

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF JUNE 8, 2015

**Agenda Item 6. B.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathryne McCullum, City Clerk

SUBJECT: Discussion relating to the Lake Minnetonka Conservation District Draft Budget

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**Background**

The Lake Minnetonka Conservation District (LMCD) has submitted its 2016 draft budget, and is asking all cities to review and comment. The LMCD has invited all interested parties to attend its meeting to provide input on the budget on June 4, at 11:00 a.m. at the LMCD offices. The LMCD Board is expected to approve the budget at its June 10 meeting. Any comments from the City Council will be forwarded to the LMCD representatives prior to final approval by the LMCD Board.

The LMCD has proposed an amount of \$6,564 in 2016 which represents a -14.3% decrease from 2015.

**Recommendation**

Review the draft budget and provide input to be forwarded to the LMCD prior to final approval on June 11, 2015.



# LAKE MINNETONKA CONSERVATION DISTRICT

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Gregory S. Nybeck, EXECUTIVE DIRECTOR

May 15, 2015

TO: LMCD City Administrators  
LMCD Board Members

FROM: Greg Nybeck, Executive Director

SUBJECT: Draft 2016 LMCD Budget

Enclosed is a copy of the draft 2016 Lake Minnetonka Conservation District (LMCD) Budget. The LMCD invites you to attend a review and comment session scheduled for Thursday, June 4<sup>th</sup>, at 11 a.m. in the LMCD office.

By state statute, the allocation of levy to the 14 member cities is based on their percentage of the cumulative net tax capacity, with no city paying greater than 20% of the overall levy. The LMCD Board has considered and recognizes the economic challenges the member cities are currently facing. Thus, a decrease in the overall levy is proposed.

Highlights of the draft 2016 LMCD Budget include the following:

| Draft 2016 LMCD Budget                           |   |
|--|---|
| Budget Highlights                                | Details   |
| Overall Levy                                     | 10.4% decrease (\$306,866 compared to \$342,492 in 2015).   |
| Total Expenditures                               | 2.1% decrease (\$570,366 compared to \$582,492 in 2015).  |
| Personnel Services                               | 0.2% increase (\$254,738 compared to \$254,216 in 2015). Compensation adjustments are proposed at up to 2.5% in Contingency and will be based on performance (see enclosed survey).   |
| Office Lease & Storage                           | 2.5% increase (\$17,609 compared to \$17,180 in 2015).  |
| Eurasian Watermilfoil (EWM) Harvesting Program   | \$85,500 for EWM mechanical harvesting of public navigational areas (10% decrease from 2015 due to whole bay and large scale herbicide treatments coordinated by Lake Minnetonka Association). A \$30,000 grant is anticipated from the MN DNR. |
| Equipment Replacement Fund                       | \$17,500 in transfers (\$15,000 from the AIS Reserve Fund and \$2,500 from the Administration Reserve Fund) for future replacement of EWM capital equipment (compared to \$35,000 in 2015).   |
| Aquatic Invasive Species Prevention & Management | \$40,000 for watercraft inspections through various partnerships. A \$4,000 grant from the MN DNR and a \$20,000 grant from the Minnehaha Creek Watershed District are anticipated.   |

The LMCD values your review and input. Please let me know if you would like me to attend an upcoming city council meeting to discuss the draft 2016 LMCD Budget or to review LMCD activities and projects. Review and approval by the LMCD Board is planned for the June 10<sup>th</sup> meeting.



# LAKE MINNETONKA CONSERVATION DISTRICT 2016 BUDGET AND LEVY (DRAFT)

| City        | 2010 U.S. Census Population Data | 2014 Taxable Market Value | 2014 Net Tax Capacity | % of Total Net Tax Capacity (Note 1) | Share of Admin. Levy in 2016 | Share of AIS Levy in 2016 | Share of Total Levy in 2016 | Share of Total Levy in 2015 | Increase in Total Levy from 2015 | % of Increase from 2015 |
|-------------|----------------------------------|---------------------------|-----------------------|--------------------------------------|------------------------------|---------------------------|-----------------------------|-----------------------------|----------------------------------|-------------------------|
| DEEPHAVEN   | 3,642                            | 1,032,251,985             | 11,581,247            | 5.0%                                 | \$16,325                     | \$4,914                   | \$21,239                    | \$23,018                    | -\$1,779                         | -7.7%                   |
| EXCELSIOR   | 2,188                            | 370,753,654               | 4,630,478             | 2.0%                                 | \$6,527                      | \$1,965                   | \$8,492                     | \$9,053                     | -\$561                           | -6.2%                   |
| GREENWOOD   | 688                              | 287,137,820               | 3,276,453             | 1.4%                                 | \$4,618                      | \$1,390                   | \$6,009                     | \$6,560                     | -\$551                           | -8.4%                   |
| MINNETONKA  | 49,734                           | 7,755,295,658             | 97,592,653            | 42.2%                                | \$47,173                     | \$14,200                  | \$61,373                    | \$68,498                    | -\$7,125                         | -10.4%                  |
| MTKA BEACH  | 539                              | 279,018,887               | 3,254,759             | 1.4%                                 | \$4,588                      | \$1,381                   | \$5,969                     | \$5,738                     | \$231                            | 4.0%                    |
| MINNETRISTA | 6,384                            | 1,286,340,955             | 13,666,702            | 5.9%                                 | \$19,264                     | \$5,799                   | \$25,063                    | \$28,290                    | -\$3,227                         | -11.4%                  |
| MOUND       | 9,052                            | 1,006,507,064             | 10,665,953            | 4.6%                                 | \$15,034                     | \$4,526                   | \$19,560                    | \$21,276                    | -\$1,716                         | -8.1%                   |
| ORONO       | 7,437                            | 2,431,401,691             | 27,566,309            | 11.9%                                | \$38,857                     | \$11,697                  | \$50,553                    | \$59,334                    | -\$8,781                         | -14.8%                  |
| SHOREWOOD   | 7,307                            | 1,449,497,111             | 15,926,414            | 6.9%                                 | \$22,449                     | \$6,758                   | \$29,207                    | \$33,032                    | -\$3,825                         | -11.6%                  |
| SPRING PARK | 1,669                            | 216,026,342               | 2,578,200             | 1.1%                                 | \$3,634                      | \$1,094                   | \$4,728                     | \$5,545                     | -\$817                           | -14.7%                  |
| TONKA BAY   | 1,475                            | 512,085,023               | 5,815,803             | 2.5%                                 | \$8,198                      | \$2,468                   | \$10,665                    | \$12,024                    | -\$1,359                         | -11.3%                  |
| VICTORIA    | 7,345                            | 1,162,010,000             | 12,231,055            | 5.3%                                 | \$17,241                     | \$5,190                   | \$22,430                    | \$23,344                    | -\$914                           | -3.9%                   |
| WAYZATA     | 3,688                            | 1,494,142,332             | 19,605,682            | 8.5%                                 | \$27,636                     | \$8,319                   | \$35,954                    | \$40,215                    | -\$4,261                         | -10.6%                  |
| WOODLAND    | 437                              | 262,265,908               | 3,066,103             | 1.3%                                 | \$4,322                      | \$1,301                   | \$5,623                     | \$6,564                     | -\$941                           | -14.3%                  |
|             | 101,585                          | 19,544,734,430            | 231,457,811           | 100.0%                               | \$235,866                    | \$71,000                  | \$306,866                   | \$342,491                   | -\$35,625                        | -10.4%                  |
|             |                                  |                           |                       |                                      |                              |                           |                             |                             | \$472,983                        |                         |

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

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

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

Total Net Tax Capacity 231,457,811  
less Minnetonka Net Tax Capacity (97,592,653)  
Net Tax Capacity for remaining 13 cities 133,865,158

2016 BUDGET DETAIL (Draft)

|  | 2013<br>Actual | 2014<br>Budget | 2014<br>Actual | 2015<br>Budget | 2015 Actual<br>Projected | 2016<br>Budget | Footnote #<br>See Appendix A |
|--|----------------|----------------|----------------|----------------|--------------------------|----------------|------------------------------|
|--|----------------|----------------|----------------|----------------|--------------------------|----------------|------------------------------|

**REVENUES**

**1. Administration**

|                                    |                |                |                |                |                |                |   |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---|
| a) LMCD Communities Levy           | 238,652        | 245,990        | 245,990        | 247,992        | 247,992        | 235,866        |   |
| b) Use from Administration Reserve | 34,096         | 19,565         | 0              | 0              | 0              | 17,500         | 1 |
| c) Court Fines                     | 55,611         | 55,000         | 62,156         | 55,000         | 55,000         | 55,000         |   |
| d) Licenses                        | 110,382        | 115,000        | 114,586        | 115,000        | 115,000        | 115,000        |   |
| e) Other Public Agencies           | 696            | 0              | 696            | 500            | 500            | 500            |   |
| f) Interest                        | 2,055          | 1,250          | 1,358          | 2,000          | 1,250          | 1,500          |   |
| g) Other Income                    | 2,259          | 2,000          | 1,043          | 2,000          | 2,000          | 2,000          |   |
| <b>SUB-TOTAL ADMINISTRATION</b>    | <b>443,751</b> | <b>438,805</b> | <b>425,829</b> | <b>422,492</b> | <b>421,742</b> | <b>427,366</b> |   |

**2. Aquatic Invasive Species**

|   |                |                |                |                |                |                |   |
|---|----------------|----------------|----------------|----------------|----------------|----------------|---|
| a) LMCD Communities Levy                  | 91,951         | 94,625         | 94,625         | 94,500         | 94,500         | 71,000         |   |
| b) Other Public Agencies                  | 51,893         | 30,000         | 51,841         | 30,000         | 53,500         | 54,000         | 2 |
| c) Use from AIS Reserve                   | 0              | 0              | 0              | 0              | 0              | 0              |   |
| d) Interest                               | 484            | 375            | 0              | 500            | 500            | 500            |   |
| <b>SUB-TOTAL AQUATIC INVASIVE SPECIES</b> | <b>144,328</b> | <b>125,000</b> | <b>146,466</b> | <b>125,000</b> | <b>148,500</b> | <b>125,500</b> |   |

**3. Equipment Replacement**

|   |               |               |               |               |               |               |  |
|---|---------------|---------------|---------------|---------------|---------------|---------------|--|
| a) Transfers from Administration and AIS Reserves | 25,000        | 25,000        | 25,000        | 35,000        | 35,000        | 17,500        |  |
| b) Receipt from LMCIT                             | 0             | 0             | 0             | 0             | 0             | 0             |  |
| c) Use from Equipment Replacement Reserve         | 0             | 0             | 0             | 0             | 0             | 0             |  |
| <b>SUB-TOTAL EQUIPMENT REPLACEMENT</b>            | <b>25,000</b> | <b>25,000</b> | <b>25,000</b> | <b>35,000</b> | <b>35,000</b> | <b>17,500</b> |  |

**TOTAL REVENUES**

|            |                |                |                |                |                |                |  |
|------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
|            | <b>613,079</b> | <b>588,805</b> | <b>597,295</b> | <b>582,492</b> | <b>605,242</b> | <b>570,366</b> |  |
| Total Levy | <b>330,603</b> | <b>340,615</b> | <b>340,615</b> | <b>342,492</b> | <b>342,492</b> | <b>306,866</b> |  |

**DISBURSEMENTS**

**ADMINISTRATION**

**1. Personnel Services:**

|   |                |                |                |                |                |                |   |
|---|----------------|----------------|----------------|----------------|----------------|----------------|---|
| a) Salaries- excludes EWM Project Management time | 198,718        | 200,524        | 203,829        | 204,488        | 207,618        | 205,100        | 3 |
| b) FICA & Medicare                                | 15,199         | 15,340         | 15,502         | 15,643         | 16,068         | 15,690         | 4 |
| c) Employer Benefit Contributions                 | 31,802         | 33,279         | 32,397         | 34,085         | 32,707         | 33,948         | 5 |
| <b>SUB-TOTAL PERSONNEL SERVICES</b>               | <b>245,719</b> | <b>249,143</b> | <b>251,728</b> | <b>254,216</b> | <b>256,393</b> | <b>254,738</b> |   |

**2. Contractual Services:**

|                                       |               |               |               |               |               |               |   |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---|
| a) Office Lease & Storage             | 39,143        | 47,409        | 16,760        | 17,180        | 17,180        | 17,609        | 6 |
| b) Professional Services              | 2,130         | 2,500         | 2,054         | 2,500         | 2,500         | 2,500         | 7 |
| <b>SUB-TOTAL CONTRACTUAL SERVICES</b> | <b>41,273</b> | <b>49,909</b> | <b>18,814</b> | <b>19,680</b> | <b>19,680</b> | <b>20,109</b> |   |

**2016 BUDGET DETAIL (Draft)**

|  | 2013<br>Actual | 2014<br>Budget | 2014<br>Actual | 2015<br>Budget | 2015<br>Projected | 2016<br>Budget | Footnote #<br>See Appendix A |
|--|----------------|----------------|----------------|----------------|-------------------|----------------|------------------------------|
| <b>3. Office &amp; Administration:</b>       |                |                |                |                |                   |                |                              |
| a) Office, General Supplies                  | 3,943          | 4,500          | 4,077          | 4,500          | 4,500             | 4,500          |                              |
| b) Telephone                                 | 2,190          | 2,160          | 2,621          | 2,460          | 2,640             | 2,640          |                              |
| c) Website, Internet, & E-mail               |                |                | 228            | 300            | 300               | 300            |                              |
| d) Postage                                   | 3,637          | 5,000          | 4,968          | 5,000          | 5,000             | 5,000          |                              |
| e) Printing, Publications, Advertising       | 9,996          | 10,500         | 11,575         | 11,000         | 11,500            | 12,000         | 8                            |
| f) Maintenance, Office Equipment             | 850            | 1,100          | 917            | 1,100          | 1,100             | 1,100          |                              |
| g) Subscriptions, Memberships                | 1,611          | 1,700          | 1,677          | 1,700          | 1,700             | 1,768          |                              |
| h) Insurance, Bonds                          | 7,205          | 7,000          | 6,591          | 7,250          | 7,250             | 7,250          | 9                            |
| i) Public Information, Legal Notices         | 939            | 1,000          | 1,435          | 1,000          | 1,000             | 1,000          |                              |
| j) Meeting Expenses                          | 3,833          | 4,500          | 5,786          | 4,260          | 4,350             | 4,500          |                              |
| k) Media (Cable & Internet)                  |                |                | 0              | 3,300          | 3,600             | 3,600          | 10                           |
| l) Mileage                                   | 1817           | 2000           | 1514           | 2000           | 2000              | 2000           |                              |
| m) Employee Training                         | 0              | 400            | 50             | 400            | 400               | 400            |                              |
| <b>SUB-TOTAL OFFICE &amp; ADMINISTRATION</b> | <b>36,021</b>  | <b>39,860</b>  | <b>41,439</b>  | <b>44,270</b>  | <b>45,340</b>     | <b>46,058</b>  |                              |
| <b>4. Capital Outlay:</b>                    |                |                |                |                |                   |                |                              |
| a) Furniture & Equipment                     | 0              | 1,000          | 478            | 1,500          | 1,500             | 1,500          |                              |
| b) Computer Software & Hardware              | 543            | 2,000          | 1,583          | 2,000          | 2,000             | 2,000          | 11                           |
| <b>SUB-TOTAL CAPITAL OUTLAY</b>              | <b>543</b>     | <b>3,000</b>   | <b>2,061</b>   | <b>3,500</b>   | <b>3,500</b>      | <b>3,500</b>   |                              |
| <b>5. Legal:</b>                             |                |                |                |                |                   |                |                              |
| a) Legal Services                            | 31,674         | 32,000         | 40,744         | 32,000         | 32,000            | 32,000         | 12                           |
| b) Prosecution Services                      | 50,963         | 45,000         | 29,738         | 45,000         | 45,000            | 45,000         | 13                           |
| c) Hennepin County Room & Board              | 317            | 1,000          | 812            | 1,000          | 1,000             | 1,000          |                              |
| <b>SUB-TOTAL LEGAL</b>                       | <b>82,954</b>  | <b>78,000</b>  | <b>71,294</b>  | <b>78,000</b>  | <b>78,000</b>     | <b>78,000</b>  |                              |
| <b>6. Contract Services/Studies:</b>         |                |                |                |                |                   |                |                              |
| a) Audit                                     | 7,050          | 7,268          | 7,250          | 7,486          | 7,486             | 7,711          |                              |
| b) Information Technology                    | 81             | 500            | 303            | 750            | 750               | 750            |                              |
| <b>SUB-TOTAL CONTRACT SERVICES/STUDIES</b>   | <b>7,131</b>   | <b>7,768</b>   | <b>7,553</b>   | <b>8,236</b>   | <b>8,236</b>      | <b>8,461</b>   |                              |
| <b>7. Code Enforcement Program</b>           | <b>3,410</b>   | <b>4,000</b>   | <b>11,940</b>  | <b>4,590</b>   | <b>4,500</b>      | <b>4,500</b>   |                              |
| <b>8. Administration Reserve Fund</b>        | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>          | <b>0</b>       |                              |
| <b>9. Equipment Replacement Fund</b>         | <b>25,000</b>  | <b>25,000</b>  | <b>25,000</b>  | <b>0</b>       | <b>0</b>          | <b>2,500</b>   | 14                           |
| <b>10. Contingency</b>                       | <b>26,700</b>  | <b>7,125</b>   | <b>3,073</b>   | <b>10,000</b>  | <b>20,000</b>     | <b>12,000</b>  |                              |
| <b>TOTAL ADMINISTRATION</b>                  | <b>468,751</b> | <b>463,805</b> | <b>432,902</b> | <b>422,492</b> | <b>435,649</b>    | <b>429,866</b> |                              |

2016 BUDGET DETAIL (Draft)

|   | 2013<br>Actual | 2014<br>Budget | 2014<br>Actual | 2015<br>Budget | 2015<br>Projected | 2016<br>Budget | Footnote #<br>See Appendix A |
|---|----------------|----------------|----------------|----------------|-------------------|----------------|------------------------------|
| <b>AQUATIC INVASIVE SPECIES (AIS)</b>             |                |                |                |                |                   |                |                              |
| 1. Eurasian Watermilfoil (EWM) Harvesting Program | 79,428         | 95,000         | 97,496         | 95,000         | 95,000            | 85,500         | 15                           |
| 2. Equipment Replacement Fund                     | 0              | 0              | 0              | 35,000         | 35,000            | 15,000         | 16                           |
| 3. AIS Reserve Fund                               | 0              | 0              | 0              | 0              | 0                 | 0              |                              |
| 4. Herbicide Treatment Program                    | 0              | 0              | 0              | 0              | 0                 | 0              |                              |
| 5. AIS Prevention & Management Programs           | 33,472         | 30,000         | 35,492         | 30,000         | 39,000            | 40,000         | 17                           |
| <b>EQUIPMENT REPLACEMENT FUND</b>                 |                |                |                |                |                   |                |                              |
| 1. Purchase of New Mechanical Harvester           | 0              | 0              | 0              | 0              | 0                 | 0              |                              |
| <b>TOTAL AQUATIC INVASIVE SPECIES</b>             | <u>112,900</u> | <u>125,000</u> | <u>132,988</u> | <u>160,000</u> | <u>169,000</u>    | <u>140,500</u> |                              |
| <b>TOTAL DISBURSEMENTS</b>                        | <u>581,651</u> | <u>588,805</u> | <u>565,890</u> | <u>582,492</u> | <u>604,649</u>    | <u>570,366</u> |                              |

**Lake Minnetonka Conservation District (LMCD)  
Draft 2016 LMCD Budget  
Appendix A**

**Use from Administration Reserve  
Fund (Footnote #1)**

A \$17,500 reserve fund transfer has been budgeted for 2016. Further analysis of this reserve fund balance is detailed on the last page of Appendix A.

**Other Public Agencies (Footnote #2)**

It is anticipated that: 1) the MN DNR will fund the LMCD with a grant of \$30,000 for mechanical harvesting, 2) the MN DNR will fund the LMCD with a grant of \$4,000 for watercraft inspections, and 3) the MCWD will fund the LMCD with a grant of \$20,000 for watercraft inspections.

**Salaries (Footnote #3)**

|  |                                 |
|--|---------------------------------|
| Executive Director   | <b>2016 estimated actual</b>    |
| Administrative Technician (also serves as EWM Project Manager) | \$81,210.59 (*)                 |
| Less 2 pay periods for EWM Project Manager                     | \$58,240.00 (*)                 |
| Administrative Assistant/Code Enforcement                      | -\$4,853.33                     |
| Administrative Clerk (part-time)                               | \$50,668.80 (*)                 |
| Seasonal Code Enforcement (part-time)                          | \$17,833.92                     |
|  | <u>\$2,000.00</u>               |
|  | <b><u>\$205,099.98 (**)</u></b> |

(\*) Salaries will be grossed up to pay for long-term disability insurance for full-time LMCD employees  
(\*\*) Salary adjustments & limited overtime (including F.I.C.A., medicare, & P.E.R.A.) are included in Contingency (line-item 10)

**F.I.C.A. & Medicare (Footnote #4)**

Total Salaries- including EWM Project Management (7.65%)  
Less 2 pay periods for EWM Project Manager

|  |                           |
|--|---------------------------|
|  | \$16,061.43               |
|  | \$371.28                  |
|  | <u><b>\$15,690.15</b></u> |

**Employer Benefit**

**Contributions (Footnote #5)**

P.E.R.A. (7.50%)  
NCPERS Life Insurance  
Medical & Dental Insurance

|  |                           |
|--|---------------------------|
|  | \$15,596.50               |
|  | \$576.00                  |
|  | \$17,775.16               |
|  | <u><b>\$33,947.66</b></u> |

**Office Lease & Storage (Footnote #6)**

|  | <b>Monthly Rate</b> | <b>Months</b>             |
|--|---------------------|---------------------------|
|  | \$1,458.32          | 9                         |
|  | \$1,494.78          | 3                         |
|  |                     | <u><b>\$17,609.22</b></u> |

**Professional Services (Footnote #7)**

Contracted Payroll & Taxes  
Contracted Bookkeeping Consulting

|  |                          |
|--|--------------------------|
|  | \$2,000.00               |
|  | \$500.00                 |
|  | <u><b>\$2,500.00</b></u> |

|  |  |
|--|--|
| <b>Printing, Publications, &amp; Advertising (Footnote #8)</b> | \$12,000 has been budgeted for two LMCD Newsletters, the re-printing of the Summer and Winter Rules brochures, and other LMCD literature.  |
| <b>Insurance, Bonds (Footnote #9)</b>                          | \$7,250 has been budgeted with the League of Minnesota Cities for insurance for the LMCD.  |
| <b>Media (Cable &amp; Internet) (Footnote #10)</b>             | \$3,600 has been budgeted to contract with a producer and on-line viewing of LMCD Board Meetings.  |
| <b>Computer Software &amp; Hardware (Footnote #11)</b>         | \$2,000 has been budgeted for information technology, hardware, and software updates.  |
| <b>Legal Services (Footnote #12)</b>                           | \$32,000 has been budgeted for legal services, which will be partially off-set by charging expenses back to applicants.  |
| <b>Prosecution Services (Footnote #13)</b>                     | \$45,000 has been budgeted for prosecution services. These expenses will be offset by projected \$55,000 of court fines.   |
| <b>Equipment Replacement Fund (Footnote #14)</b>               | \$2,500 has been budgeted for replacement of depreciated EWM Harvesting Equipment.   |
| <b>EWM Harvesting Program (Footnote #15)</b>                   | A 9-week mechanical harvesting program is planned from mid June through mid August to manage EWM on Lake Minnetonka. Harvesting priorities will be based on impediments to public navigation to the open water due to EWM growth (in particular matted areas). All areas that dictate the need for harvesting will be done at least once, with high growth areas being harvested twice (time permitting). Further details of the proposed project (including a more detailed budget) will be provided in the spring of 2016. |
| <b>Equipment Replacement Fund (Footnote #16)</b>               | \$15,000 has been budgeted for replacement of depreciated EWM Harvesting Equipment (in addition to Footnote #14).  |
| <b>AIS Prevention &amp; Management Programs (Footnote #17)</b> | \$40,000 has been budgeted for unspecified AIS management and prevention programs (most likely watercraft inspections). Similar to past years, the LMCD will seek partnerships for the implementation of these projects (in particular funding partners from the MN DNR and MCWD).   |

**RESERVE FUND ANALYSIS:**

**2015**

12/31/14 Balance  
 Reserve Fund Contribution  
 Transfer from Reserve Fund  
 Transfer to Equip. Repl. Fund  
 Projected 12/31/15 Balance

**Administration**

\$235,036  
 \$0  
 (\$13,157)  
 \$0  
\$221,879

**AIS**

\$109,339  
 \$0  
 \$0  
 (\$35,000)  
\$74,339

**Equipment Replacement Fund**

\$67,472  
 \$0  
 \$0  
 \$35,000  
\$102,472

**2016**

Projected 12/31/15 Balance  
 Reserve Fund Contribution  
 Transfer from Reserve Fund  
 Transfer to Equip. Repl. Fund  
 Projected 12/31/16 Balance

**Administration**

\$221,879  
 \$0  
 (\$17,500)  
 (\$2,500)  
\$201,879

**AIS**

\$74,339  
 \$0  
 \$0  
 (\$15,000)  
\$59,339

**Equipment Replacement Fund**

\$102,472  
 \$0  
 \$0  
 \$17,500  
\$119,972

**Projected % of 2015 Annual Budget**

**47.8%**

**47.5%**

**Lake Minnetonka Conservation District (LMCD)  
Salary and Hourly Rate Adjustments Survey (2010-2015)**

| Public Agency           | 2010  | 2011  | 2012  | 2013   | 2014   | 2015  |
|-------------------------|---|-------|-------|--|--|---|
| <b>Deephaven</b>        | 0%  | 2%    | 1%    | 2%   | 2%   | 2.50%   |
| <b>Excelsior</b>        | 0%  | 2%    | 1%    | 2%   | 2%   | 2.50%- union employees (same anticipated for non-union)   |
| <b>Greenwood</b>        | Contracts with the City of Deephaven  |       |       |  |  |   |
| <b>LMCD</b>             | 0%  | 2%    | 1.5%  | 2%   | 2%   | 2.50%   |
| <b>MCWD</b>             | 2%  | 2%    | 3%    | 5%   | 3% (met expectations)  | 3% (met expectations) plus pay for performance (ranged from 1-3%)   |
| <b>Minnetonka</b>       | 1.81%   | 1.56% | 1.46% | 1.44%  | 1.83%  | 1.63% (1% annual increase & market analysis for each position)<br>Public work employees not settled (city % could change) |
| <b>Minnetonka Beach</b> | 2%  | 2%    | 1%    | 1%   | 3.50%  | 3.50%   |
| <b>Minnetrista</b>      | 1%  | 0%    | 2%    | 1%   |  |   |
| <b>Mound</b>            | 0%  | 1%    | 1%    | \$ .50 per hour for all employees (\$1,040- full time) | \$ .50 per hour for all employees (\$1,040- full time)         | \$ .50 per hour for all employees (\$1,040- full time)  |
| <b>Orono</b>            | 1%  | 1%    | 1%    | 1%   | 2.0% (police)<br>1.5% lump sum (non union)                     | 2.5% (police)<br>1.5% COLA & 1% lump sum (non union)  |
| <b>Shorewood</b>        | 2% budgeted each year from 2010-2013 for non-union employees. Funds were put in a pool & adjustments were based on performance & position in the market range for each employee. The average has been 1.5% the past couple of years (varies by position). |       |       |  |  |   |
| <b>Spring Park</b>      | 2%  | 3%    | 3%    | 3.75%  | 3%   | 3% was the norm   |
| <b>Tonka Bay</b>        | 0.83%   | 1%    | 1%    | 1%   | 2%   | 2%  |
| <b>Victoria</b>         | 1%  | 1%    | 1%    | 2%   | 2%   | 2% was typical (average was 2.18%)  |
| <b>Wayzata</b>          | 0%  | 0%    | 1.5%  | 2%   | 2% COLA (non union)<br>2% COLA & 2% market adjustment (police) | 2% on 4/1 (police)<br>Non union (ranged from 1% to 4%)  |
| <b>Woodland</b>         | Contracts with the City of Deephaven  |       |       |  |  |   |

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF JUNE 8, 2015

**Agenda Item 6. C.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Approval of the Lake Minnetonka Communications Commission Bylaws

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**Background**

The Lake Minnetonka Communications Commission voted unanimously to recommend the approval of the updated bylaws. In order to officially adopt the updated bylaws, the Commission needs at least two-thirds of member cities to approve the revisions.

Attached to this memorandum, the Council Members will find a summary of revisions to the bylaws. The items highlighted in yellow are changes or additions and the items underlined in red are items that have been removed. The final draft document is also attached.

The Lake Minnetonka Communications Commission has requested that member cities either approve or deny the final document by June 15, 2015. Staff will send the Commission notification of the City Council's decision.

**Recommendation**

By motion, approve the Lake Minnetonka Communications Commission Bylaws.

To: The LMCC Full Commission  
From: The By Laws Committee  
Reason: Summary of Recommended Changes to LMCC Council's Updated Version of the LMCC By Laws

After reviewing and discussing our current By Laws updates (Provided by LMCC Council Bob Vose), the LMCC By Laws Committee recommends the following changes and additions highlighted in **yellow**. Deletions are listed and underlined in **red**.

**Article III, Section 1.**

The Board is the governing body of the Commission. Each Member may appoint two Directors and one alternate. Members shall provide a list of Directors and any alternate to the Commission, and promptly update such list in the event of changes to the appointments within 30 days of their appointment.

**Article III, Section 2:**

a. Weighted votes will be applied if agreed on by 3 or more members(cities) who are present at the time of the vote.

**Article III, Section 4:**

*Note: The majority of this used to be found in Article VII, Section 1 but is recommended to be moved to this location.*

Other legal instruments shall be executed on behalf of the Commission, by authority of the Board, by the chair and chief executive or in their absence, another officer of the Commission.

**Article V, Section 1:**

The Executive Committee shall consist of the officers of the Commission plus 2 at large members of the Commission. Each member of the Executive Committee shall have one vote at any meeting of the Executive Committee. Meetings of the Executive Committee shall be conducted in accordance with the current addition of Robert's Rules of Order. Action by the Executive Committee shall require the affirmative vote of two or more members present at a meeting of the Committee.

**Article VI, Section 1:**

Regular meetings of the Board shall be held monthly at regular intervals at least once per quarter and at a time and location prescribed by the Board.

**Article VI, Section 3:**

Special meetings of the Board may be called by the chair, vice chair or the chief executive (operations manager) or 3 or more members (cities) of the Commission. The purpose of any special meeting shall be stated in the notice and the business transacted shall be confined to the purposes stated.

**Article VII, Section 1:**

The expenditure of Commission funds shall be authorized by the Board, and checks, drafts, or other instruments expending such funds shall be signed by the chair or vice chair, and the secretary/treasurer or the chief executive (operations manager) of the Commission as a substitute for either. Other legal instruments shall be executed on behalf of the Commission, by authority of its Board, by the chair and secretary/treasurer.

**BYLAWS OF THE  
LAKE MINNETONKA CABLE COMMUNICATIONS COMMISSION II**

**ARTICLE I.  
MEMBERSHIP**

**Section 1.**

The members of the Commission are the following cities that have entered into the Joint and Cooperative Agreement II:

|              |                  |           |
|--------------|------------------|-----------|
| Deephaven    | Excelsior        | Greenwood |
| Independence | Long Lake        | Loretto   |
| Maple Plain  | Minnetonka Beach | Shorewood |
| Spring Park  | St. Bonifacius   | Woodland  |

**Section 2.**

Additional members may, upon a majority vote of the Commission and adoption and execution of Joint and Cooperative Agreement II, be added to this Commission.

**ARTICLE II.  
DEFINITIONS**

**Section 1.**

For purposes of these bylaws, terms used herein shall mean as follows:

“Agreement” means the Joint and Cooperative Agreement II creating the Commission.

“Commission” means the Lake Minnetonka Cable Communications Commission II created by the Agreement.

“Board” means the Board of Directors of the Commission consisting of up to two directors from each Member.

“Director” means a person appointed by a Member to serve on the Board.

“Member” means a city that is a member of the Commission.

**Section 2.**

Any other terms defined in the Agreement shall have the meanings established therein.

**ARTICLE III.  
THE BOARD**

**Section 1.**

The Board is the governing body of the Commission. Each Member may appoint two Directors and one alternate. Members shall provide a list of Directors and any alternate to the Commission within 30 days of their appointment.

**Section 2.**

Directors shall be entitled to vote as provided in Article V, Section 3 of the Agreement.

a. Weighted votes will be applied if agreed on by 3 or more members(cities) who are present at the time of the vote.

**Section 3.**

If a Director is not present at a meeting of the Board, the appointed alternate may serve and vote in lieu of such Director. In the event an absent Director is an officer of the Board, the alternate shall not, however, be entitled to serve as an officer.

**Section 4.**

Other legal instruments shall be executed on behalf of the Commission, by authority of the Board, by the chair and chief executive or in their absence, another officer of the Commission.

**ARTICLE IV.  
OFFICERS**

**Section 1.**

The officers of the Commission shall be the chair, vice chair, and secretary/treasurer.

**Section 2.**

The chair shall be the chief presiding officer and shall preside at all meetings of the Board. The chair shall seek to ensure that actions, orders and resolutions of the Board are carried into effect, but shall have no additional executive or management authority over Commission operations.

**Section 3.**

The vice chair shall, in the absence or disability of the chair, perform the duties and exercise the powers of the chair.

**Section 4.**

The secretary/treasurer shall record all votes and prepare minutes of all proceedings of the Board, give or cause to be given notice of all meetings of the Board, have custody of the funds and securities of the Commission, keep full and accurate account of receipts and disbursements of the Commission, and deposit all moneys and other assets in the name and to the credit of the Commission in such depository as may be designated by the Commission. The secretary/treasurer shall disburse funds of the Commission authorized by the Board, and periodically report all transactions and the financial condition of the Commission at regular meetings of the Board and whenever otherwise required. The secretary/treasurer's duties may be delegated to appropriate staff or consultants provided that the secretary/treasurer shall maintain accountability for the performance of such duties.

**Section 5.**

The secretary/treasurer may be required by the Board to give a bond, at Commission expense, with corporate sureties satisfactory to the Board, for the faithful performance of duties and for the security and restoration of all books, papers, vouchers, money and property of the Commission the possession or under the control of the secretary/treasurer.

**ARTICLE V.  
EXECUTIVE COMMITTEE**

**Section 1.**

The Executive Committee shall consist of the officers of the Commission plus 2 at large members of the Commission. Each member of the Executive Committee shall have one vote at any meeting of the Executive Committee. Meetings of the Executive Committee shall be conducted in accordance with the current edition of Robert's Rules of Order.

**Section 2.**

The Executive Committee shall exercise authority only over those matters specifically delegated to the Committee by the Board.

**Section 3.**

The Executive Committee shall meet at the call of the chair. Notice of an Executive Committee meeting shall be given at least forty-eight hours in advance.

**Section 4.**

Minutes of meetings of the Executive Committee shall be kept and provided upon request to any Directors or Members.

**ARTICLE VI.  
BOARD MEETINGS**

**Section 1.**

Regular meetings of the Board shall be held at least once per quarter and at a time and location prescribed by the Board.

**Section 2.**

Notice of Board meetings shall be given as required for notice of meetings of statutory cities. Written notice of all meetings of the Board shall be provided to all Directors and alternate directors.

**Section 3.**

Special meetings of the Board may be called by the chair, vice chair or the chief executive (operations manager) or 3 or more members (cities) of the Commission. The purpose of any special meeting shall be stated in the notice and the business transacted shall be confined to the purposes stated.

**Section 4.**

Any resolution, election or other formal action of the Commission shall be adopted upon the affirmative vote of a majority of the votes of the Directors present at any duly convened meeting of the Board.

**Section 5.**

Unless otherwise specified in the Agreement or these bylaws, meetings of the Board and Executive Committee shall be conducted in accordance with the current edition of *Roberts' Rules of Order*.

**Section 6.**

The Board may from time to time determine the order of business for its meetings. An agenda setting forth the business to be conducted shall be approved at the outset of any meeting of the Board.

**ARTICLE VII.  
FINANCIAL MATTERS**

**Section 1.**

The expenditure of Commission funds shall be authorized by the Board, and checks, drafts, or other instruments expending such funds shall be signed by the chair or vice chair, and the secretary/treasurer or the chief executive (operations manager) of the Commission as a substitute for either.

**Section 2.**

The Commission's fiscal year shall be the calendar year.

**Section 3.**

The Board shall designate a depository for Commission funds.

**ARTICLE VIII.  
AMENDMENTS TO BYLAWS**

**Section 1.**

These bylaws may be amended from time-to-time by the Board upon a majority of the votes of Directors (or voting alternates) present.

**Section 2.**

In any instance where these bylaws are in conflict with the Agreement, the Agreement shall control.

**Section 3.**

These bylaws are effective upon adoption by the Board.

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF JUNE 8, 2015

**Agenda Item 7. A.**

**Old Business**

TO: Honorable Mayor and Members of the City Council  
FROM: Kathyne McCullum, City Clerk  
SUBJECT: Discussion relating to an information request from the Minnehaha Creek Watershed District.

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Council Member Carlson will lead discussion at the meeting regarding the attached draft memorandum to the Minnehaha Creek Watershed District.



To: Becky Christopher, Minnehaha Creek Watershed District (MCWD)

From: City Council, City of Woodland

Date: June 19, 2015

SUBJECT: Request for information for MCWD Comprehensive Plan Update

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The following local water-related issues, water management goals, official controls and programs are of particular importance to the City of Woodland:

- Protection of shoreline and maintaining high quality of surface waters as well as ground water.
- Coordination of aquatic invasive species (AIS) control. The MCWD has the technical capability, staff, and budget to lead in managing AIS issues.
- Storm water management, including pollution prevention.
- Wetland management and protection of wetlands is vital for Woodland. The City assigns administrative responsibility to the MCWD for wetland management, thus relies on the MCWD to enforce conformance with MCWD Rule D and the WCA (Wetlands Conservation Act, 1991).
- Review and clarification of wetland rules for individual properties (versus large residential subdivisions). MCWD has the technical knowledge to assist the City of Woodland.
- Technical assistance with reduction goal of 10 lbs/year phosphorus loads leaving city lands by 2019. [Let's talk about this. I thought we were meeting the goal via street sweeping.] Shavers Lake restoration
  - 6+ feet of sediment mainly from roads is filling the Lake
  - Algae concerns
  - Aquatic invasive species concerns (2014 legislative session authorized residents to remove cattails).
  - A Shavers Lake restoration project could be a model to use for reference on similar projects in the future
- Maintaining good communication between MCWD and the City of Woodland is very important to its residents.