



Carver County Board of Commissioners
June 27, 2017
Work Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

PAGE

WORK SESSION

9:00 a.m.	A. FINANCES: Improve the County's financial health and economic profile	
	1. 2018 Budget Strategy Update	1
9:30 a.m.	B. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government	
	1. Recommended Property & Financial Services "PFS" Re-Org	2
9:50 a.m.	C. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	1. Historical Society Report.....	3
10:10 a.m.	D. COMMUNITIES: Create and maintain safe, healthy and livable communities	
	1. Solid Waste Master Plan	4
	2. Waconia Event Center Contract for Service.....	5
	3. Draft County Crosswalk Marking Policy at Uncontrolled Intersections	6
11:40 a.m.	BOARD REPORTS	

David Hemze
County Administrator

UPCOMING MEETINGS

June 27, 2017 1:00 p.m. Board of Equalization
July 4, 2017 No Meeting
July 11, 2017 9:00 a.m. Board Meeting
July 18, 2017 4:00 p.m. Board Meeting
July 25, 2017 9:00 a.m. Board Work Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2018 Budget Strategy Update

Primary Originating Division/Dept: Administration (County)

Meeting Date: 6/27/2017

Contact: Dave Hemze & David Frischmon Title:

Item Type:
Work Session

Amount of Time Requested: 20 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
Finances: Improve the County's financial health and economic profile

BACKGROUND/JUSTIFICATION:

County staff will update the Board on the 2018 Budget Strategy.

ACTION REQUESTED:

No formal action requested - General discussion and direction only.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4806

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Recommended Property & Financial Services "PFS" Re-Org

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="6/27/2017"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Item Type: <input type="text" value="Work Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property and Financial Services I"/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

In August, 2016, the County Surveyor/Recorder Luke Kranz left the County to return to the private sector. Subsequently, the Board moved the County Surveyor position back under Public Works and appointed the PFS Division Director as the interim County Recorder/Registrar of Titles. After a lengthy review and discussion with Recorders and Auditor/Treasurer's from other MN counties, real estate professionals in the private sector and Carver County staff, the PFS Division Director recommends the following PFS Re-Org:

1. Create a "Land Records" Department by combining "Land Administration" in Taxpayer Services with the "Recorders" Department to:

A. Improve customer service and increase staff efficiencies by creating a "one-stop" shop for processing deeds, mortgages, land transfers, etc.

B. Strengthen Taxpayer Services by streamlining its focus on high risk and high volume areas related to "Taxation, "Elections", and "License Centers".

To manage the new "Land Records" Department, the Land Administration Supervisor 1.0 FTE is recommended to be eliminated and replaced with a "Land Records" Manager 1.0 FTE. The new position would be an internal posting open to all qualified candidates. The incremental cost for 2017 for this new position would be approximately \$7,500 with an annualized incremental cost of \$22,000.

2. Change the reporting structure in the Assessors Department and create a Career Advancement Path for Appraisers who earn progressive State of MN Licenses/Certifications to attract and retain our high quality Appraisers:

Appraiser I - Unlicensed Trainee continues to report to Asst. County Assessor - No change

Appraiser II - CMA License continues to report to the Asst. County Assessor - No change

Appraiser III - AMA Certification starts reporting to the County Assessor as of 1/1/18 (Pay rate currently increases for obtaining AMA Certification but title stays an Appraiser II and they continue to report to Asst. County Assessor)

Appraiser IV - SAMA (Senior Accreditation) continues to report to the County Assessor (Change is a simple title change from Appraiser III to Appraiser IV).

Since the Appraisers union contract already has an increase in pay for Appraisers II who earn their AMA License, these recommended changes in title and reporting structure has no incremental cost increase.

ACTION REQUESTED:

None - Informational and Board direction only.

FYI - Formal approval for the recommended PFS RE-Org is expected to be requested at 7/18/17 Board meeting.

FISCAL IMPACT: <input type="text" value="Other"/> <i>If "Other", specify: see comment below</i>	FUNDING County Dollars = <input type="text"/> PFS Vacancy Savings <input type="text" value="\$7,500.00"/> Total <input type="text" value="\$7,500.00"/> <input checked="" type="checkbox"/> Insert additional funding source
FTE IMPACT: <input type="text" value="Other staffing change (grade, classification, hours, et)"/>	

Related Financial/FTE Comments:

No change in overall FTEs. 2017 implementation costs from the new "Land Records" Manager is approximately \$7,500 and will be more than offset by 2017 vacancy savings from delaying the hiring of a new "Commercial Appraiser" which was approved in the 2017 Budget. Annualized implementation cost of \$22,000 will be offset by future increases in Division revenues.

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Carver County Board of Commissioners Request for Board Action



Agenda Item:
Historical Society Report

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

The Carver County Historical Society will report on accomplishments and initiatives. As part of the report, Wendy Biorn will provide an update on the historic Andrew Peterson farmstead and information about becoming a certified archaeological repository.

ACTION REQUESTED:

No formal action requested

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING

County Dollars =

Total

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4566

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Solid Waste Master Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2016-2036 Metropolitan Solid Waste Management Policy Plan was adopted by the Commissioner of the Minnesota Pollution Control Agency (MPCA) on April 6, 2017. This Policy Plan sets goals, policies, and objectives for solid waste management within the metropolitan area. To comply with MN Statutes, each metropolitan county must now update their Solid Waste Management Master Plan to align with the Policy Plan, thereby providing consistency in the region. This must be completed by December of 2017.

The MPCA incorporated several strategies into their Policy Plan, and they require each county to integrate a specified number of these strategies into their individual solid waste master plans. Carver County Environmental Services' staff has been reviewing the strategies set forth by the MPCA. The staff will provide recommendations to the County Board for inclusion into the Carver County Solid Waste Management Master Plan.

The staff will present initial thoughts on the process and content of the Plan to the Board for further discussion during this work session. Additional discussions with the Board will occur later this year. In addition, the Solid Waste Master Plan will be shared at a series of 2 to 3 meetings with a special Stakeholder Group, made up of interested Carver County residents and representatives from the solid waste industry and Carver County cities. These meetings will allow the staff to gain that group's perspectives and share them with the Board in future discussions.

ACTION REQUESTED:

This will be an update and discussion. No action is required.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Waconia Event Center Contract for Service

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County has been contacted by Lancer Hospitality that operations at the Waconia Event Center are not profitable enough to continue to provide service under the existing contract terms. Staff is seeking direction to either renegotiate the contract terms or consider a new service provider and or operations plan.

ACTION REQUESTED:

Board Direction is requested.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4745

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Draft County Crosswalk Marking Policy at Uncontrolled Intersections

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County, through the Public Works Division, receives numerous public and local agency requests for marked crosswalks and related pedestrian crossing enhancements such as signs, pedestrian refuge, islands, and flashing beacons.

Public Works has drafted a policy to establish consistency and uniformity in the application, installation, and maintenance of pedestrian crossing facilities on Carver County's roadway system. The policy is meant to assist in efforts to evaluate potential pedestrian crossing locations and determine appropriate treatment options, based upon legally required and accepted practice, and recognized traffic safety, operations, and fiscal considerations.

ACTION REQUESTED:

Board Direction / Feedback.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4800