



LAKE MINNETONKA CONSERVATION DISTRICT

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AGENDA
LAKE MINNETONKA CONSERVATION DISTRICT
Wednesday, July 24, 2019
Wayzata City Hall
600 Rice Street, Wayzata, MN 55391

WORK SESSION
6:30 p.m. to 7:00 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.

1. **No Work Session**- Meeting to Start at Formal Meeting

FORMAL BOARD AGENDA
7:00 p.m. to Adjournment

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** – 06/26/2019 LMCD Regular Board Meetings
7. **APPROVAL OF CONSENT AGENDA**
 - A) Audit of Vouchers (07/01/2019 – 07/15/2019) and (07/16/2019 – 07/31/2019)
 - B) June Financial Summary and Balance Sheet
 - C) Resolution Accepting Save the Lake Contributions (06/10/2019 – 07/01/2019)

8. PUBLIC COMMENTS – Persons in attendance for subjects not on the agenda (**limited to 5 minutes**). *Audience members may provide information to the Board. Please direct all comments to the Board Chair. The Board generally will not engage in public discussion 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 HEARINGS

10. OTHER BUSINESS

A) Resolution Recognizing Volunteers Participating in July 4th Big Island Cleanup

11. OLD BUSINESS

A) Communications & Public Engagement Proposal

B) Strategic Plan 2019-2020 Draft

12. NEW BUSINESS

13. TREASURER REPORT

14. EXECUTIVE DIRECTOR UPDATE

A) Lake Minnetonka Vegetation & AIS Master Plan Progress

15. STANDING LMCD COMMITTEE / WORKGROUP UPDATE

- Aquatic Invasive Species Taskforce
- Budget Workgroup
- Recodification Workgroup
- Save the Lake Committee
- Strategic Plan Subcommittee

16. ADJOURNMENT

Future Items – Tentative

- Lake Use Vision and Policy Discussion Continuing Series- TBD
 - Slow and No Wake Regulations
 - High Water Declaration Review
 - Watercraft Density
 - Permanent Docks Discussion
 - Lake Sales and Services

Lake Minnetonka Conservation District
Check Detail
 July 1 - 15, 2019

ITEM 7A

Date	Num	Name	Memo	Account	Class	Paid Amount
07/15/2019	EFT19-82	ADP		Alerus Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-8,735.56
			P. E.R.A.	2020 · Payroll Liabilities -	Admin.	1,220.40
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-653.79
			ER/FICA Medicare - Admin	4021M10 · ER Share of Admin FICA/Medi...	Admin.	-666.86
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	42.13
TOTAL						-8,793.68
07/15/2019	EFT19-83	ADP Service Fee		Alerus Checking		
			Payroll 7/1/19 - 7/15/19	4180M10 · Professional Services - Admin.	Admin.	-76.70
TOTAL						-76.70
07/01/2019	EFT19-84	HelloFurther (Select Account)		Alerus Checking		
			HSA Employer Contribution for J...	4380M10 · Employee Benefits - Admin.	Admin.	-112.50
			HSA Employer Contribution for J...	4380M10 · Employee Benefits - Admin.	Admin.	-112.50
TOTAL						-225.00
07/11/2019	EFT19-85	P.E.R.A		Alerus Checking		
			Payroll 7/1/19 - 7/15/19	2020 · Payroll Liabilities -	Admin.	-1,220.40
TOTAL						-1,220.40
07/11/2019	EFT19-86	Unum Life Insurance		Alerus Checking		
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	-84.78
TOTAL						-84.78
07/11/2019	21638	AIS Advanced Imaging Solutions		Alerus Checking		
07/11/2019	Inv.#388772733		Copier Contract 6/20/19 - 7/20/19	4140M10 · Equipment R&M - Admin.	Admin.	-255.52
TOTAL						-255.52

Lake Minnetonka Conservation District
Check Detail
 July 1 - 15, 2019

Date	Num	Name	Memo	Account	Class	Paid Amount
07/11/2019	21639	Excelsior-Lake Minnetonka Chamber...		Alerus Checking		
07/11/2019	AOL Booth		Art on the Lake Booth	4111M20 · Public Service/Education - S/L	STL	-110.00
TOTAL						-110.00
07/11/2019	21640	Innovative Office Solutions LLC		Alerus Checking		
07/11/2019	Inv.#IN256368...		Office Supplies	4220M10 · Office Supplies -Admin.	Admin.	-164.28
TOTAL						-164.28
07/11/2019	21641	Kennedy & Graven		Alerus Checking		
07/11/2019	May, 2019		Legal Fees May, 2019 Codification Project	4620M10 · Legal Fees - Admin. 4670M10 · Recodification	Admin. Admin.	-1,816.50 -86.50
TOTAL						-1,903.00
07/11/2019	21642	LMCC		Alerus Checking		
07/11/2019	Inv.#1292		VOD Services for Meeting 6/26/19	4182M10 · Media (Cable/Internet) - Admin.	Admin.	-100.00
TOTAL						-100.00
07/11/2019	21643	Mark Hodges Media Productions		Alerus Checking		
07/11/2019	Inv.#20190626		Meeting 6/26/19	4182M10 · Media (Cable/Internet) - Admin.	Admin.	-80.00
TOTAL						-80.00
07/11/2019	21644	NCPERS Group Life Insurance		Alerus Checking		
07/11/2019	July, 2019		Life Insurance, July 2019	4380M10 · Employee Benefits - Admin.	Admin.	-32.00
TOTAL						-32.00
07/11/2019	21645	TimeSaver Off Site Secretarial, Inc.		Alerus Checking		
07/11/2019	Inv.#M24856		Board Meeting Minutes 6/12/19 a...	4230M10 · Meeting Exp. - Admin.	Admin.	-395.00
TOTAL						-395.00

Lake Minnetonka Conservation District
Check Detail
July 1 - 15, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
07/11/2019	21646	Emmons & Oliver Resources, Inc.		Alerus Checking		
07/11/2019	Inv.#01449-00...		EOR Lake Minnetonka AIS Mast...	4180M30 · Professional Services - EWM	AIS	-10,522.92
TOTAL						-10,522.92

Lake Minnetonka Conservation District
Check Detail
 July 16 - 31, 2019

ITEM 7A

Date	Num	Name	Memo	Account	Class	Paid Amount
07/25/2019	EFT19-87	ADP Service Fee		Alerus Checking		
			Payroll 7/16/19 - 7/31/19	4180M10 · Professional Services - Admin.	Admin.	-76.70
TOTAL						-76.70
07/25/2019	EFT19-88	Frontier Communications		Alerus Checking		
			Phone and Internet 7/4/19 - 8/3/19	4060M10 · Telephone - Admin.	Admin.	-196.21
TOTAL						-196.21
07/25/2019	EFT19-89	Health Partners		Alerus Checking		
			Dental Insurance, August 2019	4380M10 · Employee Benefits - Admin.	Admin.	-167.64
TOTAL						-167.64
07/25/2019	EFT19-90	SelectAccount Group Service Fee		Alerus Checking		
			HSA Administrative fee for July 2019	4380M10 · Employee Benefits - Admin.	Admin.	-1.90
TOTAL						-1.90
07/25/2019	EFT19-91	SW/WC Service Cooperatives		Alerus Checking		
			Health Insurance, August 2019	4380M10 · Employee Benefits - Admin.	Admin.	-2,788.00
TOTAL						-2,788.00
07/25/2019	EFT19-92	US Bank		Alerus Checking		
			A-1Rental Tent for Art on the Lake	4111M20 · Public Service/Education - S/L	STL	-161.42
			Cub Foods meeting supplies	4230M10 · Meeting Exp. - Admin.	Admin.	-115.81
			Dominos pizza for Boater Safety Class	4111M20 · Public Service/Education - S/L	STL	-210.24
			Cub Foods meeting supplies	4230M10 · Meeting Exp. - Admin.	Admin.	-28.15
			Entrance Fee and Tent for James J Hill D...	4111M20 · Public Service/Education - S/L	STL	-317.49
			Social Pinpoint Vegetation Mapping Softw...	4181M30 · Prof. Services - AIS Prevention	AIS	-1,920.00
			Hazellewood Grill meeting expense	4230M10 · Meeting Exp. - Admin.	Admin.	-58.39
TOTAL						-2,811.50

Lake Minnetonka Conservation District
Check Detail
 July 16 - 31, 2019

Date	Num	Name	Memo	Account	Class	Paid Amount
07/31/2019	EFT19-93	ADP		Alerus Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-8,251.93
			P. E.R.A.	2020 · Payroll Liabilities -	Admin.	1,147.79
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-614.89
			ER/FICA Medicare - Admin	4021M10 · ER Share of Admin FICA/Medi...	Admin.	-627.21
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	42.13
TOTAL						-8,304.11
07/31/2019	EFT19-94	P.E.R.A		Alerus Checking		
			Payroll 7/16/19 - 7/31/19	2020 · Payroll Liabilities -	Admin.	-1,147.79
TOTAL						-1,147.79
07/25/2019	21647	City of Mound		Alerus Checking		
07/25/2019	Rent, August 2...		Rent, August 2019	4320M10 · Office Rent - Admin.	Admin.	-1,570.45
TOTAL						-1,570.45
07/25/2019	21648	Emmons & Oliver Resources, Inc.		Alerus Checking		
07/25/2019	Inv.#01449-00...		EOR Lake Minnetonka AIS Master Plan	4180M30 · Professional Services - EWM	AIS	-19,157.40
TOTAL						-19,157.40
07/25/2019	21649	Steve Bedell		Alerus Checking		
07/25/2019	Refund		Refund of background investigation	3280M10 · Liquor/Beer/Wine License-Ad...	Admin.	-500.00
TOTAL						-500.00
07/25/2019	21650	Tallen & Baertschi		Alerus Checking		
07/25/2019	June, 2019		June prosecution costs	4640M10 · Prosecution Fees - Admin.	Admin.	-1,942.14
TOTAL						-1,942.14
07/25/2019	21651	Tonka Bay Marina		Alerus Checking		
07/25/2019	Stmnt. 7/1/19		Pontoon Summer Storage	4150M30 · Equip. Supplies & Maint. - EWM	AIS	-481.20
TOTAL						-481.20

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07/18/19

Lake Minnetonka Conservation District
Check Detail
July 16 - 31, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
07/25/2019	21652	Westonka Public Schools		Alerus Checking		
07/25/2019	#1904-0110		Facility for Boater Safety Class	4111M20 · Public Service/Education - S/L	STL	-230.00
TOTAL						-230.00

Lake Minnetonka Conservation District
Balance Sheet
As of June 30, 2019

ITEM 7B

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Alerus Checking	
1024M10 · Alerus Checking - Gen	-278,061.53
1024M20 · Alerus Checking - STL	193,305.82
1024M30 · Alerus Checking - EWM	133,784.67
Total Alerus Checking	49,028.96
USB Checking/4M Sweep	
1024M50 · USB Checking - 4M Sweep- EqpRI	745.00
Total USB Checking/4M Sweep	745.00
1026M20 · PayPal Account	-0.20
1090M10 · Alerus Bank - Savings	559,461.18
1090M50 · Alerus Savings - Equip. Repl	119,167.32
Total Checking/Savings	728,402.26
Accounts Receivable	
1140M10 · Accrued Interest	-1,395.00
1150M20 · Accounts Rec. -STL	53.69
1150M30 · Accounts Rec. - EWM	-10,000.00
Total Accounts Receivable	-11,341.31
Other Current Assets	
Accounts Rec. - EWM-A*	10,000.00
1010M10 · Petty Cash	300.00
1300M10 · Due From Other Gov. - Gen.	1,824.00
1400M10 · Rent Deposit - Gen	0.25
Total Other Current Assets	12,124.25
Total Current Assets	729,185.20
Fixed Assets	
1640M90 · Fixed Assets	489,214.00
1645M90 · Accumulated Depreciation	-366,432.00
Total Fixed Assets	122,782.00
TOTAL ASSETS	851,967.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2090 · Accounts Payable	
2090M10 · Accounts Payable - Gen	-892.85
2090M30 · Accounts Payable - EWM	-960.67
2090 · Accounts Payable - Other	-8,131.45
Total 2090 · Accounts Payable	-9,984.97
Total Accounts Payable	-9,984.97
Other Current Liabilities	
2020-LT · Payroll Liabilities - UNUM	6.07
2020 · Payroll Liabilities -	696.97
2020M10 · Accounts Payable - Gen	2,753.78
2020M20 · Accounts Payable - S/L	-9,946.31
2020M30 · Accounts Payable - EWM	10,000.00
2150 · M30 - Salaries Payable AIS EWM	-1,160.00
2150m10 · Salaries Payable	2,274.84
2150M90 · Accrued compensated absenses	5,789.00
2151M90 · Current portion of comp absens	7,192.93
Total Other Current Liabilities	17,607.28

Lake Minnetonka Conservation District

Balance Sheet

07/15/19

As of June 30, 2019

Accrual Basis

	Jun 30, 19
Total Current Liabilities	7,622.31
Total Liabilities	7,622.31
Equity	
Opening Bal Equity	102,800.32
Retained Earnings	617,056.13
2910M10 · Fund Balance - Admin.	18,951.51
2910M20 · Fund Balance - S/L	289,732.17
2910M30 · Fund Balance - EWM	5,348.85
2910M50 · Fund Balance - Equip Repl	79,749.07
2910M90 · Fixed Assets - Conversion Fund	-414,182.00
2970 · Current Year Excess Rev vs Exp	30,237.61
Net Income	114,651.23
Total Equity	844,344.89
TOTAL LIABILITIES & EQUITY	851,967.20

Lake Minnetonka Conservation District
Administrative Profit & Loss Budget vs. Actual
 January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants & Other Income				
3080M10 · Interest - Admin.	4,054	500	3,554	811%
3300M10 · Other Income - Admin.	0	0	0	0%
3340M10 · Public Agency Grants - Adm	0	1,000	-1,000	0%
Total Grants & Other Income	4,054	1,500	2,554	270%
Licenses/Permits				
3110M10 · Multiple/Perm. Dock Lic -Admin.	79,585	83,000	-3,415	96%
3120M10 · DMA license - Admin.	3,350	3,600	-250	93%
3130M10 · Deicing License - Admin.	262	6,000	-5,738	4%
3170M10 · Variances - Admin.	500	1,000	-500	50%
3200M10 · Special Density - Admin.	0	500	-500	0%
3220M10 · Special Events - Admin.	0	0	0	0%
3240M10 · Charter Boats - Admin.	6,450	3,400	3,050	190%
3280M10 · Liquor/Beer/Wine License-Admin.	15,600	17,500	-1,900	89%
Total Licenses/Permits	105,747	115,000	-9,253	92%
3020M10 · Municipal Dues - Admin.	137,085	280,000	-142,915	49%
3260M10 · Court Fines - Admin.	18,995	50,000	-31,005	38%
3400M10 · Transfers In - Admin.	0	0	0	0%
Total Income	265,881	446,500	-180,619	60%
Gross Profit	265,881	446,500	-180,619	60%
Expense				
Legal				
4110M10 · Public Info./Legal - Admin.	451	1,000	-549	45%
4620M10 · Legal Fees - Admin.	12,851	40,500	-27,649	32%
4640M10 · Prosecution Fees - Admin.	10,608	38,000	-27,392	28%
4650M10 · Room & Board - Admin.	0	500	-500	0%
4670M10 · Recodification	4,905	5,000	-95	98%
Total Legal	28,816	85,000	-56,184	34%
Office & Supplies				
4060M10 · Telephone - Admin.	1,133	4,000	-2,867	28%
4070M10 · Web Page / Internet - Admin.	160	1,750	-1,590	9%
4080M10 · Postage - Admin.	691	6,500	-5,809	11%
4100M10 · Printing - Admin.	0	8,200	-8,200	0%
4220M10 · Office Supplies -Admin.	1,097	4,500	-3,403	24%
4230M10 · Meeting Exp. - Admin.	1,719	7,000	-5,281	25%
4320M10 · Office Rent - Admin.	10,993	19,200	-8,207	57%
4340M10 · Insurance - Admin.	4,469	4,000	469	112%
4360M10 · Subs/Memberships - Admin.	0	2,500	-2,500	0%
4400M10 · Mileage/Exp's - Admin.	178	1,500	-1,322	12%
4410M10 · Training/Prof. Devel. - ADM	0	1,000	-1,000	0%
4520M10 · Furniture & Equip - Admin.	0	1,550	-1,550	0%
4530M10 · Comp. Sftwr & Hdwr - Admin.	967	5,000	-4,033	19%
Total Office & Supplies	21,406	66,700	-45,294	32%
Personnel Expenses				
4020M10 · Salaries-002 - Admin	94,775	195,500	-100,725	48%
4021M10 · ER Share of Admin FICA/Medicare	7,145	16,000	-8,855	45%
4022M10 · ER PERA - Admin	7,005	15,000	-7,995	47%
4380M10 · Employee Benefits - Admin.	12,099	22,000	-9,901	55%
Total Personnel Expenses	121,024	248,500	-127,476	49%
Professional Services- ADM				
4040M10 · Auditing - Admin.	9,400	9,500	-100	99%
4180M10 · Professional Services - Admin.	1,690	5,500	-3,810	31%
4181M10 · Professional Comp. Serv.-Admin.	200	1,000	-801	20%
4182M10 · Media (Cable/Internet) - Admin.	2,000	4,000	-2,000	50%
Total Professional Services- ADM	13,289	20,000	-6,711	66%

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07/15/19

Accrual Basis

Lake Minnetonka Conservation District
Administrative Profit & Loss Budget vs. Actual
January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
3900M10 · Transfer Out (General Fund)	0	6,200	-6,200	0%
4140M10 · Equipment R&M - Admin.	2,653	1,500	1,153	177%
4660M10 · Proactive Code Enforcement Prog	0	0	0	0%
4980M10 · Contingency - Admin.	434	14,800	-14,366	3%
4990M10 · Equip Rpl- Transfer Out - Admin	0	5,000	-5,000	0%
Total Expense	187,621	447,700	-260,079	42%
Net Ordinary Income	78,260	-1,200	79,460	-6,522%
Net Income	78,260	-1,200	79,460	-6,522%

Lake Minnetonka Conservation District

AIS Management/Prevention Profit & Loss Budget vs. Actual

07/15/19

January through June 2019

Accrual Basis

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3020M30 · Municipal Dues - AIS	38,612	80,000	-41,388	48%
3080M30 · Interest - AIS	0	200	-200	0%
3300M30 · Public Agencies/Other Income	0	20,000	-20,000	0%
Total Income	38,612	100,200	-61,588	39%
Gross Profit	38,612	100,200	-61,588	39%
Expense				
AIS Prevention Program				
4151M30 · Equip. Supplies -AIS Prevention	0	0	0	0%
4181M30 · Prof. Services - AIS Prevention	0	20,000	-20,000	0%
4383M30 · ER Share AIS Prevent. Fica-Med	0	0	0	0%
4531M30 · Software & Hardware/Training	400			
4981M30 · Contingency - AIS Prevention	0	0	0	0%
Total AIS Prevention Program	400	20,000	-19,600	2%
EWM Harvesting Program				
Equipment & Repair				
4150M30 · Equip. Supplies & Maint. - EWM	1,528	13,000	-11,472	12%
4160M30 · Fuel - Harvester/Wk Boats-EWM	0	3,300	-3,300	0%
4170M30 · Fuel/Supply - Van - EWM	40	1,000	-960	4%
4720M30 · Contract Mechanic Fees - EWM	0	8,000	-8,000	0%
4721M30 · Specialty Mechanic - EWM	0	700	-700	0%
Total Equipment & Repair	1,568	26,000	-24,432	6%
Office & Supplies- EWM				
4060M30 · Telephone - EWM	0	150	-150	0%
4090M30 · DMV - EWM	0	35	-35	0%
4100M30 · Printing/Advertising - EWM	0	225	-225	0%
4130M30 · Uniforms - EWM	0	190	-190	0%
4350M30 · Ins./Equip. - EWM	579	400	179	145%
Total Office & Supplies- EWM	579	1,000	-421	58%
Personnel Services- EWM				
4020M30 · Salaries - EWM	1,509	31,000	-29,491	5%
4021M30 · ER Share of EWM FICA/Medicare	0	1,400	-1,400	0%
4340M30 · Insurance W/C - EWM	913	3,100	-2,187	29%
Total Personnel Services- EWM	2,422	35,500	-33,078	7%
4740M30 · Truck Service - EWM	0	17,500	-17,500	0%
4980M30 · Contingency - EWM	0	200	-200	0%
Total EWM Harvesting Program	4,569	80,200	-75,631	6%
Total Expense	4,969	100,200	-95,231	5%
Net Ordinary Income	33,643	0	33,643	100%
Net Income	33,643	0	33,643	100%

Lake Minnetonka Conservation District Save the Lake Profit & Loss Budget vs. Actual

07/15/19

Accrual Basis

January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributions				
3001M20 · Donations (General) - S/L	7,981	39,500	-31,519	20%
3002M20 · Donations (Photograph) - S/L	0	0	0	0%
3004M20 · Donations (Solar Light) - S/L	0	500	-500	0%
Total Contributions	7,981	40,000	-32,019	20%
3080M20 · Interest - S/L	0	500	-500	0%
Total Income	7,981	40,500	-32,519	20%
Gross Profit	7,981	40,500	-32,519	20%
Expense				
Office & Supplies- STL				
4080M20 · Postage - S/L	20	1,000	-980	2%
4100M20 · Printing - S/L	398	1,000	-602	40%
4220M20 · Office Supplies - S/L	0	300	-300	0%
Total Office & Supplies- STL	417	2,300	-1,883	18%
Projects & Activities- STL				
4110M20 · Environmental- S/L	0	2,000	-2,000	0%
4111M20 · Public Service/Education - S/L	390	2,000	-1,610	20%
4160M20 · Public Safety - S/L	4,216	36,000	-31,784	12%
Total Projects & Activities- STL	4,606	40,000	-35,394	12%
4980M20 · Contingency - S/L	0	0	0	0%
Total Expense	5,023	42,300	-37,277	12%
Net Ordinary Income	2,958	-1,800	4,758	-164%
Net Income	2,958	-1,800	4,758	-164%



ITEM 7C

RESOLUTION NO. 189

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 #189

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 24th day of July, 2019.

Gregg Thomas, Chair

ATTEST:

Ann Hoelscher, Secretary

Lake Minnetonka Conservation District
Transaction Detail By Account
June 10 through July 1, 2019

Resolution #189 Attachment 1 - Save the Lake Contributions

<u>Date</u>	<u>Num</u>	<u>Contributor</u>	<u>Memo</u>	<u>Amount</u>
06/10/2019		PayPal	Transfer from PayPal (Joe Fronius 7.00)	6.50
06/20/2019	3350	Mark & Cheryl Feinberg	STL Donations (General)	50.00
06/24/2019		Benevity Fund Donation	STL Donation (General)	28.56
06/27/2019	002481	Alton Foundation	STL Donation (General)	1,000.00
07/01/2019	3143	Lake Minnetonka Charter Boat Assoc., Inc.	STL Donations (General)	500.00
07/01/2019	0504037	Pete & Margie Ankeny	STL Donations (General)	500.00
07/01/2019	095808	Marilyn Nelson	STL Donations (General)	200.00
				<u>2,285.06</u>



LAKE MINNETONKA CONSERVATION DISTRICT

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

DATE: July 24, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: Communications and Public Engagement Request for Proposal

ACTION

Board review of Selection Group's recommended consultant for communications and public engagement planning services and authorization for staff and legal counsel to finalize and execute a professional services agreement with the consultant.

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 selection of _____ and to authorize the Executive Director and legal counsel to finalize a professional services agreement with the consultant in the amount of no more than \$25,000 and to authorize the Chair and Executive Director to execute the agreement <with the following changes...>.

Denial:

I make a motion to deny the selection of _____ <for the following reasons...>.

BACKGROUND

On June 12, 2019, the LMCD Board approved publication of an RFP to contract with a consultant to provide communications and public engagement services. The LMCD Board has discussed the importance of generating awareness and support of its management efforts and activities on Lake Minnetonka. While progress has been made to improve communications through educational materials, the website, social media, attendance at special events and other activities, additional resources are needed to provide communications and public engagement planning services to broaden the reach.

Three qualified proposals were received with quotes ranging from \$20,000 to \$88,835, depending on options. Funding in the amount of \$25,000 was included in the 2019 budget forecast presented to the Board during the 2020 budget process. The Selection Group comprised of Director Ann Hoelscher, Director Jake Walesch, and Executive Director Vickie Schleuning reviewed the proposals and will provide a recommendation to the Board at the meeting. Upon authorization by the Board, the workgroup will work with the consultant to finalize deliverables and time frames.



ITEM 11B

LAKE MINNETONKA CONSERVATION DISTRICT

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

DATE: July 24, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, Executive Director *Vickie Schleuning*

SUBJECT: Strategic Plan Discussion

ACTION

Board review and feedback regarding a draft 2019/2020 strategic plan.

BACKGROUND

With completion of the 2017/2018 Strategic Plan, the Board requested the Strategic Planning Committee prepare a draft strategic plan for the Board to consider for adoption for future years. Director Deborah Zorn met with other Committee Members Dennis Klohs and Gary Hughes, in addition to Executive Director Vickie Schleuning. A follow up meeting was held with the Committee on July 17, 2019. The committee reviewed the LMCD's progress toward 2017/2018 Strategic Plan initiatives and discussed priorities and strategic initiatives. Based on the discussion, the Committee has drafted a 2019/2020 Strategic Plan for the Board's discussion and input.

The 2017/2018 strategic initiatives are included in the draft document for convenience and comparison purposes. After receiving input, the Strategic Planning Committee will make any changes and bring back to the board for adoption at a future meeting.

CONSIDERATIONS

- Does the draft Strategic Plan reflect the current and emerging priorities for the LMCD in 2019 and 2020?
- Some of the initiatives are substantial. Should action plans be created for those items to illustrate and prioritize the components?
- Is the 2-year time frame appropriate?
- How do the strategic priorities and initiatives align with the LMCD Vision and Mission?

ATTACHMENT

- Mission, Vision, Core Values
- Draft 2019/2020 Strategic Plan

ATTACHMENT

Mission Statement

The mission of the Lake Minnetonka Conservation District is to preserve and enhance the “Lake Minnetonka experience.” This is accomplished by providing leadership in protecting, improving, and managing lake use.

Vision Statement

Lake Minnetonka is a highly valued year-round asset with vibrant aesthetic, recreational, commercial, and natural qualities. These qualities and values will be protected and preserved for present and future generations.

Core Values

- Accountability
- Collaboration
- Integrity
- Leadership
- Quality Results
- Stewardship of the Lake

Strategic Priority	Desired Outcome	Key Outcome Indicator (KOI)	Target	Strategic Initiatives 2017/2018	Strategic Initiatives 2019/2020
I. OPERATIONAL EFFECTIVENESS	1. Capacity to deliver core functions 2. Execution of strategic plan priorities 3. Maintaining a strong financial foundation	A. Semi annual reports B. Quarterly reports C. Major fund reserves –year-end balances	i. 80% of annual core functions accomplished ii. 80% of annual priorities accomplished iii. Fund reserves of 30 to 50% of annual expenditures for all funds (General, AIS, STL Funds)	a) Create prioritized annual calendar/work plan- 2017, 2018 b) Develop an effective reporting system- 2018 c) Conduct staffing/capacity analysis- 2017 d) Review approved reserve fund policies- 2018 e) Establish a Capital Equipment Plan- 2018 f) Strategy to capitalize on Save the Lake- 2017 g) Develop a technology inventory and updated IT plan- 2018	a) Update prioritized annual calendar/work plan b) Maintain an effective reporting system c) Continue to assess staffing/capacity needs e.g. harvesting, complaints, data requests, etc. d) Explore investment fund options e) Finalize and maintain a Capital Equipment Plan f) Update strategy to capitalize on Save the Lake h) Create new funding sources analysis
II. CLEAR & TIMELY COMMUNICATIONS	1. Board and staff follow communication protocols 2. Partners & stakeholders find value in relationship 3. Increased understanding of purpose, rules & regulations	A. Stakeholder & partner feedback B. Annual survey results	i. 100% communication compliance by Board and staff ii. 80% stakeholders find value in relationship iii. 80% or greater of stakeholders understand purpose, rules and regulations	a) Develop a comprehensive communications policy- 2018 b) Create stakeholder & partner feedback process- 2018 c) Update public information and materials for LMCD website - 2017/2018, ongoing	a) Acquire professional communications consultant to assist with awareness, communications and public engagement b) Continue and refine feedback mechanism for stakeholder & partner initiatives c) Review new technologies and ways to update public information and materials for such as website, newsletters, etc.
III. EFFECTIVE GOVERNANCE	1. Effective Board/Committee meetings 2. Well-trained Board and staff 3. Effective and respective Board and staff relations 4. Board meeting civility	A. Number of meetings B. Meeting length C. Decision processing D. Training records	i. Meetings rated greater than 7 on a 1-10 scale by Board ii. < 50 Board & Committee meetings annually iii. 75% of Board meetings < 3 hrs iv. 90% of Committee/Workshop meetings < 2 hrs v. 80% decisions made within 60 days vi. 100% Board & staff member completion of training	a) Update LMCD Bylaws- 2018, long-range b) Create annual LMCD Board & Committee meeting schedule- 2018 c) Create Board Member Handbook- 2017 d) Develop training standards/process for Board- 2018 e) Create a Board self evaluation process- 2017	a) Develop Emergency Management & Communications Plan b) Update and review options for annual LMCD Board & Committee meeting schedule c) Update Board Member Handbook d) Develop training plan for Board regarding standards, process, etc. e) Continue annual Board self evaluation process f) Review opportunities for continued officer and board member engagement in LMCD initiatives and committees
IV. LAKE PROTECTION AND REGULATORY COMPLIANCE	1. Ensure public safety on Lake Minnetonka 2. Reduction of staff time processing applications 3. Up-to-date rules and regulations	A. Over & underage consumption B. Boating compliance C. Litter D. Special events E. Processing time audit	i. 4 underage drinking saturations ii. 2 Public service announcements iii. 10% reduction in staff time processing licenses iv. All rules & regulations are up to date v. Facilitator of AIS Initiatives Protection/Management	a) Establish a public safety plan- long-range b) Update Quiet Water Area policy for Lake Minnetonka- 2018 c) Implement secure licensee portals for renewal applications- long-range d) Create instruction sheets for new applications- 2017, 2018 e) Reorganize & recodify Code Book- 2017, 2018	a) Proceed with lake-wide vegetation & AIS master plan and consider recommendation for 2020 and beyond b) Initiate the process to develop a lake-wide health and public safety master plan c) Update wake, high water, and quiet Water Area policies for Lake Minnetonka d) Analyze competing lake uses, impacts, and lake management options. Ex. watercraft types, density, etc. e) Continue to create and update instruction sheets for new applications (website, handouts, etc.) f) Finalize recodification of the LMCD Code Book g) Implement secure licensee portals for renewal applications depending on staff time and budget