productions, Producer
 - Timesaver Off-Site Secretarial, Inc., Meeting Minutes
- 8) PUBLIC COMMENTS** – *Provides an opportunity for the public to address the board on items that are not on the agenda. Public comments are limited to 5 minutes and should not be used to make personal attacks or to air personality grievances. Please direct all comments to the Board Chair. The Board generally will not engage in public discussion, respond to or correct statements from the public, or act on items not on the agenda. The Board may ask for clarifications or direct staff to report back on items at future meetings.*
- 9) PUBLIC HEARING**
 - A) None
- 10) OTHER BUSINESS**
- 11) OLD BUSINESS**
- 12) NEW BUSINESS**
 - A) Proposed Standing Committees
- 13) TREASURER REPORT**

14) EXECUTIVE DIRECTOR UPDATE

15) STANDING LMCD COMMITTEE / WORKGROUP UPDATE

- Aquatic Invasive Species Taskforce
- Budget Workgroup
- Communications & Legislative Relations
- Nominating Committee
- Save the Lake Committee
- Strategic Plan Subcommittee

16) ADJOURNMENT

Future Items for Review – Tentative

- Lake Use Vision and Policy Discussion Continuing Series
 - Watercraft Density
 - Lake Sales and Services
 - Water Skier Observer Requirements
- Reserve Fund Balances
- Harvesting Equipment Status- Within 30 days after AIS Strategy TAG Meeting (probably January 2021)



LAKE MINNETONKA CONSERVATION DISTRICT

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DATE: November 12, 2020
TO: Board of Directors
FROM: Vickie Schleuning, Executive Director
SUBJECT: General Overview About Riparian Rights

ACTION

Board review of riparian rights.

BACKGROUND

Attorney Troy Gilchrist will present a high-level overview about riparian rights as they relate to LMCD regulations.

BUDGET

N/A

STRATEGIC PRIORITIES

- Operational Effectiveness, Clear & Timely Communications, Effective Governance, Lake Protection, Other

ATTACHMENTS/SUPPLEMENTARY INFORMATION

- Presentation Provided at Meeting

LAKE MINNETONKA CONSERVATION DISTRICT BOARD OF DIRECTORS

6:00 P.M., October 28, 2020
Virtual Meeting

Due to COVID-19 Guidelines, pursuant to a statement issued by the presiding officer (Board Chair) under Minnesota Statutes, section 13D.021, the meeting was conducted remotely through electronic means using Zoom. The LMCD's usual meeting room was not open or available to the public or the Directors.

WORK SESSION

6:00 p.m.

Members Present: Gregg Thomas, Tonka Bay; Rich Anderson, Orono; Ann Hoelscher, Victoria; Bill Cook, Greenwood; Dan Baasen, Wayzata; Michael Kirkwood, Minnetrista; Dennis Klohs, Minnetonka Beach; Mark Kroll, Excelsior; Denny Newell, Woodland; Nicole Stone, Minnetonka; Jake Walesch, Deephaven; and, Deborah Zorn, Shorewood. Also present: Troy Gilchrist, LMCD Legal Counsel; Vickie Schleuning, Executive Director; and Matt Cook, Environmental Administrative Technician.

Members Absent: Ben Brandt, Mound; and Gary Hughes, Spring Park.

Persons in Audience: Nick Williams.

1. Budget Document and Financial Summary Overview

Cook provided background information on the budget process. He provided details on the different budget categories.

Schleuning noted that the communications carryover from the previous year is not yet reflected in this budget.

Cook continued to review the different budget categories along with the tracking of income and expenditures and with possible amendments that may come in the future. He noted that he provides quarterly updates throughout the year. He stated that in the next budget they will not have any harvesting equipment/operation costs in the budget. He stated that instead there will be a line item for an AIS program that will hopefully be defined prior to budget approval. He provided details on the reserve levels and noted that he would like to target a level of 40 percent which would mean that the reserve is currently overfunded. He provided details on the equipment replacement account including its current balance. He commented that because the LMCD is not going to purchase additional harvesting equipment, the balance may not be needed at that level. He reviewed the Save the Lake reserve balance and stated that he believes that to be an adequate balance. He encouraged the group to look at special projects that could be funded through that reserve fund. He cautioned against lowering the balances too quickly. He stated that he would prefer to use the reserve funds for special projects rather than operating expenses. He requested that the Board provide comments/suggestions via email to Schleuning regarding the reserve fund balances and use of those funds.

Kirkwood asked when the Board reviews and provides input on the different line items in the budget.

Cook provided additional background information on the budget timeline.

Kirkwood asked when input would be gathered on how to use the AIS funds.

Cook stated that discussion has been ongoing for some time. He stated that those funds would remain in the budget and if unspent, would go into the reserve account.

Newell stated that the proposed budget includes a line item for AIS harvesting equipment and repair and asked if that is a placeholder for future discussion.

Cook stated that those were the actual values from harvesting but recognized that the LMCD has stopped harvesting. He stated that those funds were then used to commission the vegetation management study of the lake. He stated that the 2020 budget is the first budget in which that item was a placeholder. He stated that the 2021 budget also has that item as a placeholder, but the 2022 budget will not have that placeholder.

Newell commented that it has been two years since the LMCD has harvested and he did not anticipate that the LMCD will harvest again in the same nature it once did. He stated that the organization is retaining money in reserves and budgeting maintenance costs for equipment that it is not using. He commented that perhaps it would be better to sell the equipment and hire outside services for harvesting, if the choice to harvest is made in the future.

Chair Thomas commented that he did not believe that this workshop is the place for that discussion.

Cook commented that if there is interest in moving that equipment, it would make sense to coordinate the discussion in line with the TAG meeting. He believed that discussion should take place within the Board prior to the end of December.

Anderson referenced the 2019-2020 Strategic Plan and noted that per his interpretation all the reserve fund balances should be combined to reach that goal of 50 percent, which would mean the balances are much higher than the goal.

Schleuning stated that the intent was to have that target for the general fund reserve balance only. She noted that the Strategic Plan Subcommittee will review that language.

Chair Thomas thanked Cook for his presentation and the questions that he has posed to the Board to think about. He commented that he likes keeping the levy amount steady as it makes it easier for the cities to plan.

There being no further business, the work session was adjourned at 6:45 p.m.

FORMAL MEETING

7:10 p.m.

1. CALL TO ORDER

Chair Thomas called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present: Gregg Thomas, Tonka Bay; Rich Anderson, Orono; Ann Hoelscher, Victoria; Bill Cook, Greenwood; Dan Baasen, Wayzata; Michael Kirkwood, Minnetrista; Dennis Klohs, Minnetonka Beach; Mark Kroll, Excelsior; Denny Newell, Woodland; Nicole Stone, Minnetonka; Jake Walesch, Deephaven; and, Deborah Zorn, Shorewood. Also present: Troy Gilchrist, LMCD Legal Counsel; Vickie Schleuning, Executive Director; and, Matt Cook, Environmental Administrative Technician.

Members absent: Ben Brandt, Mound; and Gary Hughes, Spring Park.

Persons in Audience: None.

4. APPROVAL OF AGENDA

MOTION: Baasen moved, Cook seconded to approve the agenda as submitted.

VOTE: A roll call vote was performed:

Anderson	aye
Baasen	aye
Cook	aye
Hoelscher	aye
Kirkwood	aye
Klohs	aye
Kroll	aye
Newell	aye
Stone	aye
Thomas	aye
Walesch	aye
Zorn	aye

Motion carried unanimously.

5. CHAIR ANNOUNCEMENTS

Chair Thomas welcomed Cook back.

6. APPROVAL OF MINUTES- 10/14/2020 LMCD Regular Board Meeting

MOTION: Kirkwood moved, Stone seconded to approve the 10/14/2020 LMCD Regular Board Meeting minutes as submitted.

VOTE: A roll call vote was performed:

Anderson	aye
Baasen	abstain
Cook	abstain
Hoelscher	aye
Kirkwood	aye
Klohs	aye
Kroll	aye
Newell	aye
Stone	aye
Thomas	aye
Walesch	aye
Zorn	abstain

Motion carried unanimously.

7. APPROVAL OF CONSENT AGENDA

MOTION: Baasen moved, Stone seconded to approve the consent agenda as presented. Items so approved included: **7A)** Audit of Vouchers (10/16/20 – 10/31/20); **7B)** Ratification of September 23, 2020 LMCD Board Meeting Minutes.

VOTE: A roll call vote was performed:

Anderson	aye
Baasen	aye
Cook	aye
Hoelscher	aye
Kirkwood	aye
Klohs	aye
Kroll	aye
Newell	aye
Stone	aye
Thomas	aye

Walesch aye
Zorn aye

Motion carried unanimously.

8. PUBLIC COMMENTS- Persons in attendance, subjects not on the agenda (limited to 5 minutes)

There were no public comments.

9. PUBLIC HEARING

There were no public hearings.

10. OTHER BUSINESS

There was no other business.

11. OLD BUSINESS

There was no old business.

12. NEW BUSINESS

A) Appointment of Nominating Committee

Chair Thomas explained the process the Board uses to make recommendations for Officers using the Nominating Committee.

Walesch and Zorn volunteered to continue on the Committee.

Chair Thomas asked if there were any other members that would like to participate.

Kroll commented that he would be happy to help as well.

Stone commented that she would also like to participate.

MOTION: Thomas moved, Anderson seconded to appoint Kroll, Stone, Walesch, and Zorn to the Nominating Committee for selection of candidates for Officers for 2021.

VOTE: A roll call vote was performed:

Anderson aye
Baasen aye

Cook	aye
Hoelscher	aye
Kirkwood	aye
Klohs	aye
Kroll	aye
Newell	aye
Stone	aye
Thomas	aye
Walesch	aye
Zorn	aye

Motion carried unanimously.

B) LMCD 2021 Employee Benefits Package

Schleunig reported that each year the LMCD is required to resubmit the insurance and benefit information. She provided an update on the health and dental premiums and presented three options for the Board to consider along with the staff recommendation of the employer paying up to \$850 per single coverage and up to \$1,300 family coverage for health insurance and continuing the other portions of the current benefit package.

Anderson asked if there is a worker's compensation policy.

Schleunig confirmed that the LMCD possesses workman's compensation.

Anderson asked if there is coverage for clerical and field work.

Schleunig confirmed that there are different levels depending on the different employee activities such as for office or field work and they are periodically reviewed with the insurance provider.

MOTION: Anderson moved, Cook seconded to approve the employee benefit package as recommended with the employer paying up to \$850 per single coverage and up to \$1,300 family coverage for health insurance; and continuing the other portions of the current benefit package.

VOTE: A roll call vote was performed:

Anderson	aye
Baasen	aye
Cook	aye
Hoelscher	aye
Kirkwood	aye
Klohs	aye
Kroll	aye

Newell	aye
Stone	aye
Thomas	aye
Walesch	aye
Zorn	aye

Motion carried unanimously.

13. TREASURER REPORT

No report.

14. EXECUTIVE DIRECTOR UPDATE

Schleuning provided the following information:

- Reminder to remove boats from the lake before the lake starts to ice over.
- Progress continues on the process to update the website.
- Work is progressing for the transition from summer to winter activities.

15. STANDING LMCD COMMITTEE/WORKGROUP

Aquatic Invasive Species Taskforce: No report.

Budget Workgroup: No report.

Communications and Legislative Relations: No report.

Save the Lake Committee: No report.

Strategic Plan Subcommittee: No report.

16. ADJOURNMENT

MOTION: Walesch moved, Kirkwood seconded to adjourn the meeting at 7:30 p.m.

VOTE: A roll call vote was performed:

Anderson	aye
Baasen	abstain/lost connection
Cook	aye
Hoelscher	aye
Kirkwood	aye
Klohs	aye

Kroll	abstain/lost connection
Newell	aye
Stone	aye
Thomas	aye
Walesch	aye
Zorn	aye

Motion carried unanimously.

Gregg Thomas, Chair

Dan Baasen, Secretary

DRAFT

11:24 AM
11/05/20

Lake Minnetonka Conservation District
Check Detail
November 1 - 15, 2020

ITEM 7A

Date	Num	Name	Memo	Account	Class	Paid Amount
11/13/2020	EFT-20-133	ADP Service Fee		Alerus Checking		
			Payroll 11/1/20 - 11/15/20	4180M10 · Professional Services - Admin.	Admin.	-80.53
TOTAL						-80.53
11/13/2020	EFT-20-134	SelectAccount Group Serv...		Alerus Checking		
			HSA Employer Contribution for November 2020 (Vickie Schleuni...)	4380M10 · Employee Benefits - Admin.	Admin.	-116.67
			HSA Employer Contribution for November 2020 (Matt Cook)	4380M10 · Employee Benefits - Admin.	Admin.	-116.67
			HSA Employer Contribution for November 2020 (Tammy Duncan)	4380M10 · Employee Benefits - Admin.	Admin.	-116.67
TOTAL						-350.01
11/13/2020	EFT-20-135	Unum Life Insurance		Alerus Checking		
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	-160.69
TOTAL						-160.69
11/13/2020	EFT-20-136	ADP		Alerus Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-8,736.40
			P.E.R.A.	2020 · Payroll Liabilities -	Admin.	1,217.17
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-652.06
			ER/FICA Medicare - Admin	4021M10 · ER Share of Admin FICA/Me...	Admin.	-665.11
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	78.08
TOTAL						-8,758.32
11/13/2020	EFT-20-137	P.E.R.A		Alerus Checking		
			Payroll 11/1/20 - 11/15/20	2020 · Payroll Liabilities -	Admin.	-1,217.17
TOTAL						-1,217.17
11/13/2020	21873	AIS Advanced Imaging Sol...		Alerus Checking		
11/13/2020	Inv.#427381835		Copier Contract 10/20/20 - 11/20/20	4140M10 · Equipment R&M - Admin.	Admin.	-262.52
TOTAL						-262.52

11:24 AM

11/05/20

Lake Minnetonka Conservation District
Check Detail
November 1 - 15, 2020

Date	Num	Name	Memo	Account	Class	Paid Amount
11/13/2020	21874	Haugen Law Firm PLLP		Alerus Checking		
11/13/2020	Trademarks		Certificate of Registration LMCD & Logo Design	4620M10 · Legal Fees - Admin.	Admin.	-125.00
			Certificate of Registration LMCD Save the Lake & Logo Design	4620M20 · Legal Fees - STL	STL	-125.00
TOTAL						-250.00
11/13/2020	21875	LMCC		Alerus Checking		
11/13/2020	Inv.#1385		VOD Services for Meeting 10/28/20	4182M10 · Media (Cable/Internet) - Admin.	Admin.	-100.00
TOTAL						-100.00
11/13/2020	21876	MN NCPERS		Alerus Checking		
11/13/2020	November 2020		Life Insurance, November 2020	4380M10 · Employee Benefits - Admin.	Admin.	-48.00
TOTAL						-48.00
11/13/2020	21877	Tallen & Baertschi		Alerus Checking		
11/13/2020	October 2020		October Prosecution Cost	4640M10 · Prosecution Fees - Admin.	Admin.	-2,167.15
TOTAL						-2,167.15
11/13/2020	21878	TimeSaver Off Site Secret...		Alerus Checking		
11/13/2020	Inv.#M25984		View Webcase 10/14/20	4230M10 · Meeting Exp. - Admin.	Admin.	-116.25
			Board Minutes 10/14/20	4230M10 · Meeting Exp. - Admin.	Admin.	-233.75
			Board Minutes 10/28/20	4230M10 · Meeting Exp. - Admin.	Admin.	-183.50
TOTAL						-533.50

ITEM 7B



RESOLUTION NO. 208

A RESOLUTION ACCEPTING CONTRIBUTION(S) TO THE LAKE MINNETONKA CONSERVATION DISTRICT (LMCD)

WHEREAS, the LMCD is a regional government agency established by Minnesota Statutes Section 103B.605, Subd. 1;

WHEREAS, contributions to the LMCD "Save the Lake" fund are generally tax deductible to individuals under the IRS Code 26 USC Section 170 (b)(1)(a) because contributions to any political subdivision of any state for exclusively public purposes are deductible;

WHEREAS, municipalities are generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its stakeholders, and is specifically authorized to accept gifts;

WHEREAS, LMCD wishes to follow similar requirements as established for municipalities for accepting donations;

WHEREAS, the attached listed person(s) and entity(ies) have offered to contribute the cash amount(s) set forth with any terms or conditions as outlined in Attachment I to the LMCD;

WHEREAS, such contribution(s) have been contributed to the LMCD for the benefit of the public, as allowed by law; and

WHEREAS, the LMCD Board of Directors finds that it is appropriate to accept the contribution(s) offered.

NOW THEREFORE, BE IT RESOLVED BY THE LMCD BOARD, STATE OF MINNESOTA AS FOLLOWS:

1. The contribution(s) described with Attachment I is/are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

RESOLUTION #208

Page 2

2. The executive director is hereby directed to issue receipt(s) acknowledging the LMCD's receipt of the contributor's contribution(s).

Adopted by the Board this 12th day of November, 2020.

ATTEST:

Gregg Thomas, Chair

Dan Baasen, Secretary

Lake Minnetonka Conservation District
Transaction Detail By Account
September 15 through October 31, 2020

Resolution #208 Attachment 1 - Save the Lake Contribution

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/15/2020	13007	Douglas A. Jolstad	STL Donation (General)	25.00
09/15/2020	1094	Michael J Blum	STL Donation (General)	250.00
09/21/2020	3325	Kathleen Ann Jones	STL Donation (General)	100.00
09/21/2020	6272	Dan Johnston	STL Donation (General)	50.00
09/29/2020		Benevity Fund Donation	STL Donation (Andrew Punch 30.00)	28.56
10/05/2020	4770	Mike Kirkwood	STL Donation (Communications Contract)	100.00
10/22/2020	14119	Matthew Levitt	STL Donation (General)	100.00
10/27/2020	4313	Anonymous	STL Donation (Harvester Winterize)	200.00
				<hr/> 853.56



LAKE MINNETONKA CONSERVATION DISTRICT

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DATE November 12, 2020 (Prepared November 4, 2020)

TO: Board of Directors

FROM: Vickie Schleuning, Executive Director 

SUBJECT: 2021 LMCD Employee Compensation Adjustments

ACTION

Board consideration of annual base wage adjustments for employees.

The following motions are offered depending on whether the Board wishes to approve or deny the request.

Approval:

I make a motion to approve the annual base wage adjustments for employees in 2021 at a rate of 2.75 percent <or other percent>...

Denial:

I make a motion to deny the annual base wage adjustment for employees in 2021.

BACKGROUND

Per the Personnel Policy, employees of the Lake Minnetonka Conservation District (LMCD) are compensated as established by the Board of Directors. Appropriate compensation is important to ensure the organization is competitive with market conditions in the area. Typically, the rate adjustment has included the positions of administrative assistant, environmental administrative technician, office clerk, and seasonal staff.

Member cities were contacted to learn the annual base wage increases planned for employees in 2021. A comparison of annual base wage adjustments of member cities for 2021 is listed in the enclosed table. Please note that at the time of inquiry, some rates were preliminary and not yet approved or not available. According to the Bureau of Labor Statistics, the consumer price index for all urban consumers summary for the past year ending September 2020 was 1.4% compared to 1.7% in 2019.

City Comparison of Annual Wage Adjustment

City	% Wage Increase	Comments
Deephaven	3.00%	Deephaven council approved 3.00%
(Greenwood)		Not available
(Woodland)		Not available
Excelsior	3.00%	Considering 3.00% COLA
Minnetonka	2.00%	2.00% base increase plus any necessary market adjustments
Minnetonka Beach	3.00%	Recommending to Council 3.00%
Minnetrista		Not available
Mound		Not available
Orono	3.00%	Budgeted for 3.00%
Shorewood		Not available
Spring Park		Not available
Tonka Bay		Not available
Victoria	2.00% - 2.50%	Maximum budget included 2.50% COLA, but may reduce to 2.00% when budget adopted in December
Wayzata		Not available
Mean	2.67-2.75%	
Median	3.00%	

BUDGET

The annual wage adjustment is within the budget for personnel expenses in 2021. This wage adjustment is separate from market rate comparisons or pay equity studies conducted periodically by organizations.

STRATEGIC PRIORITIES

Operational Effectiveness
 Clear & Timely Communications
 Effective Governance
 Lake Protection
 Other

RECOMMENDATION

It is recommended that base wages be adjusted 2.75 percent based on inflation and comparable rate increases of other local agencies.

ATTACHMENTS/SUPPLEMENTARY INFORMATION

- N/A



LAKE MINNETONKA CONSERVATION DISTRICT

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TO: Board of Directors

Vickie Schleuning

FROM: Vickie Schleuning, Executive Director

DATE: November 12, 2020 (Prepared November 5, 2020)

SUBJECT: 2021 Board Meeting Contracts/Agreements for Professional Services

ACTION

Board approval of agreements with Lake Minnetonka Communication Commission for Video on Demand services, Mark Hodges for Producer Services, and Time Saver Off Site Secretarial, Inc. for Minute Taking Services.

BACKGROUND

Certain professional services or accommodations are provided for the Lake Minnetonka Conservation District (LMCD) through contracts or agreements with other agencies or parties. Several contracts are renewed annually. The contracts being considered through this action are services or accommodations associated with LMCD Board meetings. These services include Video on Demand Streaming, Producer, and Minute-Taking.

The agreement with the City of Wayzata for the Community Room for Board Meeting is typically considered at this time. However, due to COVID-19 guidance, the community room continues to be closed to the public and there is no expected date for re-opening. In discussion with City of Wayzata staff, the LMCD meeting dates have been placed on the calendar and LMCD staff will be contacted when the room becomes available. An agreement will be reviewed at that time with possible prorated amounts for the remainder of year 2021.

BUDGET

Regular meeting costs are allocated in the annual budget. The quotes provided by the service providers indicate no to minimal increase. More information is provided in the Recommendations section.

STRATEGIC PRIORITIES

- Operational Effectiveness
- Clear & Timely Communications
- Effective Governance
- Lake Protection
- Other

RECOMMENDATIONS

Staff recommends the renewal of the contracts as indicated below. A summary of the contracted services and proposals for 2021 is provided below.

- **Video on Demand**
The Lake Minnetonka Communication Commission (LMCC) provides services that allow the formal part of the meeting to be viewed online on demand. A live feed is not provided for LMCD in-person meetings. The rates remain the same in 2021 at \$100 per meeting.
- **Producer**
Mark Hodges has been the producer for the LMCD for the past 3 years. The contract presented shows rates will remain the same for 2021.
- **Minute-Taking Services**
Time Saver Off Site Secretarial, Inc. services have been used approximately three years to take the minutes of the formal Board Meetings. This helps free up some staff time for other activities. The rate reflects an increase of approximately 2% for 2021.

ATTACHMENTS/SUPPLEMENTARY INFORMATION

- Lake Minnetonka Communications Commission Video on Demand Agreement
- Producer Agreement with Mark Hodges
- Time Saver Off Site Secretarial, Inc, Agreement

**AGREEMENT FOR PROVIDING VIDEO ON DEMAND STREAMING SERVICES
FOR LAKE MINNETONKA CONSERVATION DISTRICT MEETINGS**

This agreement is between the Lake Minnetonka Communications Commission, herein known as “Contractor” and the Lake Minnetonka Conservation District. The contractor will perform all of the following terms:

- This agreement is for a term of twelve (12) months and is available for renewal annually. Contractor agrees to encode all Lake Minnetonka Conservation District meetings and link them to the Contractor’s website located at www.lmcc-tv.org during the twelve (12) month term of this agreement, from the date of January 1, 2021 to December 31, 2021

Work specified includes the following:

- Ingest recordings of Lake Minnetonka Conservation District meetings into the Contractor’s video server.
- The Contractor will encode and upload these meetings to the Contractor’s host website located at www.lmcc.granicus.com and keep them in a location unique to the Lake Minnetonka Conservation District.
- The Contractor will trim the meeting files so that the video file can be viewed from gavel to gavel of said meeting.
- The Contractor will link the meeting to the Lake Minnetonka Conservation District page of the Contractor’s website.
- The Contractor will allow the Lake Minnetonka Conservation District to link this page of content to their own website for ease of viewing by their constituents.
- Compensation of \$100.00 per meeting will be paid by the Lake Minnetonka Conservation District for performing these services.
- The Lake Minnetonka Conservation District agrees to pay this amount within 30 days of the posting of the meeting to the aforementioned website.
- The Lake Minnetonka Conservation District can request increased services during the contracted time that would include agenda parsing for any of their meetings with the understanding that agenda parsed meetings will be charged at a rate of \$250.00 per meeting and that they would need to provide the Contractor with a Word version of their agenda no later than the date of their meeting.

Lake Minnetonka Conservation District
Vickie Schleuning, Executive Director

Date

Lake Minnetonka Communications Commission
Jim Lundberg, Operations Manager

Date

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made this 1st day of January, 2021, by and between the Lake Minnetonka Conservation District, a corporate and political body and political subdivision of Minnesota, (the “LMCD”) and Mark Hodges (the “Contractor”).

RECITALS

- A. The Contractor is engaged in the business of providing professional videotaping services to record public meetings.
- B. The LMCD generally holds two regular meetings a month in the council chambers of the City of Wayzata (“City”), which has its own videotaping equipment that it makes available for recording the LMCD’s meetings.
- C. The LMCD desires to engage the Contractor to provide the videotaping services described in this Agreement, and the Contractor is willing to provide such services on the terms and conditions set forth herein.

AGREEMENT

- 1. Services. The Contractor agrees to videotape all LMCD regular board meetings during the term of this Agreement in accordance with the following (collectively, the “Services”):
 - (a) Operate the City’s video equipment during LMCD regular board meetings. This includes the robotic cameras, graphics software, and picture in picture placement. Note: At this time this service does not include live streaming online through Granicus or other software;
 - (b) Assist in troubleshooting, as needed, of all City video equipment necessary to provide the Services. While the equipment functionality under normal usage is the responsibility of the LMCD, the Contractor shall be responsible for the costs of repairing the equipment resulting from the careless use or abuse of the equipment by the Contractor; and
 - (c) The Contractor shall: 1) return the studio to correct working order; 2) not remove any City equipment or property from the studio except as authorized by appropriate City personnel; 3) secure the studio upon leaving; 4) abide by all rules, regulations, and requests of the City with regard to the use of the studio and the equipment; and 5) utilize the City’s studio for LMCD meetings only.

All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services. The Contractor agrees to not record, broadcast, distribute, or listen to any portion of an LMCD meeting closed to the public under Minnesota Statutes, section 13D;

2. Term and Termination. This Agreement shall commence effective January 1, 2021 and shall continue for 12 months, unless terminated earlier as provided herein. Either party to this Agreement may terminate this Agreement at any time for any reason upon 60 days' written notice of termination to the other party.
3. Payment. The Contractor shall submit a statement on a regular basis that indicates the Services provided for the board meetings within that time period. The LMCD shall pay the Contractor for providing the Services at a rate of \$80 per meeting, plus \$40 per hour (charged in quarter hour increments) for each hour after the first two hours of the meeting, with a total cap per meeting of \$160. The duration of the meeting is determined solely by the actual meeting run time and does not include any pre/post meeting work. Payment of this rate constitutes payment in full for the Services and the LMCD shall not be required to pay expenses or any other amounts to the Contractor for providing the Services.
4. Subcontracting. The Contractor may not subcontract or assign any obligations under this Agreement to another without the prior consent of the LMCD. If the LMCD approves the Contractor having someone else provide any portion of the Services, the Contractor shall be responsible for ensuring the person is sufficiently trained, as determined by the City, to be able to operate the City's equipment on their own.
5. Independent Contractor. The Contractor is an independent contractor and the Services will be performed with the understanding that the Contractor has special expertise in those Services and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the Services are performed shall be controlled by the Contractor; however, the nature of the Services and the results to be achieved shall be specified by the LMCD. The Contractor is not to be deemed an employee or agent of the LMCD and has no authority to make any binding commitments or obligations on behalf of the LMCD. All Services provided by the Contractor pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the LMCD for any purpose including, but not limited to, income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts, and eligibility for employee benefits.
6. Indemnification. To the fullest extent permitted by law, the Contractor, and the Contractor's successors or assigns, agrees to protect, defend, save, and hold harmless the LMCD, its officers, agents, and employees from any and all claims, suits, or actions of any kind, nature, or character, and the costs, disbursements, and expenses of defending the same including, but not limited to, attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of the alleged negligence, breach of contract or willful misconduct of the Contractor or its subcontractors, agents, or employees in performing the Services under this Agreement or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the LMCD is entitled under law. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.

7. Insurances. The Contractor shall be responsible for maintaining, during the entire term of this Agreement, its own insurances including, to the extent required by law, workers' compensation insurance.
8. Miscellaneous Provisions.
 - (a) Entire Agreement. This Agreement constitutes the entire agreement between the LMCD and the Contractor, and supersedes any other written or oral agreements between the LMCD and the Contractor.
 - (b) Amendments. No amendments may be made to this Agreement except in writing signed by both parties.
 - (c) Records/Inspection. Pursuant to Minnesota Statutes, section 16C.05, subdivision 5, the Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor, that are relevant to this Agreement, are subject to examination by the LMCD and the state auditor or legislative auditor for a minimum of six years. The Contractor shall maintain such records for a minimum of six years after final payment.
 - (d) Compliance with Laws. The Contractor shall exercise due professional care to comply with all applicable federal, state and local laws, rules, ordinances and regulations in providing the Services under this Agreement.
 - (e) Data Practices. As required in Minnesota Statutes, section 13.05, subdivision 6, the Contractor agrees to comply with the requirements of the Minnesota Data Practices Act (Minnesota Statutes, Chapter 13) with respect to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor in the course of providing Services under this Agreement. This Agreement does not require data on individuals to be made available to the Contractor.
 - (f) Third Party Rights. The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
 - (g) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
 - (h) Not Exclusive. This Agreement is not exclusive in that the Contractor is free to perform similar services to others, provide such services do not interfere with the Contractor providing the identified Services to the LMCD under this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement effective as of January 1, 2021.

Lake Minnetonka Conservation District

Gregg Thomas, Chair

Dan Baasen, Secretary

Date

Contractor

Mark Hodges

Date

TimeSaver Off Site Secretarial, Inc.

October 22, 2020

Ms. Vickie Schleuning, Executive Director
Lake Minnetonka Conservation District
5341 Maywood Road, Suite #200
Mound, MN 55364

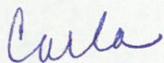
Dear Vickie,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2021. The unit rates reflect an increase of 50 cents per hour and 25 cents per page and a base rate increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2021.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth
Owner

Enclosure: Recording Secretary Service Agreement
Return envelope

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2020

By and between TimeSaver Off Site Secretarial, Inc. and Lake Minnetonka Conservation District (LMCD), 5341 Maywood Road, Suite #200, Mound, MN 55364.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2019 shall be extended under the same terms and conditions to December 31, 2021.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Fifty-One and 00/100 dollars (\$151.00) for any meeting up to one (1) hour (billable time) plus Thirty-Six and 00/100 dollars (\$36.00) for each thirty (30) minutes following the first one (1) hour; or
 - b. Unit Rate: Forty-Seven and 25/00 dollars (\$47.25) for the first hour of meeting time and Thirty-One and 50/100 dollars (\$31.50) for every hour after the first hour plus Fourteen and 00/100 dollars (\$14.00) for each page of draft minutes for submission to the LMCD for its preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January ____, 2021

LAKE MINNETONKA CONSERVATION DISTRICT

By: Vickie Schleuning

Its Executive Director

November 1, 2020

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth

Carla Wirth

Its President & CEO



LAKE MINNETONKA CONSERVATION DISTRICT

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

DATE: November 12, 2020 (Prepared November 6, 2020)
TO: Board of Directors
FROM: Vickie Schleuning, Executive Director *Vickie Schleuning*
SUBJECT: Proposed Standing Committees

ACTION _____

1. Board consideration of establishing standing committees.

The following motions are offered depending on whether the Board wishes to approve or deny the proposed committees.

Approval

I make a motion to approve the standing committees.

Denial

I make a motion to deny the revised standing committees for the following reasons <...>

2. Appointment or reappointment of committee members.

Approval

I make a motion to approve<state members> to Operations Committee, <state members> to Finance Committee, <state members> to Communications Committee, <state members> to Save the Lake Committee.

Denial

I make a motion to not appoint members to the Committees.

BACKGROUND _____

Previously, the Board discussed creating consistent, standing committees that would review a variety of topics in a category rather than continuing the current system of creating rolling workgroups to address specific topics as they arise. Committees are more formal than workgroups. Some items to consider as part of the process for committees include meeting notifications, meeting schedules, quorums for voting, chair and secretary, minutes, etc. More information about workgroups and committees is also available in the Board Directors' Guide.

The board officers have drafted Committee Descriptions as listed below. These descriptions provide an overview of the charge and types of activities anticipated for each committee.

- Operations- Chair Gregg Thomas
- Finance- Treasurer Bill Cook
- Communications- Vice Chair Ann Hoelscher
- Save the Lake- Secretary Dan Baasen

As part of the drafts, board members who serve on an existing committee have been listed as a member on the draft Committee Description if the committee has been incorporated into a new committee. If the board approves the committees, confirmation of participation of existing members is requested. In addition, board members who wish to serve on a proposed committee are encouraged to express their interest.

BUDGET _____

N/A

STRATEGIC PRIORITIES _____

- | | | | | |
|---------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Operational Effectiveness | <input checked="" type="checkbox"/> Clear & Timely Communications | <input checked="" type="checkbox"/> Effective Governance | <input checked="" type="checkbox"/> Lake Protection | <input type="checkbox"/> Other |
|---------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|--------------------------------|

ATTACHMENTS/SUPPLEMENTARY INFORMATION _____

- Proposed Committee Descriptions



OPERATIONS

COMMITTEE DESCRIPTION

Committee Definition

This committee will provide input to the Executive Director and the LMCD Board of Directors on matters pertaining to the core functions of the LMCD office. Items for research and discussion will be referred to the Committee by the Board or the Executive Director. The committee will make recommendations to the full Board and will have no independent decision making authority.

Committee Objectives

- Research Items as Requested by the Board
- Provide Findings and, if Requested, a Recommendation to the Board

Background

Operational Effectiveness and *Lake Protection and Regulatory Compliance* are two of the strategic priorities in the LMCD Strategic Plan that serves to guide the core functions of the LMCD office. As technology, watercraft and lake uses evolve, the LMCD must continue to monitor the lake and activities. It is important to make any applicable operational adjustments in the continued work to help protect the lake and all those who enjoy it.

Committee & Members

The Operations Committee was created in 2020 and consists of the following members:

- Vickie Schleuning, Executive Director
- Gregg Thomas, LMCD
- ???, LMCD
- ???, LMCD
- ???, LMCD
- ???, LMCD

Deliverables

Conduct research, report findings, and make any recommendations as requested.

Key Stakeholders

- 14 Member Communities and Public Agencies
- Hennepin County Sheriff's Office Water Patrol
- Lakeshore Owners
- Lake Service Providers, Businesses, and Associations
- Lake Visitors

Meeting Schedule

- Once the committee has been established a meeting schedule will be established.



FINANCE

COMMITTEE DESCRIPTION

Committee Definition

This committee will review LMCD's expenditures, processes and procedures regarding financial matters that come before the Board. The LMCD receives funding from an assessment of 14 member cities, as well as fees and other sources. The LMCD is a governmental organization and as such, has a financial responsibility to operate transparently and according to appropriate accounting rules.

The overarching vision of the LMCD is to protect, preserve and enhance Lake Minnetonka's environment, economy, and vitality. Because of our unique nature and our impact on a wide variety of stakeholders, effective communication is key.

Committees do not have the authority to make changes, but instead gather and review information and report back to the Board.

Committee Objectives

- **Prepare Annual Budgets for Board Approval**
 - According to Minnesota Statutes 103B.635 Subd. 1, the LMCD Board must submit a budget for the next calendar year by July 1, 2020 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.
- **Prepare Budget Amendments as Required**
 - Identify Budget Amendment requirements and propose budget amendment actions.
- **Review Fund Balances**
 - Review balances on a quarterly basis & determine if any adjustments need or should be made.
 - Conduct annual review of the Fund Balances and engage the Board during the annual Budget process.

Background

A finance workgroup, consisting of the Treasurer, the Executive Director, and other Board Members, has existed for many years to review and update the budget annually. A committee will be formed in place of the workgroup to review LMCD expenditures, processes and procedures regarding financial matters that come before the Board.

Committee Members

The Finance Committee was created (as a workgroup) in March 2020 with the following members.

- Vickie Schleuning, Executive Director
- Gary Hughes, LMCD
- Bill Cook, LMCD
- Denny Newell, LMCD

Deliverables

- Annual Budget
- Budget Amendments as required
- Facilitate Board discussions relative to the Budget, Amendments and Fund Balances

Key Stakeholders

- 14 Member Communities
- Licensees and Permittees

Budget Schedule

- Second Board Meeting in April – Present preliminary budget for board discussion.
- First Board Meeting in May– Preliminary budget discussion and approval of Preliminary Budget by the LMCD Board.
 - After Board approval, send letter sent to member cities requesting review and comments.
 - Hold Meeting to review and discuss preliminary budget with member city officials.
- First June Board Meeting – Review and Final approval by LMCD Board.
- Before July 1 – Distribute 2021 LMCD Budget to member cities.



COMMUNICATIONS

COMMITTEE DESCRIPTION

Committee Definition

A committee was formed to review processes and procedures for Communications. The LMCD brings together 14 different cities, two counties, and many state and local agencies to protect, preserve and enhance Lake Minnetonka's environment, economy, vitality and safe use. We are one, uniform, coordinating body that cares for and regulates one of Minnesota's most important resources in a way that is consistent across all jurisdictions. Because of our unique nature and our impact on a wide variety of stakeholders, effective communication is key.

Committees do not have the authority to make changes, but instead, gather and review information and report back to the Board.

Committee Objectives

- **Strategic Plan**

To provide an effective manner to define and focus activities to preserve and enhance the Lake Minnetonka experience.

- Review and update Strategic Plan yearly as needed
- Update and present Strategic Plan Dashboard to Board quarterly

- **Community Relationships/Education**

To enhance communication efforts with lake users and the public regarding LMCD initiatives, lake rules, safety, and etiquette.

- Minimum annual briefing to City Councils
- Write regular article/guest column for local papers
- Develop relationship with reporters (e.g. Katy Read – Star Tribune)
- When LMCD has an educational meeting, send info to each city and ask them to include in their monthly newsletter
- Ask Cities to link LMCD updates on their website
- Create and distribute fact sheets
- Have a presence at local events
- Increase social media presence (Facebook, Twitter, Nextdoor)
- Establish pathways for reliable inbound communication (information and perspective)

- **Agency/Stakeholder Relationships**

To regularly update partner agencies and important stakeholders regarding LMCD initiatives and actions and meet annually to discuss common goals and priorities.

- Send regular briefing/status to all partner agencies and important stakeholders
- Meet annually with agencies to discuss common goals and priorities
 - Invite partner agencies/stakeholders to LMCD board meeting to educate board and talk about work we do together including Carver County Soil and Water Conservation District, MNDNR, Hennepin County, LMA, MAISRC, MCWD, HCSO Water Patrol, etc.

- **Board Member Expectations**

- Meet with City Council on regular basis
- Involve Executive Director in city and constituent communications as appropriate
- Engage in community activities to support LMCD
- Follow LMCD on social media (Facebook, Twitter) and “like” and “share” as appropriate

- **Website Updates**

To review and continue to update website to provide current information in a user-friendly format

- Add bios for each board member to demonstrate the extensive expertise represented
- Make mission, vision and key “who we are” language front and center on home page and in “about” section
- Consolidate menu items so navigation is simpler and clearer
 - Remove “Welcome to LMCD”
 - Consolidate “Connect with us”, “Employment opportunities”, and “Contact us”
 - Consolidate “FAQ and resources” and “Agency & Partner Links” under page titled “Resources”
- Rename Hot Topics section to “Recent News”
- Create formal FAQ page and address commonly asked questions and/or misconceptions

- **Legislative Relations**

- Develop and maintain legislative relationships
- Develop legislative priorities
- Support partner agency-backed legislative proposals

- **Summary and Recommendations**

To provide the staff and Board a detailed summary regarding any committee recommendations and any actions for Board consideration.

Background

The LMCD has identified “Clear and Timely Communications” as a key strategic priority. In 2019, the Board contracted with an outside consultant to provide communications support and strategy. The consulting contract is coming to a close and the Board needs to move forward with a proactive communications plan.

Committee & Members

The Communications Committee (as a Workgroup) was created in March 2020 with the following members.

- Vickie Schleuning, Executive Director
- Ann Hoelscher, LMCD
- Deborah Zorn, LMCD
- Michael Kirkwood, LMCD
- Jake Walesch, LMCD
- Dennis Klohs, LMCD
- Gary Hughes, LMCD
- Dan Bassen, LMCD

Deliverables

Provide a communications plan for Board consideration and support for staff.

Key Stakeholders and Communications Audiences

- Lakeshore owners and associations
- Lake visitors and non-resident recreationists
- Licensees such as marina owners and operators
- Lake service providers
- Municipalities and other government agencies
- Hennepin County Sheriff's Office Water Patrol
- Lake Minnetonka legislators
- Legislative Committees

Project Development Steps and Time Frame

The following is a tentative process and timeline for this Committee project. It is subject to change depending on needs.

January

- Draft communications initiatives/calendar
- Draft legislative relations initiatives

February

- Senator Jensen presentation at Board Meeting (ask to keep ears open for bills affecting LMCD and/or Lake Minnetonka and let us know)
- Establish Communications/Legislation Committee(s)
- Update/revise fact sheet
- Legislative session begins February 11 – plan to track/monitor legislation
- Meetings with Lake Minnetonka legislators (Osmek, Hertaus, Acomb, Anderson, Boe) (follow up with Morrison and Jensen) "LMCD Delegation"
- Send LMCD updates to LMCD Delegation and Committees (Environment and Natural Resources Finance and Policy; House Water Division) and agencies
- **PRESS** regarding Ice Safety (Goop cold water swimming)
- Seek sponsors for floating toilet pilot
- Draft Board member bios for website

March

- Work on website interactive amenities map – layers (public restroom facilities)
- Monitor legislation/meet with legislators
- **Guest column** for local newspapers (ice out/summer rules/harvesting and AIS plan)

April

- **PRESS** regarding ice out
- **PRESS** regarding Harvesting/AIS Plan-Goals for this summer, goals moving forward
- Finalize floating toilet pilot including sponsors
- Monitor legislation/meet with legislators

May

- **PRESS** regarding Lake Safety; Amenities map (public toilets)
- **PRESS** regarding lake safety and summer rules
- **EVENT**: Celebrate Wekota Park, Tonka Bay – May 16
- Review legislative session and plan
-

June

- Include communications expenses (internal or external) in budget
- **PRESS** regarding Mass Gatherings, July 4th, Toilet pilot program
 - What we learned from last year, what we did, pilot program
- **Guest column** for local newspapers (lake safety/updates)
- **EVENT**: Art on the Lake Excelsior – June 13

July

- **PRESS** regarding July 4 safety
- **EVENT**: Spirit of the Lakes Mound – July 10-11

August

-

September

- **EVENT**: James J. Hill days Wayzata – September 12 & 13
- **EVENT**: Apple Day Excelsior - September 19

October

- **Guest column** for local newspapers (fall/winter safety)

November

- **PRESS** regarding ice safety and winter rules

December

- **Guest column** for local newspapers (LMCD year in review)

SAVE THE LAKE

COMMITTEE DESCRIPTION



Committee Definition

The Legislature of the State of Minnesota created the Lake Minnetonka Conservation District in 1967-68 through State Statute 103B.635 to bring together the 14 cities that surround Lake Minnetonka with a common platform to protect, preserve, Lake Minnetonka's environment, economy, and vitality. This coordinating governmental unit is supported by annual levy of its surrounding cities to care for and regulate one of Minnesota's most important resources in a way that is consistent across all jurisdictions.

A few short years after its creation by the Legislature and its adaptation by the Lake cities, the LMCD leadership created Save The Lake Fund as a 501C3 charity funding vehicle that would provide for funding for non-regulatory goals and non-levy activities like lake safety, solar lights program, supervision, boater safety training, and other programming.

Committee Objectives

Save the Lake Fund Mission

To keep Lake Minnetonka safe and healthy for current and future generations. To support activities for lake environment, boater education, and lake safety including critical emergency response.

- **Public Safety**
Improve public safety on the lake through lessening conflicts among lake surface users, enhancing safe boat operation, and assuring greater personal safety.
- **Environmental**
Fund research or program implementation that studies or protects the lake environment that:
 - Protects the lake from infestation of exotic aquatic plants or animals
 - Prevents the spread of exotic aquatic plants or animals from the lake
 - Allows or enhances enjoyment and use of the lake while preserving the lake from environmental degradation.
- **Public Service & Education**
Provide information and opportunities that:
 - Benefit the general public use of Lake Minnetonka
 - Make Lake Minnetonka more accessible to persons unable, or choosing not to, access the lake by their own boat
 - Encourage public participation in lake clean-up
 - Promote courteous boat operation
 - Recognize achievements in community service by individuals or groups that benefit Lake Minnetonka.
 - Advance the historical significance of Lake Minnetonka.

Background

Shortly after the LMCD was created by the Legislature, LMCD leadership created Save The Lake Fund as a 501C3 charity funding vehicle that would provide funding for non-regulatory goals and objectives like lake safety, supervision, boater safety training, and other programming.

The Save the Lake Committee meets 6 times per year and has 6-8 members, several from the LMCD Board of Directors and at least 2 members of the public.

Committee Members

- Chairman Dan Baasen, LMCD
- Gregg Thomas, LMCD
- Bill Cook, LMCD
- Denny Newell, LMCD
- Nicole Stone, LMCD
- Gary Hughes, LMCD
- David Gross, Resident
- Sue Schuff, Resident
- Vickie Schleuning, Executive Director

Deliverables

- Annual budget for Save the Lake
- Solicitation of funding from the Lake Community and supporters of the Lake environment
 - Twice annually, May & November
- Proposed use of funds submitted to LMCD Board of Directors as appropriate
- Provide process & recommendations from annual grant requests which support the activities of Lake Minnetonka and LMCD
 - By decree of LMCD Board of Directors in 2008, total grants awarded cannot exceed 25% of Save the Lake Reserves Balance.

Key Stakeholders:

- 14 member cities
- Property owners on and around Lake Minnetonka
- Lake associations
- Lake service providers & other businesses
- Public Agencies such as MN DNR, Hennepin County
- Hennepin County Sheriff's Office Water Patrol