



LAKE MINNETONKA CONSERVATION DISTRICT

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

AGENDA
LAKE MINNETONKA CONSERVATION DISTRICT
Wednesday, May 24, 2023
Wayzata City Hall
600 Rice Street, Wayzata, MN 55391

PUBLIC PARTICIPATION

Those attending the meeting, please complete the attendance sheet. Those desiring to participate in the meeting should complete the *Public Comment Form* at the meeting if the online [Public Comment Form](#) was not submitted. The Chair may choose to reorder the agenda for a specific agenda item if it would benefit the needs of those in attendance. Please see *Public Comments* Section for more information.

WORK SESSION AGENDA

6:00 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. The work session may be continued after the formal meeting, time permitting.

1. No Work Session- Meeting Begins at Formal Meeting

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**
- 6) APPROVAL OF MINUTES (05/10/2023 LMCD Regular Board Meeting)**
- 7) APPROVAL OF CONSENT AGENDA**
 - A) Audit of Vouchers (05/16/2023 – 05/31/2023)**

B) Agreement with Hennepin County Sheriff's Office for Extra Water Patrol

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) PRESENTATIONS

10) PUBLIC HEARING

11) OTHER BUSINESS

A) Open Meeting Law/Conflict of Interest

12) OLD BUSINESS

13) NEW BUSINESS

A) Update On Docking LMCD Boat at City of Tonka Bay

B) Approval of 2024 LMCD Financial Budget

14) TREASURER REPORT

A) April Balance Sheet and I and E Reports

15) EXECUTIVE DIRECTOR UPDATE

A) Administrative Fines

B) Document Scanning Update

C) Intern & Seasonal Position Update

16) STANDING LMCD COMMITTEE/WORKGROUP UPDATE

- Aquatic Invasive Species
- Communications
- Executive Director Selection
- Finance
- Operations
- Save the Lake
 - Save the Lake Contribution Recognitions

17) ADJOURNMENT

ITEM 6

**LAKE MINNETONKA CONSERVATION DISTRICT
BOARD OF DIRECTORS
7:00 P.M., MAY 10, 2023
Wayzata City Hall**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present: Ann Hoelscher, Victoria; Jake Walesch, Deephaven; Rich Anderson, Orono; Bill Cook, Greenwood; Dan Baasen, Wayzata; Ben Brandt, Mound; Gabriel Jabbour, Spring Park; Dennis Klohs, Minnetonka Beach; Mark Kroll, Excelsior; Ryan Nellis, Tonka Bay; Denny Newell, Woodland; and Nicole Stone, Minnetonka. Also present: Joe Langel, LMCD Legal Counsel; Thomas Tully, Environmental Administrative Technician; Maisyn Reardan, Administrative Coordinator; and Interim Executive Director Jim Brimeyer.

Members absent: Mike Kirkwood, Minnetrista; Deborah Zorn, Shorewood.

Persons in Attendance: Kurt Wehrmann, Jeffrey Dahl, Mike Kelly, Shawn Wischmeier, Dan Gustafson, Sheriff Dawanna Witt, Lieutenant Rick Rehman, Major Shane Magnuson.

4. APPROVAL OF AGENDA

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

VOTE: Motion carried unanimously.

5. CHAIR ANNOUNCEMENTS

Chair Hoelscher introduced Sheriff Dawanna Witt who was elected in 2022.

Sheriff Witt introduced the members of her team present with her and thanked the Board for its support of public safety on the lake through the Save the Lake grant. She commented that there are four response boats on the water and ready to go. She stated that they have also partnered to have an EMT on the boats during the weekends. She provided an overview of the 2022 services of Water Patrol on Lake Minnetonka. She stated that the grant secures two deputies solely for the lake to help promote education and safety. She also provided an overview of the services the Sheriff's Department provides to the lake communities.

Chair Hoelscher thanked Sheriff Witt for taking the time to attend the meeting.

Anderson commented on the great working relationship between Orono and the Sheriff's Department. He noted Orono had commented on the lack of PFDs which have now been supplied to the Orono squads. He thanked the Sheriff's Department for their cooperation with Orono PD and the DNR.

Baasen thanked the Sheriff's Department and Water Patrol for the partnership which has allowed dedicated officers on the lake as that provides for a much better experience for all users of the lake.

Sheriff Witt commented that while she feels that she was the best person for the job, she also recognizes room for growth. She commented that she likes to be proactive and encouraged the Board to reach out if they would like to have conversations with her.

6. APPROVAL OF MINUTES- 04/26/2023 LMCD Regular Board Meeting

MOTION: Baasen moved, Kroll seconded to approve the 04/26/2023 LMCD Regular Board Meeting minutes as submitted.

VOTE: Ayes (12), Abstained (1), (Klohs). Motion carried.

7. APPROVAL OF CONSENT AGENDA

Anderson referenced a voucher from Gleason Printing for the summer rules brochure. He noted that he was not aware of the full cost and had questions as to which line item should be funding that in the future.

MOTION: Kroll moved, Walesch seconded to approve the consent agenda as presented. Items so approved included: **7A)** Audit of Vouchers (05/01/2023 – 05/15/2023); **7B)** Resolution Accepting Save the Lake Contributions (03/30/2023 – 05/03/2023); **7C)** Approval of Findings of Fact and Order for Caribbean Marina; and **7D)** Approval to Change Bank Depository to Bridgewater Bank.

VOTE: Motion carried unanimously.

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

Kurt Wareman, 444 West Lake St in Excelsior, inquired about the status of a complaint he made in 2020 related to the property at 450 West Lake Street. He stated that in November of 2020 he met with LMCD staff and has continued to do so since then. He asked if the paperwork has been sent to criminal court as the property remains out of compliance.

Kroll apologized for the way this was handled. He stated that this was to have gone to the prosecutor last summer, but he was informed by the prosecutor that he had not heard of the case but could have forgotten because of his case load. He stated that after follow up the previous Director was hoping for compliance voluntarily and this appeared to have fallen through the cracks. He stated that they would be working to bring this forward to the court.

Gabriel Jabbour spoke as a resident. He stated that his neighbor, who just spoke, has been coming and going for several years and was told untruthful information. He stated that he lives next door to the property in violation as well. He believed that man was owed an apology. He commented that he believes that there are a lot of good people on the Board, but they are buried by the actions of others. He commented that he will be

resigning from the Board as he believes that he can more effectively enact change as a resident. He commented that the State of Minnesota is owed an apology. He stated that the LMCD continues to repeat poor choices and behavior. He commented on an incident with Save the Lake, which he previously owned and gave to the LMCD and stated that he is unsure that could even be trusted at this time.

9. PRESENTATIONS

There were no presentations.

10. PUBLIC HEARING

There were no public hearings.

11. OTHER BUSINESS

There was no other business.

12. OLD BUSINESS

A) Approval of Findings of Fact and Order for Panoway Project

Hoelscher clarified that at the last meeting Wayzata presented three applications for a multiple dock license, special density license, and variance application all of which were directed for approval upon review at this meeting. She stated that Wayzata did not submit an application for the dock length variance, although information was provided regarding the width variance. She stated that the Board did grant approval for the length variance, should it be needed. She stated that notice was provided as required. She asked whether the Board would like to approve something that was not requested in the paperwork.

Walesch stated that he made the motion at the last meeting to include the length variance, as it was his understanding that the applicant applied for that variance. He stated that the length was provided in the presentation, so he was not aware that the applicant did not submit that paperwork. He stated that he did not intend to grant a variance for something that was not applied for. He asked for clarification on the notice and what is required by law in terms of specificity for variances and/or other applications.

Langel commented that public notice is not required for a variance. He stated that in general public notice would include minimal information to alert the public of the subject matter.

Jabbour commented that the LMCD always told the neighbor what the other neighbor is requesting and that helps to alert the resident as to whether they should attend the meeting. He stated that when he wanted to waive two variances that he had received, he was told that there would need to be a public hearing to do so. He stated that the motion made was to provide the variance if needed, as there was a provision in the Code that may apply and could allow up to 200 feet. He commented that he believes that the Wayzata application is extremely inaccurate. He stated that there is demonstrated practical hardship and public benefit in

increasing the width of the boardwalk. He encouraged the City to either conform with 150 or come back with a PUD that would allow 200 feet. He stated that he spoke with the cruise ships and they did not require that length, therefore the purpose would simply be aesthetic.

Hoelscher stated that the Board can still approve the multiple dock license, special density license, and boardwalk width. She noted that her question would be whether the length should be included.

Anderson stated that based on the information included in the last Board packet, he could see how the confusion arose as 200 feet was mentioned. He stated that someone would have had to ask for 200 feet in order for that to be included if it was never asked for. He commented that there are no dimensions on the sketch provided by the applicant. He commented that he would be concerned with deicing at this location unless the Panoway is shut down in the winter. He commented that a Board member should be able to make a motion, which was seconded and approved by all but one member and have that motion stand.

Walesch stated that he could make a new motion.

MOTION: Walesch moved, Baasen seconded to approve Findings of Fact and Order for a New Multiple Dock License, Special Density License, and Variance Application(s) for City of Wayzata located at 402 Lake Street East in the City of Wayzata (PID 06-117-22-31-0001), amending the Findings of Fact to remove number nine and to remove 1d from the Order as well as removing number four from the introductory paragraph and any other reference to a length of 200 feet.

Further discussion: Hoelscher asked for clarity on deicing.

Tully commented that the site currently has deicing allowed on the depot side. He stated that if the deicing is expanded a new deicing license would be required but has not yet been presented.

Hoelscher stated that she believes that statement should then reflect that a new deicing license would be required rather than a new multiple dock license.

Walesch provided new language that should be reflected in 1l under the order to state that a new deicing license would be required if that were desired for expansion.

Baasen agreed to the additional amendment.

Anderson asked if a detailed site plan should be required.

Walesch believed that there was a condition requiring an updated site plan.

Anderson commented that the condition requires an as-built but asked what that would be compared to without a detailed site plan.

Tully stated that he included 200 feet on the Board memo to acknowledge to scale but included parenthesis not to exceed 150 feet.

Walesch stated that he would add another condition F stating that prior to issuance of a license to construct the docks, the applicant shall submit a site plan with exact dimensions of what is proposed to be built and then submit the as-built as stated in the condition.

Baasen stated that it was his understanding that they did not have to go back to ground zero as the facts and findings supported everything but the extension to 200 feet.

Walesch confirmed that this would not rearrange the site, but to require the site plan to show dimensions.

Tully commented that the site plan is to scale but is not depicted to the typical format.

Jabbour thinks that only the walkway should be approved, and the applicant should decide if they want to come back to demonstrate practical difficulty for the additional length. He stated that the applicant could come back with a PUD, separate from the walkway. He believed that neighbors should be notified of a variance.

Klohs commented that these are computer generated drawings, but the dimensions simply are not stated. He stated that the drawings are professionally done and could be easily verified. He stated that Wayzata could do exactly what Excelsior has done in terms of extending to 200 feet without a variance.

Anderson and Jabbour did not believe that was an accurate statement.

Hoelscher recapped the motion.

Jabbour commented that he thinks the applicant would need to reapply because the application is incorrect to the detriment of the applicant.

Hoelscher stated that the applicant could reapply for a variance or work within the Code.

Anderson stated that he will be voting against this as it should have been placed on the Consent Agenda. He believed that this process was wrong.

Brandt asked if the dock would work without deicing.

Tully replied that would be a question for the applicant.

Walesch commented that both docks are currently deiced.

Brandt commented that the docks currently are not intended for year-round use, whereas the Panoway project does propose year-round use.

Mike Kelly, representing the applicant, stated that the Boardwalk is designed in a manner that would not require deicing, but the docks would. He stated that they would apply for a new deicing license when that time comes.

VOTE: Ayes (12), Nays (1), (Anderson). Motion carried.

Baasen stated that for clarification the Board has approved the construction of the boardwalk and dock structure up to 150 feet. If the applicant wants to extend past 150 feet, they will need to request a variance or go through the PUD process.

13. NEW BUSINESS

A) 2022 Financial Audit Presentation

Tyler See, Abdo, presented the 2022 financial audit reported an unmodified or clean opinion. He stated that there was one finding related to financial reporting because of the small size of the organization, noting that this has been a recurring finding. He provided an overview of the general fund, Save the Lake fund, and cash balances.

Anderson thanked Mr. See for being prompt in answering his questions. He asked if 35 percent should be the target for the reserve funds.

Mr. See commented that the current policy for the reserve balance is to fall within 30 to 50 percent of the following year's budget but that could be changed to 35 percent of the current budget.

Anderson noted that it has previously been approved to aim for 35 percent, noting that the current balance falls at 98 percent. He stated that he would like to speak with Mr. See as he did not believe the general journal entries were entered correctly into the computer.

Jabbour stated that unlike cities the LMCD does not have the same infrastructure requirements, therefore expenditures could be absolute unless something comes up. He stated that the revenue should be 100 percent predictable with the exception of fines. He noted that applications are currently a negative cash flow.

Mr. See stated that they review on a smaller scope than a city because the budget is lower and therefore smaller budget variances are noticed. He stated that this audit is not done in the same manner as a city.

MOTION: Baasen moved, Anderson seconded to accept the 2022 Financial Audit Report, provided by Abdo.

VOTE: Motion carried unanimously.

14. TREASURER REPORT

A) Balance Sheet – April 2023

Anderson provided an overview of the balance sheet.

B) Update on 2024 Budget

Anderson provided a brief overview of the 2023 budget compared to the information drafted thus far for the proposed 2024 budget.

C) Proposed Levies for Cities

Hoelscher stated that a draft for the levies to the cities was included proposing a zero change from 2023. She recognized the desire to spend down the reserve and asked when that would be anticipated to be reached so that the cities can be informed on when the levies would increase.

Anderson provided some estimations that the levy could stay static through 2026 or 2027. He stated that he did get an inquiry from Minnetrista asking why more funds were not being levied.

Hoelscher asked the Board to bring this information back to their city for feedback.

Jabbour asked what would be received if the maximum was levied by law, it was noted that would be about double. He stated that if cities wanted to contribute more funds, they could do so.

Hoelscher noted that the Board can review the information and the budget will be voted on at the next meeting.

15. EXECUTIVE DIRECTOR UPDATE

A) Administrative Fines

Brimeyer provided background information on the administrative fine process, which can help to resolve matters without having to go to court. He stated that he did consult with legal counsel and the LMCD does have the authority to implement administrative fines. He stated that he will review the White Bear Lake Conservation District, which already has a similar policy in place, and bring back a proposal to the Board.

B) Intern Announcement

Brimeyer stated that the announcement for the intern position was included in the Board packet.

C) May 24th Board Retreat

Brimeyer noted the upcoming Board retreat scheduled for May 24th.

D) Authorize Staff to Amend Tonka Bay MDL License to Add BSU

Brimeyer stated that he discovered that the LMCD has a truck, trailer, and boat. He stated that the current process is to drive the boat and trailer it when done. He was told that the LMCD previously docked the boat at Tonka Bay and that entity has agreed to allow the LMCD to dock the boat if their license would be amended to allow one additional BSU for the exclusive use of the LMCD.

Nellis commented that he will meet with the City Council the following day and will talk to them about it.

Jabbour stated that law enforcement boats do not count against the license and a government boat also does not count towards the license.

E) Authorize Interim Director to Negotiate Office Lease

Brimeyer stated that the lease of the office expires in September of 2023. He stated that notice is required by June 1st as to whether they intend to stay there. He stated that he will be pursuing a lease extension.

Walesch agreed that the lease should be extended as moving would be a huge, unnecessary distraction at this time.

The Board consensus was to authorize the Interim Director to negotiate a lease extension.

Hoelscher asked if any applications have been received for the intern position.

Reardon replied that one application has been received at this time. It was noted that May 12th is the deadline but that could be extended if needed.

Kroll stated that originally, he opposed the concept of administrative fines, but has come around and believes that should be implemented as soon as possible.

Hoelscher asked if the intern announcement should be shared on other formats to increase interest.

Brandt commented that he would be happy to help with the posting.

16. STANDING LMCD COMMITTEE/WORKGROUP

Aquatic Invasive Species: No report. The next meeting is June 9th.

Communications: Hoelscher reported that the meeting scheduled for May 11th has been canceled. The communications consultant did provide some press packets for the 300-foot rule change that will go out Monday.

Executive Director Selection: No report.

Finance: Brimeyer provided an update on discussions with the bank related to investments.

Operations: Cook reported that this group will meet next week.

Save the Lake: Baasen reported that the group will meet on June 14th. He commented that it has seemed to work well to include the solicitation letter with the summer rules.

- Save the Lake Contribution Recognition: Baasen recognized the donations that have been received.

Anderson asked if there was interest from the Board in discussing the requirement to have an observer for boating activities such as skiing, tubing, or wakeboarding. He noted that on most lakes you are allowed to use a mirror.

Hoelscher noted that was on the list for a future agenda and suggested that Anderson obtain the proposal from the resident and bring it forward to the officer's meeting or operations committee.

17. ADJOURNMENT

MOTION: Cook moved, Walesch seconded to adjourn the meeting at 8:47 p.m.

VOTE: Motion carried unanimously.

Ann Hoelscher, Chair

Jake Walesch, Vice Chair

1:55 PM

05/16/23

Lake Minnetonka Conservation District
Check Detail
 May 16 - 31, 2023

ITEM 7A

Date	Num	Name	Memo	Account	Class	Paid Amount
05/31/2023	EFT-23-51	ADP		Alerus Checking		
			Salaries - Admin	4020M10 · Salaries-002 - Admin	Admin.	-6,402.86
			P.E.R.A	2020 · Payroll Liabilities -	Admin.	892.58
			ER PERA	4022M10 · ER PERA - Admin	Admin.	-478.17
			ER/FICA Medicare - Admin	4021M10 · ER Share of Admin FICA/...	Admin.	-487.74
			Long Term Disability	2020-LT · Payroll Liabilities - UNUM	Admin.	27.12
			Brimeyer 5/1/23 - 5/11/23	4024 · Contract Labor	Admin.	-2,640.00
TOTAL						-9,089.07
05/31/2023	EFT-23-52	ADP Service Fee		Alerus Checking		
			Payroll 5/16/23 - 5/31/23	4180M10 · Professional Services - A...	Admin.	-89.62
TOTAL						-89.62
05/31/2023	EFT-23-53	Health Partners		Alerus Checking		
			Dental Insurance June 2023 (Cobra - Schleuning)	4380M10 · Employee Benefits - Admin.	Admin.	-60.91
			Dental Insurance June 2023 (Duncan)	4380M10 · Employee Benefits - Admin.	Admin.	-60.91
			Dental Insurance June 2023 (Tully)	4380M10 · Employee Benefits - Admin.	Admin.	-60.91
TOTAL						-182.73
05/31/2023	EFT-23-54	Medica		Alerus Checking		
			Health Insurance, June 2023 (Cobra - Vickie Schleuning)	4380M10 · Employee Benefits - Admin.	Admin.	-757.58
			Health Insurance, June 2023 (Tammy Duncan)	4380M10 · Employee Benefits - Admin.	Admin.	-757.58
			Health Insurance, June 2023 (Thomas Tully)	4380M10 · Employee Benefits - Admin.	Admin.	-757.58
TOTAL						-2,272.74
05/31/2023	EFT-23-55	P.E.R.A		Alerus Checking		
			Payroll 5/16/23 - 5/31/23	2020 · Payroll Liabilities -	Admin.	-892.58
TOTAL						-892.58
05/25/2023	EFT-23-56	WEX Health, Inc. Service Fee		Alerus Checking		
			HSA Svc Fee April 2023 (Tully)	4380M10 · Employee Benefits - Admin.	Admin.	-2.75
			HSA Svc Fee April 2023 (Duncan)	4380M10 · Employee Benefits - Admin.	Admin.	-2.75
TOTAL						-5.50

1:55 PM

05/16/23

Lake Minnetonka Conservation District Check Detail May 16 - 31, 2023

Date	Num	Name	Memo	Account	Class	Paid Amount
05/25/2023	22354	CD3 General Benefit Corporation		Alerus Checking		
01/01/2023	Inv.373893-34...		CD3 System Software Annual Fee (2 Machines)	4151M30 · Equip. Supplies	AIS	-2,050.00
TOTAL						-2,050.00
05/25/2023	22355	Chuck Struck		Alerus Checking		
05/12/2023	Inv#INV0044		Board Meeting 5/10/23	4182M10 · Media (Cable/Internet) - A...	Admin.	-90.00
TOTAL						-90.00
05/25/2023	22356	City of Mound		Alerus Checking		
05/31/2023	June 2023		Rent, June 2023	4320M10 · Office Rent - Admin.	Admin.	-1,733.48
TOTAL						-1,733.48
05/25/2023	22357	ECM Publishers, Inc.		Alerus Checking		
04/30/2023	Inv.#945220		Laker - Intern Administrative Technician 4/29/23 Laker - Intern Administrative Technician 5/6/23	4183M10 · Prof/ Serv. - Communicati... 4183M10 · Prof/ Serv. - Communicati...	Admin. Admin.	-116.90 -96.90
TOTAL						-213.80
05/25/2023	22358	FRANCOTYP-POSTALIA, INC.		Alerus Checking		
05/14/2023	Inv.#RI105768...		Quarterly Rental Fee for Postage Meter	4080 · Postage	Admin.	-86.85
TOTAL						-86.85
05/25/2023	22359	Goff Public		Alerus Checking		
02/28/2023	Inv.#18465		Public Relations, Summer Safety Brochure, Boat Wakes Educatio...	4183M10 · Prof/ Serv. - Communicati...	Admin.	-5,520.25
TOTAL						-5,520.25
05/25/2023	22360	League of MN Cities Ins. Trust WC		Alerus Checking		
05/11/2023	Worker's Comp		Workers Compensation Premium 5/1/23 - 5/1/24	4340M30 · Insurance W/C	Admin.	-1,840.00
TOTAL						-1,840.00
05/25/2023	22361	LMCC		Alerus Checking		
05/11/2023	Inv.#1545		VOD Services for Meeting 5/10/23	4182M10 · Media (Cable/Internet) - A...	Admin.	-200.00
TOTAL						-200.00

1:55 PM

05/16/23

Lake Minnetonka Conservation District
Check Detail
May 16 - 31, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Paid Amount</u>
05/25/2023	22362	TimeSaver Off Site Secretarial, Inc.		Alerus Checking		
05/12/2023	Inv.#M28246		Board Minutes 5/10/23	4230M10 · Meeting Exp. - Admin.	Admin.	-234.50
TOTAL						-234.50

ITEM 7B

Hennepin County Contract Number TBD

GRANT AGREEMENT

THIS GRANT AGREEMENT is made the 13th day of April, 2023, by and between the Lake Minnetonka Conservation District, a Minnesota political subdivision, (hereinafter "LMCD") and Hennepin County, on behalf of the Hennepin County Sheriff's Office (hereinafter "Grantee"). The LMCD and the Grantee may hereinafter be referred to individually as a "Party" or collectively as the "Parties".

1. BACKGROUND

- 1.1. Grantee has applied to the LMCD for an allocation from the LMCD's Save the Lake Fund as a grant to pay expenses for law enforcement and boating safety patrol services as described herein.
- 1.2. The LMCD is willing to fund the activities pursuant to the terms of this Agreement.

2. SERVICES

- 2.1. Services. Pursuant to the terms herein, Grantee shall increase and enhance water patrol services on Lake Minnetonka as described in Grantee's application, generally the hours between 2:00 p.m. and 2:00 a.m. Thursdays, Fridays, weekends and holidays, from Memorial Day weekend through Labor Day ("Services") of 2023. Grantee may alter the days and hours as it determines is appropriate to effectively provide the Services, provided there is no reduction in the minimum number of hours of Services. Grantee shall perform Services in the manner and means determined by Grantee. Grantee reserves the right, in Grantee's sole discretion, to perform or not perform Services.
- 2.2. Reports. Following completion of the Services, but not more often than once per calendar month, Grantee will submit an invoice and, subject to applicable laws (including the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("MGDPA"), a final report to the LMCD describing the activity, the outcome and results of the activity, how the outcome matched the goals and objectives described in the Grantee's application, and any anticipated continuing impacts from the activity.

3. PAYMENT OF GRANT

- 3.1. Payments. LMCD shall pay Grantee for the hours of Services performed by Grantee's personnel under this Agreement. Grantee shall invoice, and LMCD shall pay, for hours of Services performed by Grantee personnel at the rate of **seventy-eight dollars and eighty-nine cents (\$78.89)** per hour. The maximum amount that LMCD shall be obligated to pay hereunder shall be **eighty-seven thousand dollars (\$87,000)**. Grantee shall provide a list of invoiced reimbursable expenses and, as applicable, receipts or copies of receipts therefor. Only those expenses directly related to providing the Services, as determined by the LMCD, are eligible for reimbursement under this Agreement. The LMCD will not be liable or responsible for paying any amounts, or reimbursing any expenses, that exceed the scope of this Agreement or that are not otherwise eligible for payment under this Agreement. The LMCD will pay invoices submitted by Grantee within 30 days of receipt of such invoices.

4. GENERAL TERMS

- 4.1. Term. This Agreement will commence on **May 1, 2023** and will expire when the Services are completed, a final report submitted, all invoices have been submitted and paid. LMCD's obligation to pay Grantee is limited to Services performed from Memorial Day week-end through Labor Day. The parties shall exercise reasonable efforts to complete performance obligations and invoice herein prior to **December 31, 2023**.
- 4.2. Termination of Agreement. Either Party may terminate this Agreement for any reason upon 30 days' written notice to the other Party. Also, either Party may terminate this Agreement by giving written notice to the other Party in the event the other Party is in material breach of this Agreement and has failed to cure such breach within 10 days of receipt of written notice from the other Party.
- 4.3. Independent Contractor. Grantee will act in all respects as an independent contractor under this Agreement and will be solely responsible for performance of Services required hereunder as well as the means and manner of performance thereof. The LMCD will not be an employer, partner, or co-venturer with Grantee for any purpose. Nothing herein authorizes Grantee to act as an agent or representative of the LMCD for any purpose whatsoever.

- 4.4. Contact. Major Shane Magnuson shane.magnuson@hennepin.us or his designee shall serve as Grantee's contact throughout the term of this Agreement. The LMCD Interim Executive Director Jim Brimeyer, jbrimeyer@lmcd.org shall serve as the contact for the LMCD.
- 4.5. Mutual Indemnification Obligation. Each Party will indemnify and hold harmless the other Party and its representatives from all claims that may be asserted against the other Party that result from the negligent acts or omissions of the indemnifying Party related to the performance of this Agreement. Such right of indemnification will remain in full force and effect after this Agreement terminates. Nothing in this Agreement shall be construed as waiving any exceptions or limitations on liability available to either Party under law.
- 4.6. Data Practices. All of the data created, collected, received, stored, used, maintained, or disseminated by Grantee in performing the Services are subject to the requirements of the Minnesota Government Data Practices Act ("Act"), Minnesota Statutes, chapter 13 and shall be maintained and released in accordance with the Act.
- 4.7. Representations. LMCD represents and warrants that this Agreement and the rights granted herein shall not conflict with the terms of any other agreement, grant or obligations imposed by a third-party funding source on the LMCD. To the extent a claim is made against Grantee demanding forfeiture or other repayment of amounts due, payable, or paid hereunder, LMCD shall defend, indemnify, and hold harmless Grantee from any such claims, repayment obligation, cost, expense, or liability related directly or indirectly thereto. Grantee represents and warrants it has and can provide licensed and trained personnel, as well as sufficient equipment, to enable it to provide the Services required under this Agreement.

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LMCD APPROVAL

LMCD warrants that the person who executed this Agreement is authorized to do so on behalf of LMCD as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Printed Name: **Jim Brimeyer**

Printed Title: **Interim Executive Director**

Date: _____

HENNEPIN COUNTY APPROVAL

Reviewed for COUNTY by
the County Attorney's Office:

Mike Bernard
Assistant County Attorney

Date: _____

COUNTY OF HENNEPIN

STATE OF MINNESOTA

By: _____
Irene Fernando
Chair of It's County Board

Date: _____

ATTEST: _____
Karen Keller
Deputy Clerk of County Board

Date: _____

HENNEPIN COUNTY SHERIFF'S OFFICE

Tracey Martin
Chief Deputy
Hennepin County Sheriff's Office

Date: _____

By: _____
David J. Hough
County Administrator

Date: _____

By: _____
Sheri Selton
County Administration Clerk

Date: _____



LAKE MINNETONKA CONSERVATION DISTRICT

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

DATE: May 24, 2023 (Prepared May 17, 2023)

TO: LMCD Board of Directors

FROM: Jim Brimeyer, Interim Executive Director

SUBJECT: Adoption of 2024 Budget

ACTION

Board discussion and potential approval of the 2024 Budget, and direction to staff to communicate with member cities to seek input. The following motions are offered depending on whether the Board wishes to approve or modify the request:

Approval

I make a motion to approve the 2024 Budget <subject to any stated modifications>, and direct staff to seek input from the member cities.

Denial

I make a motion to deny the 2024 Budget for the following reasons...

BACKGROUND

According to Minnesota Statutes 103B.635 Subd. 1, the LMCD Board must submit a budget for the next calendar year by July 1, 2023 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.

The Finance Committee consists of Treasurer Rich Anderson and Directors Bill Cook, Denny Newell, Nicole Stone, and Ryan Nellis. The Finance Committee presented some preliminary Budget recommendations at the May 10, 2023 LMCD Board Meeting. Since then, the Finance Committee met with the Interim Executive Director on May 18, 2023 to finalize the 2024 Budget and is now seeking approval. The 2024 Budget is attached for review.

CONSIDERATIONS

- Does the activity align with the mission and goals of the LMCD?
- What impact will the action have on Lake Minnetonka and its stakeholders, short-term and long-term? E.g., Ecology, health, safety, nuisances, economics, etc.
- What are the short-term financial impacts of the actions?
- What are the long-term financial impacts and sustainability of the actions on the lake, lake community, organization, etc.?

BUDGET

N/A

STRATEGIC PRIORITIES

Operational Effectiveness Clear & Timely Communications Effective Governance Lake Protection Other

ATTACHMENTS

- 2024 LMCD Budget

ITEM 13B1



LMCD 2024 Budget Adopted 05/24/2023

	2022 Actual	2023 Budget	2024 Budget
Income			
Grants & Other Income			
· Interest - Admin.	3,195.00	3,000.00	3,000.00
· Court Fines - Admin.	45,332.00	60,000.00	50,000.00
· Other Income - Admin.	6,558.00	5,000.00	3,000.00
· Public Agencies/Other Income	10,000.00	790.00	0.00
Total Grants & Other Income	65,085.00	68,790.00	56,000.00
3110M10 · Multiple/Perm. Dock Lic - Admin.	73,839.00	85,200.00	85,000.00
3120M10 · DMA license - Admin.	3,400.00	3,000.00	3,000.00
3130M10 · Deicing License - Admin.	5,572.00	6,600.00	6,000.00
3170M10 · Variances - Admin.	2,500.00	10,000.00	15,000.00
3240M10 · Charter Boats - Admin.	3,350.00	3,200.00	3,000.00
3280M10 · Liquor/Beer/Wine License - Admin.	18,250.00	19,000.00	19,000.00
Total Licenses/Permits	106,911.00	127,000.00	131,000.00
3020M10 · Municipal Dues - Admin.	300,000.00	255,000.00	255,000.00
3400M10 · Transfers In - Admin.	0.00	125,000.00	125,000.00
Total Dues:	300,000.00	380,000.00	380,000.00
Total Income:	471,996.00	575,790.00	567,000.00
Expense			
AIS Management			
Equipment & Repair			
4150M30 · Equip. Supplies & Maint.			
4720M30 · Contract Mechanic Fees - EWM			
Total Equipment & Repair			
4110M30 · Public Info./Legal - EWM			
Total AIS Management			
AIS Prevention Program			
4111M30 · AIS Administration	37,768.00	70,000.00	50,000.00
Total AIS Prevention Program	37,768.00	70,000.00	50,000.00
Equipment, Supplies, Activities			
4160M10 · Boat Expense		750.00	1,000.00
4535M10 · Public Safety - Solar Lights	7,993.00	5,000.00	3,560.00
4111M20 Public Service Education	12,453.00	2,500.00	3,000.00
Total Equipment & Supplies	20,446.00	8,250.00	7,560.00
General & Admin Expenses			
4060 · Telephone/Internet	3,613.00	3,700.00	3,700.00
4070M10 · Webpage & Digital	590.00	500.00	500.00
4090M30 · DMV - EWM	59.00	40.00	40.00
4340M10 · Insurance - Admin.	4,318.00	6,000.00	6,000.00
4340M30 · Insurance W/C - EWM	1,310.00	0.00	0.00
4350M30 · Ins./Equip. - EWM	367.00	0.00	0.00
4360M10 · Subs/Memberships - Admin.	2,319.00	2,600.00	2,600.00
Total General & Admin Expenses	12,576.00	12,840.00	12,840.00



LMCD 2024 Budget Adopted 05/24/2023

	2022 Actual	2023 Budget	2024 Budget
Legal			
4110M10 · Public Info Legal Fees - Admin.	2,300.00	1,750.00	2,000.00
4620M10 · Civil Legal Fees - Admin.	28,095.00	27,000.00	27,000.00
4640M10 · Prosecution Legal Fees - Admin.	39,488.00	30,000.00	30,000.00
4650M10 · Room & Board - Admin.	10.00	300.00	
4641M10 Other Legal Fees - Admin	2,262.00	4,025.00	4,000.00
Total Legal	72,155.00	63,075.00	63,000.00
Office & Supplies			
4080 · Postage	1,647.00	2,000.00	3,000.00
4100M10 · Printing - Admin.	1,211.00	1,500.00	2,000.00
4140M10 · Office Equipment R&M - Admin.	7,877.00	7,725.00	8,000.00
4160M10 - Watercraft/Vehicle Maint	2,426.00	(above)	(above)
4220M10 · Office Supplies - Admin.	1,805.00	2,500.00	2,500.00
4230M10 · Meeting Exp. - Admin.	11,664.00	8,700.00	8,700.00
4320M10 · Office Rent - Admin.	20,421.00	22,000.00	22,000.00
4400M10 · Mileage/Exp's - Admin.	403.00	400.00	400.00
4410M10 · Training/Prof. Devel. - ADM	38.00	500.00	1,000.00
4520M10 · Furniture & Equip - Admin.	0.00	500.00	1,000.00
4530M10 · Comp. Sftwr & Hdwr - Admin.	14,799.00	6,800.00	7,000.00
4531M30 · Software & Hardware/Training	404.00	500.00	500.00
Total Office & Supplies	62,695.00	53,125.00	56,100.00
Personnel Expenses			
4020M10 · Salaries-002 - Admin	243,878.00	239,000.00	240,000.00
4021M10 · ER Share of Admin FICA/Medicare	18,375.00	19,000.00	19,000.00
4022M10 · ER PERA - Admin	18,013.00	18,000.00	18,000.00
4380M10 · Employee Benefits - Admin.	33,443.00	39,000.00	40,000.00
Total Personnel Expenses	313,709.00	315,000.00	317,000.00
Professional Services- ADM			
4040M10 · Auditing - Admin.	9,400.00	12,500.00	10,000.00
4180M10 · Professional Services - Admin.	2,504.00	2,500.00	3,000.00
4181M10 · Professional Comp. Serv.- Admin.	2,852.00	5,000.00	4,000.00
4182M10 · Media (Cable/Internet) - Admin.	3,270.00	3,500.00	3,500.00
4183M10 · Prof/ Serv. - Communications	24,851.00	30,000.00	40,000.00
Total Professional Services- ADM	42,877.00	53,500.00	60,500.00
Total Expense	562,226.00	575,790.00	567,000.00

	2022 Actual	2023 Budget	2024 Budget
Save the Lake Revenues			
Interest and Other	750.00	750.00	750.00
Donations	120,250.00	43,050.00	46,050.00
Transfers			42,000.00
Total Revenues	121,000.00	43,800.00	88,800.00
Save the Lake Expenses			
Operating Expenses	2,000.00	1,800.00	1,800.00
Public Service	84,000.00	84,000.00	87,000.00
Total Operating Expenses	86,000.00	85,800.00	88,800.00

**LAKE MINNETONKA CONSERVATION DISTRICT
2024 BUDGET AND LEVY**



Adopted May 24, 2023

CITY	SHARE OF TOTAL LEVY IN 2023	SHARE OF TOTAL LEVY IN 2024	% CHANGE
DEEPHAVEN	\$17,201.00	\$17,201.00	0%
EXCELSIOR	\$7,938.00	\$7,938.00	0%
GREENWOOD	\$4,830.00	\$4,830.00	0%
MINNETONKA	\$51,000.00	\$51,000.00	0%
MTKA BEACH	\$4,708.00	\$4,708.00	0%
MINNETRISTA	\$22,343.00	\$22,343.00	0%
MOUND	\$16,825.00	\$16,825.00	0%
ORONO	\$40,802.00	\$40,802.00	0%
SHOREWOOD	\$22,262.00	\$22,262.00	0%
SPRING PARK	\$4,045.00	\$4,045.00	0%
TONKA BAY	\$7,795.00	\$7,795.00	0%
VICTORIA	\$20,267.00	\$20,267.00	0%
WAYZATA	\$30,921.00	\$30,921.00	0%
WOODLAND	\$4,065.00	\$4,065.00	0%
	\$255,000.00	\$255,000.00	

Lake Minnetonka Conservation District
Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Alerus Checking	
1024M20 · Alerus Checking - STL	-62,478.00
Alerus Checking - Other	106,489.46
Total Alerus Checking	44,011.46
1010M10 · Petty Cash	38.60
1090M10 · Alerus Bank - Savings	
1090M50 · Alerus Savings - Equip. Repl	125,652.32
1090M10 · Alerus Bank - Savings - Other	620,338.54
Total 1090M10 · Alerus Bank - Savings	745,990.86
Total Checking/Savings	790,040.92
Accounts Receivable	
1150M10 · Accounts Rec. - Gen	34,345.00
Total Accounts Receivable	34,345.00
Other Current Assets	
1300M10 · Due From Other Gov. - Gen.	1,820.00
Total Other Current Assets	1,820.00
Total Current Assets	826,205.92
Fixed Assets	
1640M90 · Fixed Assets	155,233.00
1645M90 · Accumulated Depreciation	-95,427.00
Total Fixed Assets	59,806.00
Other Assets	
1650M90 · Leased Asset	172,361.00
1655M90 · Accumulated Amortization-Lease	-22,969.00
Total Other Assets	149,392.00
TOTAL ASSETS	1,035,403.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2090 · Accounts Payable	30,473.05
Total Accounts Payable	30,473.05
Credit Cards	
1087M10 · US Bank (Credit Card)	-1,265.68
Total Credit Cards	-1,265.68
Other Current Liabilities	
2020-LT · Payroll Liabilities - UNUM	-61.43
2020 · Payroll Liabilities -	8.55
2050M10 · Accrued Payroll - Gen	5,068.00
2150M90 · Accrued compensated absences	14,439.00
2151M90 · Current portion of comp absens	3,337.93
2916M90 · Lease Liability - Short Term	25,290.00
Total Other Current Liabilities	48,082.05
Total Current Liabilities	77,289.42

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05/17/23

Accrual Basis

Lake Minnetonka Conservation District

Balance Sheet

As of April 30, 2023

	<u>Apr 30, 23</u>
Long Term Liabilities	
2915M90 · Lease Liability - Long Term	126,242.00
Total Long Term Liabilities	<u>126,242.00</u>
Total Liabilities	203,531.42
Equity	
Retained Earnings	946,254.89
2910M10 · Fund Balance - Admin.	48,727.51
2910M20 · Fund Balance - S/L	226,468.17
2910M30 · Fund Balance - EWM	40,088.85
2910M50 · Fund Balance - Equip Repl	79,004.07
2910M90 · Fixed Assets - Conversion Fund	-585,738.00
Net Income	77,067.01
Total Equity	<u>831,872.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,035,403.92</u></u>

Lake Minnetonka Conservation District
General Income & Expense 2023 Budget Comparison
January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants & Other Income				
3080M10 · Interest - Gen	2,385.65	2,600.00	-214.35	91.8%
3260M10 · Court Fines - Admin.	39,889.00	60,000.00	-20,111.00	66.5%
3300M10 · Other Income - Admin.	2,455.47	6,190.00	-3,734.53	39.7%
Total Grants & Other Income	44,730.12	68,790.00	-24,059.88	65.0%
Licenses/Permits				
3110M10 · Multiple/Perm. Dock Lic -Admin.	77,296.51	85,200.00	-7,903.49	90.7%
3120M10 · DMA license - Admin.	3,450.00	3,000.00	450.00	115.0%
3130M10 · Deicing License - Admin.	419.00	6,000.00	-5,581.00	7.0%
3170M10 · Variances - Admin.	1,000.00	10,600.00	-9,600.00	9.4%
3200M10 · Special Density - Admin.	360.00			
3240M10 · Charter Boats - Admin.	2,400.00	3,200.00	-800.00	75.0%
3280M10 · Liquor/Beer/Wine License-Admin.	17,650.00	19,000.00	-1,350.00	92.9%
Total Licenses/Permits	102,575.51	127,000.00	-24,424.49	80.8%
3020M10 · Municipal Dues - Admin.	127,501.00	255,000.00	-127,499.00	50.0%
3400M10 · Transfers In - Admin.	0.00	125,000.00	-125,000.00	0.0%
Total Income	274,806.63	575,790.00	-300,983.37	47.7%
Gross Profit	274,806.63	575,790.00	-300,983.37	47.7%
Expense				
AIS Administration				
4151M30 · Equip. Supplies	2,050.00			
4181M30 · Prof. Services	0.00	78,000.00	-78,000.00	0.0%
4221M30 · Office Supplies -AIS Prevention	0.00	2,000.00	-2,000.00	0.0%
Total AIS Administration	2,050.00	80,000.00	-77,950.00	2.6%
General & Admin Expenses				
4060 · Telephone/Internet	1,250.14	3,500.00	-2,249.86	35.7%
4070M10 · Webpage & Digital	3,800.00	590.00	3,210.00	644.1%
4090M30 · DMV	0.00	50.00	-50.00	0.0%
4340M10 · Insurance - Admin.	3,950.00	4,500.00	-550.00	87.8%
4340M30 · Insurance W/C	0.00	1,400.00	-1,400.00	0.0%
4350M30 · Ins./Equip.	352.00	400.00	-48.00	88.0%
4360M10 · Subs/Memberships - Admin.	200.00	2,400.00	-2,200.00	8.3%
Total General & Admin Expenses	9,552.14	12,840.00	-3,287.86	74.4%
Legal				
4110M10 · Public Info Legal Fees- Admin.	463.12	1,750.00	-1,286.88	26.5%
4620M10 · Civil Legal Fees - Admin.	12,509.71	31,325.00	-18,815.29	39.9%
4640M10 · Prosecution Legal Fees - Admin.	16,084.14	30,000.00	-13,915.86	53.6%
Total Legal	29,056.97	63,075.00	-34,018.03	46.1%
Office, Supplies, Equip				
4080 · Postage	922.24	3,000.00	-2,077.76	30.7%
4100M10 · Printing - Admin.	5,302.43	1,260.00	4,042.43	420.8%
4140M10 · Office Equipment R&M - Admin.	2,279.33	6,000.00	-3,720.67	38.0%
4160M10 · Watercraft/Vehicle Maint	0.00	1,500.00	-1,500.00	0.0%
4220M10 · Office Supplies -Admin.	885.14	1,700.00	-814.86	52.1%
4230M10 · Meeting Exp. - Admin.	1,407.93	12,000.00	-10,592.07	11.7%
4320M10 · Office Rent - Admin.	8,667.40	22,000.00	-13,332.60	39.4%
4400M10 · Mileage/Exp's - Admin.	0.00	400.00	-400.00	0.0%
4410M10 · Training/Prof. Devel.	0.00	500.00	-500.00	0.0%
4520M10 · Furniture & Equip - Admin.	0.00	750.00	-750.00	0.0%
4530M10 · Comp. Sftwr & Hdwr - Admin.	1,485.91	3,515.00	-2,029.09	42.3%
4531M30 · Software & Hardware/Training	410.08	500.00	-89.92	82.0%
Total Office, Supplies, Equip	21,360.46	53,125.00	-31,764.54	40.2%

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05/17/23

Accrual Basis

Lake Minnetonka Conservation District
General Income & Expense 2023 Budget Comparison
January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Personnel Expenses				
4020M10 · Salaries-002 - Admin	72,986.58	246,050.00	-173,063.42	29.7%
4021M10 · ER Share of Admin FICA/Medicare	5,567.86	17,700.00	-12,132.14	31.5%
4022M10 · ER PERA - Admin	4,542.87	17,500.00	-12,957.13	26.0%
4024 · Contract Labor	13,140.00			
4380M10 · Employee Benefits - Admin.	11,166.38	33,750.00	-22,583.62	33.1%
Total Personnel Expenses	107,403.69	315,000.00	-207,596.31	34.1%
Professional Services- ADM				
4040M10 · Auditing - Admin.	13,000.00	11,500.00	1,500.00	113.0%
4180M10 · Professional Services - Admin.	6,639.10	6,000.00	639.10	110.7%
4181M10 · Professional Comp. Serv.-Admin.	1,680.00	2,500.00	-820.00	67.2%
4182M10 · Media (Cable/Internet) - Admin.	2,194.10	3,500.00	-1,305.90	62.7%
4183M10 · Prof/ Serv. - Communications	16,860.30	20,000.00	-3,139.70	84.3%
Total Professional Services- ADM	40,373.50	43,500.00	-3,126.50	92.8%
Public Education & Safety				
4111M20 · Public Service Education	292.08	2,500.00	-2,207.92	11.7%
4535M10 · Public Health Solar Lights	0.00	5,000.00	-5,000.00	0.0%
Total Public Education & Safety	292.08	7,500.00	-7,207.92	3.9%
Total Expense	210,088.84	575,040.00	-364,951.16	36.5%
Net Ordinary Income	64,717.79	750.00	63,967.79	8,629.0%
Net Income	64,717.79	750.00	63,967.79	8,629.0%

Lake Minnetonka Conservation District
STL Income & Expense 2023 Budget Comparison
 January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributions				
3001M20 · Donations (General) - S/L	12,299.22	43,050.00	-30,750.78	28.6%
3012M20 · Donations Carp Removal West Arm	50.00			
Total Contributions	12,349.22	43,050.00	-30,700.78	28.7%
Grants & Other Income				
3300M20 · Other Income - S/L	0.00	750.00	-750.00	0.0%
Total Grants & Other Income	0.00	750.00	-750.00	0.0%
3400M20 · Transfers In - S/L	0.00	42,000.00	-42,000.00	0.0%
Total Income	12,349.22	85,800.00	-73,450.78	14.4%
Gross Profit	12,349.22	85,800.00	-73,450.78	14.4%
Expense				
Office, Supplies, Equip STL				
4080M20 · Postage - S/L	0.00	800.00	-800.00	0.0%
4100M20 · Printing - S/L	0.00	1,000.00	-1,000.00	0.0%
Total Office, Supplies, Equip STL	0.00	1,800.00	-1,800.00	0.0%
Public Education & Safety				
4535M10 · Public Health Solar Lights	0.00	84,000.00	-84,000.00	0.0%
Total Public Education & Safety	0.00	84,000.00	-84,000.00	0.0%
Total Expense	0.00	85,800.00	-85,800.00	0.0%
Net Ordinary Income	12,349.22	0.00	12,349.22	100.0%
Net Income	12,349.22	0.00	12,349.22	100.0%



**MEETING MINUTES
COMMUNICATIONS COMMITTEE MEETING
LAKE MINNETONKA CONSERVATION DISTRICT**

April 18, 2023
8:30am
LMCD Office, Mound MN

1. CALL TO ORDER @ 8:30

2. ROLL CALL:

- Members Present: Ann Hoelscher, Mike Kirkwood, Dan Bassen,
- Members Absent: Dennis Klohs
- Others in Attendance: Jim Brimeyer

3. CHAIR ANNOUNCEMENTS

4. APPROVAL OF MINUTES 03/22/23 LMCD Communications Committee Meeting: by Kirkwood and Hoelscher

5. COMMITTEE STRATEGIC INITIATIVES

A. Identify and utilize most effective outlets to convey public information about safety, rules, and best practices

1. Goff Update

- i. Summer Rules revised.
- ii. 300 ft Rule incorporated.
- iii. Budget
 - Will be exhausted by End of April
 - The fall newsletter will require more budget; the Communications Committee should reflect on any design changes for summer & winter rules.: Look? Appeal? Better online? How can we do less printing? [we will always need some print copies for Water Patrol to use in lake stops]
 - Baasen: Goff has been helpful in getting Save The Lake newsletter out on time. Appeal letters always needed; increasing our presence on the lake; so STL budget may be able to support the Fall Newsletter cost as part of fundraising to tune of \$4,000 to 5,000.
 - Jim B: add line item for "Communication Consultant"; he will explore with Finance committee.
 - Budget: add line item for summer social/workshop

2. Website

- Maisyn does Facebook/Twitter updates.
- Updating the website is a priority for staff.

B) Continue to develop relationships with and regularly update cities, legislators, agencies, and others regarding LMCD initiatives.

1. Special guests: Jim Brimeyer to reinvite the Electric Shock drowning expert, Ed Lethert, to speak at regular board meeting; limited to 10 minutes. Reconfirm his info is adequately highlighted on LMCD website.
2. Legislative Priorities: Wait for fall to invite legislators.

C) Continue to refine feedback mechanisms for stakeholder and partner initiatives

1. No discussion

D) Communications Committee to set priorities and initiatives and develop recommendation to Board for annual budget (2022 - \$25,000/2023 - \$20,000)

1. Update 2023 Strategic Initiatives/Budget: ADD \$10,000 to cover remainder of year
2. 2024 Budget: Request: \$40,000

6. OTHER BUSINESS

- A) Next meeting: Thursday, May 11, 2023

7. ADJOURNMENT 9:25 AM

OPERATIONS COMMITTEE MINUTES

LAKE MINNETONKA CONSERVATION DISTRICT (LMCD)

10 a.m. April 18, 2023

LMCD Office

1. CALL TO ORDER

Chair Cook called the meeting to order at 10:00 a.m.

2. ROLL CALL

Members Present: Bill Cook, Ann Hoelscher, Rich Anderson, Gabriel Jabbour, Deborah Zorn

Also Present: Jim Brimeyer (Zoom)

Members Absent: Ben Brandt

3. APPROVAL OF MINUTES

Committee approved minutes from 03/21/2023.

4. CHAIR ANNOUNCEMENTS-presented Operations Committee Plan draft

5. AGENDA

A. Operations Committee Plan DRAFT review - committee reviewed draft document.

Discussed outlined Strategies (b-g) with following recommendations:.

- Update fact sheet (seasonal) and binder for Board members (b. Review Board training program and implementation)
- Discussed how to get updated data on lake use/density. Committee agreement to not pursue or invest time/energy on mapping the lake at this time. (c. Review LMCD ordinances & d. Review and report on Lake uses and trends).
- Pursue secure portal site for Board members to access core LMCD documents such as Roberts Rules of Order, By Laws, Enabling Legislation. Ann offered SharePoint was previously considered. (e. Review and comment on LMCD Document procedures)
- Update Strategic Plan after Board workshop on May 24th (g. Review and update Strategic Planning process)

B. Board Workshop (May 24th) - Committee asked Jim Brimeyer to confirm agenda with HueLife/Irina. Committee suggested focus on revisions to Mission and Vision with the idea that this work will then help Ops Committee shift placement of strategic priorities within Committees.

C. Website - Jim working on search capability, need Board portal

D. Next meeting - week of June 15 @ 10am Agenda - Discuss updates to Strategic Plan

6. OTHER BUSINESS

None

7. ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

Operations Committee Minutes

April 18, 2023

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Respectfully Submitted,

Deborah Zorn

LMCD Operations Committee Secretary