



Carver County Board of Commissioners
 July 18, 2017
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

- 4:00 p.m. 1. **a) CONVENE**
 b) Pledge of allegiance
 c) Public comments (limited to five minutes) *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*
 d) New Employee Introduction 1
2. Agenda review and adoption
3. Approve minutes of July 11, 2017, Regular Session2-8
4. Community Announcements
- 4:05 p.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 2017/2018 School Resource Officers Contracts.....9
- 5.2 Commissioner appointment to Metro Mobility Task Force..... 10
- 5.3 Maintain one over compliment on Sgt. Roster 11
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.4 Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Inc. 12
- Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government*
- 5.5 Mn Counties Computer Cooperative ("MnCCC") Software Contract Ratifications 13
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- 5.7 2018 Non-Bargaining Employee Benefits 15
- 5.8 Vacation & Paid Time Off (PTO) Policy Updates..... 16
- 5.9 Resolution Defining 2017 and 2018 Non-Bargaining Pay-for-Performance and Classification & Compensation Study Implementation17-21
- Finances: Improve the County's financial health and economic profile*
- 5.10 Review Social Services/Commissioners Warrants.NO ATT
- 4:05 p.m. 6. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**
- 6.1 MCIT (Minnesota Counties Intergovernmental Trust) Report to the Board 22
- 4:25 p.m. **RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY RAIL AUTHORITY**

- 4:25 p.m. **7. COMMUNITIES: Create and maintain safe, healthy and livable communities**
 7.1 Veterans Memorial on CCRRA Railroad Property in Mayer Status
 Update.....23-31
- 4:45 p.m. **ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY AND
 RECONVENE AS COUNTY BOARD**
- 4:45 p.m. **8. CULTURE: Provide organizational culture fostering accountability to achieve
 goals and sustain trust/confidence in County government**
 8.1 Recommended Property & Financial Services "PFS" Re-Org..... 32-33
- 4:55 p.m. **ADJOURN REGULAR SESSION**
- 4:55 p.m. **BOARD REPORTS**
 1. Chair
 2. Board Members
 3. Administrator
 4. Adjourn

David Hemze
 County Administrator

UPCOMING MEETINGS

- July 25, 2017 7:30 a.m. Carver County Leaders Meeting
- July 25, 2017 9:00 a.m. Board Work Session
- July 26, 2017 7:00 p.m. Carver County Township Association Meeting
- August 1, 2017 9:00 a.m. Board Meeting
- August 8, 2017 No Meeting

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Introduction of Mary Dalbec, Carver County Court Administrator

Primary Originating Division/Dept: Administration (County)

Meeting Date: 7/18/2017

Contact: Dave Hemze Title: County Administrator

Item Type:
New Employee Intro

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

Mary Dalbec was appointed as the new Carver County Court Administrator effective May 15th. Ms. Dalbec has worked in the Minnesota Judicial Branch for the last nine years in the Fourth Judicial District. She has a Bachelor of Science Degree in Law Enforcement and Justice Administration, and a minor in Business with a focus in finance and accounting, from Western Illinois University.

ACTION REQUESTED:

Welcome Mary Dalbec.

FISCAL IMPACT: Included in current budget

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 - 4822

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 11, 2017. Chair Tim Lynch convened the session at 9:02 a.m.

Members present: Tim Lynch, Chair, James Ische, Vice Chair, Gayle Degler, Randy Maluchnik and Tom Workman.

Members absent: None.

Under public comments, Karen Johnson Leuthner, 15735 38th Street, Mayer, clarified she was not representing the Hollywood Township Board and was acting as a relevant public watchdog. She noted the importance of RIM land to protect wildlife and pointed out RIM land that had been allowed to be baled in Hollywood Township. She questioned why nothing had been done, believed these types of issues keep happening in the County, and handed over information to the County Attorney.

The following amendment was made to the agenda:

6.1 Ordinance No. 84-2017 Amending the County Zoning Code-Revised pages 46 and 47.

Degler moved, Workman seconded, to approve the agenda as amended. Motion carried unanimously.

Ische moved, Degler seconded, to approve the minutes of the June 20, 2017, Regular Session and June 27, 2017, County Board of Appeal and Equalization. Motion carried unanimously.

Community announcements were made by the Board.

Maluchnik moved, Ische seconded, to approve the following consent agenda items:

Approved converting a 0.8 FTE jail psychologist to 1.0 FTE psychotherapist to serve jail population and approved related budget amendment.

Accepted a \$211,000 grant from the Minnesota Department of Human Services and created a 1.0 FTE grant funded crisis therapist that will be dedicated to serving McLeod County and related budget amendment.

Professional services agreement with Bolton and Menk, Inc., for \$57,961 for the Carver County Transportation Safety Plan, pending finalization of the contract review process.

Agreement with Xcel Energy for transmission line relocation for the County Highway 10 construction-Waconia School Phase project, pending finalization of the contract review process.

Resolution #46-17, Supporting a State Capital Funding Request for Lake Waconia Regional Park.

Contract with Minnesota Monitoring, Inc. pending finalization of the contract review process.

Authorized Health & Human Services acceptance of book donation for visitation room.

Resolution #47-17, Assuming Responsibility for the Construction of County Road 30 and Permits Required for the Reconstruction.

Professional services agreement with Bolten and Menk Inc., for \$116,477 for the CSAH 33/CSAH 34 Intersection Improvement Project, pending finalization of the contract review process.

Accepted grant from MHFA in the amount of \$416,848, contract with CAP Agency in the amount of \$343,348 and contract with Salvation Army in the amount of \$73,500, pending finalization of the contract review process.

Contract with Beacon Interfaith Housing collaborative pending finalization of the contract review process.

Approved Commissioner Maluchnik's attendance at the NACo 2017 Infrastructure Week as part of his 2017 conference and training budget.

Approved issuing a charitable gambling license to the Augusta Ball Club for a raffle to be held on October 7, 2017.

Approved St. John's UCC Women's Guild to conduct a raffle in Carver County on September 17, 2017.

Approved the application for an on sale liquor license including Sunday for LuceLine Orchard LLC dba LuceLine Orchard pending all approvals.

Approved out of state travel for two Sheriff staff members to attend training in Dallas, Texas.

Acknowledged the withdrawal of Minnesota Solar Connection's CUP application and directed staff to close File #PZ20170021 with no further action.

Resolution #48-17, To Support Two Green Corps Temporary Staff Members.

Approved combining the Norwood Young America and the Watertown vacant part-time librarian positions to create a 1.0 full time equivalent librarian position.

Created a new Information Technology Lead Project Manager position, eliminated one Business Analyst position once the Lead Project Manager is hired and moved the Database Administrator from Application Services to Development and GIS Services and related budget amendment.

Approved reclassifying the current SWIII position in the school linked services unit to school linked therapist.

Approved the Teamsters Non-Licensed Management 2017-2018 collective bargaining agreement.

Approved the creation of 1.0 child care specialist in the Workforce Services unit and related budget amendment.

Reviewed June 27, 2017, Community Social Services' actions/Commissioners' warrants in the amount of \$368,229.74; reviewed July 4, 2017, Community Social Services' actions/Commissioners' warrants in the amount of \$231,383.74 and reviewed July 11, 2017, Community Social Services' actions/Commissioner's warrants in the amount of \$145,180.25

Motion carried unanimously.

Ische moved, Degler seconded, to open the public hearing regarding Ordinance No, 84-2017, Amending the County Zoning Code. Motion carried unanimously.

Jason Mielke, Land Management, explained the ordinance amendment related to the renewable energy solar section of the zoning code. He entered into the record the affidavit of publication and mailing of the public hearing notice.

He recognized solar had been a major topic of discussion Statewide and the amendments help strengthen current language. Mielke noted the work session previously held with the Board and the direction to start the amendment process. He indicated the intent was to provide for more restrictive standards, improve compatibility with adjacent properties and to preserve the rural character of neighborhoods. He stated the Planning Commission recommended approval and reviewed each of the amendments. Mielke noted and reviewed the additional language that was subsequently included after the Planning Commission meeting.

Karen Johnson Leuthner, 15735 38th Street, Mayer, noted she was a relevant public watchdog and pointed out 90% of Hollywood Township was possibly part of McLeod Power. She pointed out stray voltage should also be a concern for humans and questioned if there had been research on the health effects of solar energy. She questioned how many LLCs/solar gardens are in the application or permit process now and suggested a meeting be held to allow citizens to hear what is going on throughout the county. She stressed the need to have more information on the one mile separation before residents go to Planning Commission and Township meetings. Johnson Leuthner stated she was also concerned about elected officials being involved in future sites.

David Watts, on behalf of US Solar and Innovative Power Systems, pointed out the joint comments they submitted and read those comments into the record. He raised the benefits of solar to schools, cities, and businesses. Watts explained their most troubling concern was with the one mile buffer between solar gardens and 500 foot minimum setback. He suggested solutions they could consider and asked for their consideration.

Steve Just, Land Management, pointed out without the one mile buffer there could be two separate developers close to one another and the 500 foot setback would be beneficial where a neighbor's property is at a higher elevation.

Karen Johnson Leuthner reiterated McLeod Power Company is her electric company and questioned the need for a solar company to be in Hollywood Township. She noted there are solar companies that are no longer operating and bankruptcies can happen. She indicated solar panels were coming from China and raised health concerns. She suggested screening would not hide electrical poles and landscaping was important. She believed, in anticipation of additional solar applications coming in, citizens need to be well informed and know what is going on.

Matt Wessale, 32 West Lake Street, Waconia, stated as an engineer he has been involved in solar projects. He noted the County has grown significantly and pointed out the future market for solar. He suggested additional revenue could be brought in and pointed out the benefits of pollinator friendly vegetation. He raised his concerns in limiting the County to be competitive for the future. Wessale stated solar does offer landowners an alternative for the use of property and putting limitations restricts owners what they can do with their land. He stated embracing solar technology, and its benefits, is the direction the County should go.

David Watts, US Solar, reiterated his concerns with the one mile restriction and buffer and suggested other solutions. He suggested the County require an interconnection agreement as a way to negate the race to submit applications. He pointed out the economic benefits to schools and others subscribers.

Karen Johnson Leuthner stated solar gardens impact values of properties and one person profits.

Watts referenced the Kirkland study that found there were no impacts to property values. He added this was a temporary use of ag land.

Kelly Kunz, 301 West 2nd Street, Waconia, stated she works at a consulting group that assists with developing solar projects. She stated limited ag land would be used and that land would be transitioned to permanent vegetative cover and pollinator friendly habitat. She stated this would be different than ag land that gets disturbed every year and long term, gets returned to ag land. She indicated she has looked through ordinances related to required screening and they vary. She stated there was a wide range on the perception of aesthetic value related to solar gardens and added the use of neighboring properties can also change over the years.

Wessale pointed out the economic impacts and number of jobs during the construction period.

Ische moved, Workman seconded, to close the public hearing at 10:04 a.m. Motion carried unanimously.

Ische offered the following Resolution, seconded by Maluchnik:

Resolution #49-17
Adopting Ordinance No. 84-2017
Amending Chapter 52, County Zoning Code

On vote taken, all voted aye.

Ordinance No. 84-2017, Amendments to Chapter 152 the Carver County Zoning Code

The following is a summary of the essential elements of Ordinance No. 84-2017 for the purpose of publication as required by M.S. Section 375.51. A printed official copy of the ordinance is available for inspection by any person during regular business hours at the office of the Carver County Auditor, or a copy may be obtained from the Carver County Land Management Department. Ordinance No. 84-2017 includes the following text amendments (underline is new language) to the Zoning Code, Section 152.039(B)(2)(b):

1. Conditional use. Large SES shall be no more than 1 megawatt (MW) alternating current (AC) rated capacity, and shall be permitted with the issuance of a CUP pursuant to § 152.052.

2. Standards.

(i) Foundations. The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels is within accepted professional standards, given local soil and climate conditions.

(ii) Power and communication lines. Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground. Exceptions may be granted by the Department in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

(iii) Foundation posts shall be installed using noise mitigating equipment such as a vibrating post driver or any other noise reduction method as may be stipulated by the CUP.

(iv) Operational area(s), including fencing and solar array, shall be located a minimum of 50 feet from adjacent property lines and/or public right-of-ways and 500 feet from neighboring residences not on the same parcel of property existing at the time of application for the permit.

(v) Operational area(s), including fencing and solar array, shall be located a minimum of 1 mile from any other permitted Large SES in the County.

(vi) A landscaping/screening plan and associated narrative shall be prepared by a licensed Landscape Architect for submittal with the application.

Scott Smith, Public Works, requested the Board approve the joint powers agreement with the City of Watertown for the wetland restoration project.

He reviewed the site layout for the proposed trail and wetland area. He pointed out the value of wetland credits when doing road construction projects. He indicated the site was a combined project with the County and Watertown, with Watertown's involvement being the trail system. Smith stated they were in the negotiation process for another six acres.

He noted the benefits to the County in having its own wetland bank to draw from and estimated the credits would be between 30-40 acres. He reviewed the estimated costs and cost share with the City. Smith stated they were waiting for a response back from the Army Corp of Engineers. He reviewed the steps to move forward and keep the project on track.

Workman left the room at 10:31 a.m.

Karen Johnson Leuthner clarified she was not representing the Hollywood Township Board or elected officials or staff. She pointed out the Public Works building was to be located in this area per the comp plan and questioned how it came to be that another location was chosen instead without the public's knowledge. She believed the City of Watertown should get some of the wetland credits. She pointed out the potential for more mosquitos with the creation of the wetland and suggested they look at the control costs.

Ische moved, Degler seconded, to approve the joint powers agreement with the City of Watertown for construction of the Watertown Wetland Restoration project. Motion carried.

Darin Mielke, Public works, requested the Board adopt a five year bridge resolution. He explained this was required by MnDOT in order for the County to receive bridge bond funds and is used for planning purposes. He highlighted a list of bridge projects and indicated they were looking at constructing several next year.

Degler offered the following Resolution, seconded by Ische:

Resolution #50-17
2017 Carver County 5 Year Bridge Resolution

On vote taken, all voted aye.

David Hemze, County Administrator, requested the Board approve the 2017-2018 strategic plan. He noted the meetings held with Division Directors and subsequent meeting with the Board to discuss the plan. He indicated they did not change the vision or mission and the goals remain the same. He identified accomplishments over the past year and what they would be working on in the future.

Ische moved, Maluchnik seconded, to adopt Carver County's 2017-2018 Strategic Plan. Motion carried.

The Board considered several abatements. Ische clarified he would be abstaining as a relative was listed to receive an abatement.

Degler moved, Maluchnik seconded, to approve the following abatements:

85.9510048	Todd Hillmann
85.9510009	Meagan Bradley

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30.9520162	Maximo Ceias
85.9510009	Meagan Bradley (2015, 2016)
75.5120170	Mary Ann Sudheimer
06.0120100	Christopher Neaton
65.3060170	Muhammad & Jolene Ziauddin
25.2000480	Anne Sheridan & Ryan Drum
20.1430190	Joseph & Tessa Gallagher
75.1040060	Frank North
30.4640010	Mark & Susan Solem
30.0930980	Deborah K. Lacombe-Lutz
75.2760590	Kimberly Cruz
65.3251040	Jane Cleary (Kimble)
09.0290131	Benjamin & Jennifer Ische
75.1300200	Philip & Britta Nelson

Degler, Lynch, Maluchnik voted aye. Ische abstained. Motion carried.

Degler moved, Ische seconded, to adjourn the Regular Session at 10:50 a.m. Motion carried.

David Hemze
County Administrator

(These proceedings contain summaries of resolutions/claims reviewed. The full text of the resolutions and claims reviewed are available for public inspection in the office of the county administrator.)

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2017/2018 School Resource Officers Contracts

Primary Originating Division/Dept: Sheriff - Patrol Services

Meeting Date: 7/18/2017

Contact: Paul Tschida Title: Commander

Item Type:
Consent

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:
Communities: Create and maintain safe, healthy, and livable communities

BACKGROUND/JUSTIFICATION:

Carver County Sheriff's Office has partnered with school districts to provide School Resource Officers (SRO's) for many years. The licensed deputies work with the school on the school campus in an effort to maintain the great learning environment currently enjoyed.

ACTION REQUESTED:

Approve the renewel of the contract for School Resource Officers in School District 110 (Waconia) and 288 (Southwest Metro Intermediate District) for the 2017/2018 school year.

FISCAL IMPACT: None
If "Other", specify:

FUNDING

County Dollars =	\$0.00
School Districts	\$215,722.00
Total	\$215,722.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4839

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Commissioner appointment to Metro Mobility Task Force.

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 Metropolitan Council is seeking members to serve on a Metro Mobility Task Force that will begin meeting by September 1, 2017.

The task force will identify options for reducing program costs and improving efficiency. It will also identify at least three potential service-level approaches that involve partnering with and incorporating transportation network companies, taxi service providers, or both, in providing Metro Mobility services.

The 2017 Minnesota Legislature authorized the task force and prescribed its composition and work plan.

The task force is to include membership of one elected official from each metropolitan county. Each of these officials must be from a district or unit of government in the Metro Mobility service area, and must be appointed by the respective county board in consultation with cities in the county within the Metro Mobility service area. In Carver County, this includes the cities of Chaska and Chanhassen only.

The Cities of Chaska and Chanhassen were consulted about this appointment and agreed that any of the Carver County Commissioners who represented portions of their Cities could be appointed to the Task Force.

Commissioner Degler has agreed to accept the appointment with Commissioner Muluchnik as alternate.

ACTION REQUESTED:

Motion to appoint Commissioner Degler to serve on the Metro Mobility Task force representing Carver County, and the cities of Chaska and Chanhassen.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Maintain one over compliment on Sgt. roster

Primary Originating Division/Dept: Sheriff

Meeting Date: 7/18/2017

Contact: James Olson Title: Sheriff

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
Communities: Create and maintain safe, healthy, and livable communities

BACKGROUND/JUSTIFICATION:

Promote a deputy sheriff to sergeant to fill the vacancy that would be created with the lieutenant promotion, and hold the lieutenant promotion until September 4, 2017, to maintain adequate sergeant staffing. This promotion would temporarily put the sergeant FTE count at 12. The extra FTE would be funded by the vacancy of the open lieutenant position.

ACTION REQUESTED:

Approve Sheriff's Olson request to promote a sergeant effective July 10, 2017 and maintain a one sergeant over compliment until September 4, 2017.

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 - 4867

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Inc.

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Augusta Ball Club, Inc., 5950 Hampshire Rd, Chaska, has applied for a 1 Day to 4 Day Temporary On-Sale Liquor License. They are planning an event for Saturday, October 7, 2017. The event will be held at the ball club meeting house and pavilion. The officers are Charles Wickenhauser (President); Charles Wichterman (Vice-President); Mary Olson (Secretary); and Patricia Eiden (Treasurer). There are no delinquent taxes owing on this property.

ACTION REQUESTED:

Motion to approve the 1 Day to 4 Day Temporary On-Sale Liquor License application for Augusta Ball Club, Inc. for Saturday, October 7, 2017.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

1 Day to 4 Day Temporary On-Sale Liquor License fee: \$100.00 per event

Office use only:

RBA 2017 - 4818

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Mn Counties Computer Cooperative ("MnCCC") Software Contract Ratifications

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="7/18/2017"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Established in 1978, Minnesota Counties Computer Cooperative (MnCCC) is a joint powers organization which allows Mn counties to create a legal entity to contract for a wide variety of services, training, and software solutions. MnCCC is managed by an Executive Director and a Board of Directors and has software user groups that work together to provide specific software for use in county departments such as Corrections, Attorneys, Finance, Assessors, Taxation, etc.

MnCCC approved agreements with Thomson Reuters for Aumentum Property Tax Calc software that is used by Taxpayer Services and with TriMin for IFS General Ledger software that is used by Financial Services. Both agreements require County Board ratification which commits the participating counties to the term and financial obligations associated with the contracts.

ACTION REQUESTED:

Motion to ratify MnCCC IFS (General Ledger) software contract with TriMin and Aumentum (Tax) software contract with Thomson Reuters.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$70,000.00"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$70,000.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Annual support and maintenance costs for Aumentum is \$60,000 and for IFS is \$10,000.

Office use only:

RBA 2017 - 4855

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2018 Retiree Health Insurance Contributions

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>7/18/2017</u>
Contact: <u>Kerie Anderka</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

Carver County Personnel Policy and certain collective bargaining agreements require the County to contribute to County-sponsored health insurance for certain retirees. Personnel Policy further requires the Board to set the amount the County will contribute to each retiree's insurance for the coming year. In order to qualify for this benefit, retirees must have:

- been employed prior to June, 1, 2010,
- had at least 20 consecutive full-time benefit eligible years of service prior to retirement,
- attained age 60, but not yet be Medicare-eligible,
- maintained County-sponsored insurance since retirement,
- and must accept coverage offered by the provider of health insurance coverage to Carver County non-bargaining employees, and the terms of coverage being offered to non-bargaining employees.

The recommended monthly cafeteria contributions for active employees are \$690.00 for single, \$1,175.00 for employee + spouse, \$850.00 for employee + child(ren) and \$1,450.00 for family, based on employee health insurance plan election. In past years, the County Board has set the contribution for eligible retirees at an amount consistent with the cafeteria contributions. Retirees selecting family coverage would receive \$1,450.00 per month toward their insurance, employee + spouse would receive \$1,175.00, employee + children would receive \$850.00, and those electing single coverage would receive the lesser of the single premium amount or \$690.00 per month. Employee Relations is recommending the same contributions for 2018.

ACTION REQUESTED:

Motion to approve 2018 retiree health insurance monthly cafeteria contributions. In accordance with County Policy, eligible retirees selecting family coverage would receive \$1,450.00 per month toward their insurance, employee + spouse would receive \$1,175.00, employee + children would receive \$850.00, and those electing single coverage would receive the lesser of the single premium amount or \$690.00 per month.

FISCAL IMPACT: Other

If "Other", specify:

FUNDING

County Dollars =	\$165,240.00
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Total	\$165,240.00
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FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4860

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2018 Non-Bargaining Employee Benefits

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="7/18/2017"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board of Commissioners has the authority to establish and revise benefits for non-bargaining employees.

Core benefits for full-time benefit eligible non-bargaining employees currently include life insurance, long-term and short-term disability insurance, and dental insurance. A monthly cafeteria contribution is provided based on the employee's election of health insurance. In addition, County contribution amounts to the Health Reimbursement Arrangement (HRA)/VEBA Trust or for employees electing the Health Savings Account (HSA) Health Plan option are provided when applicable based on health plan election. Elective benefits include additional short-term disability coverage, supplemental life insurance, medical and dependent care flexible spending accounts, and vision insurance.

It is recommended that the monthly cafeteria contribution be provided to full-time benefit eligible non-bargaining employees based on the employee's election of health insurance, with 2018 monthly County contribution for single at \$690.00; employee + spouse at \$1,175.00; employee + child(ren) at \$850.00; family at \$1,450.00, and \$150.00 for waiver. For non-bargaining employees budgeted at least half-time, but less than 0.8 FTE, provide \$250.00 per month toward the cost of single health insurance. This is no change from the 2017 cafeteria contribution arrangement.

For full-time benefit eligible non-bargaining employees selecting the High Deductible Health Plan with an HRA, in 2018 it is recommended that the County provide a quarterly contribution to the Health Reimbursement Arrangement through a VEBA trust. For eligible employees participating in the plan over the course of the year, it is recommended that an amount of \$750.00 be provided for those with single insurance, and for those with family insurance it is recommended that a contribution of \$1,500.00 be provided. This is no change from the 2017 HRA arrangement.

For full-time benefit eligible non-bargaining employees selecting the High Deductible Health Plan with Health Savings Account Health Plan option, in 2018 it is recommended that for eligible employees participating in the plan over the course of a year, the County provide a contribution of \$1,100.00 for those with single insurance, and \$2,000.00 for those with family insurance. This is no change from the 2017 HSA arrangement.

The motion requested is to approve the 2018 benefits for non-bargaining employees to participate in the benefits package with County contributions as outlined above.

ACTION REQUESTED:

Motion to approve the 2018 benefits for non-bargaining employees as outlined above including 2018 monthly cafeteria contribution amounts for full-time benefit eligible non-bargaining employees based on the employee's election of health insurance with \$690.00 for single, \$1,175.00 for employee + spouse, \$850.00 for employee + child(ren), \$1,450.00 for family, and \$150.00 for waiver; maintaining the \$250.00 per month toward the cost of single health insurance for employees budgeted at least half-time but less than 0.8 FTE; and providing HRA/VEBA contributions in the amounts of \$750/\$1,500 and contributions for those electing the HSA High Deductible Health Plan option in the amounts of \$1,100/\$2,000 as described above.

FISCAL IMPACT: <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text" value="costs included in 2018 Budget"/>	FUNDING County Dollars = <input type="text" value="\$282,060.00"/> Total <input type="text" value="\$282,060.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
Related Financial/FTE Comments:	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Vacation & Paid Time Off (PTO) Policy Updates

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>7/18/2017</u>
Contact: <u>Kerie Anderka</u> Title: <u></u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

PTO Rollback Policy Update:

Current Personnel Policy permits paid time off (PTO) to accumulate above the defined cap during the year. However, once per year, the PTO balance is reset in accordance with the maximum accrual amount. Currently, this PTO rollback occurs the first payroll period of October each year. Based on discussions with the non-bargaining employee group impacted by this date, Employee Relations recommends modifying the rollback to occur at the conclusion of the last pay period with a pay date in December of each year. This change shall be effective upon Board approval, with the 2017 PTO rollback occurring in December rather than October of this year, and each subsequent December annually thereafter.

PTO Cash-Out Policy Update:

Current Personnel Policy allows eligible employees to elect participation in a PTO cash-out program during open enrollment each year. The policy permits an employee who meets established criteria to cash out up to 40 hours of PTO annually. In order to cash out the elected PTO amount, the current policy requires the employee to take a block of forty (40) consecutive PTO hours off work. Based on feedback from employees impacted by this policy, it can be difficult or undesirable to meet the requirement to take a block of forty (40) consecutive hours off work. Employee Relations recommends updating this policy to require that an employee must cumulatively take forty (40) hours of PTO in the payroll year, prior to cashing out PTO. The recommended change is that the hours taken may be cumulative rather than a consecutive block of time. This change shall be effective upon Board approval. Current elections to participate in this program for 2017 will remain in place; and employees will not be provided an additional opportunity to modify their election due to this policy update. Employees will again be offered the opportunity to elect participation in this program during the regular fall benefits open enrollment period, for the upcoming 2018 payroll year.

ACTION REQUESTED:

Motion to approve Employee Relations to update the Personnel Policy Manual, Section D-2, Vacation & Paid Time Off (PTO) policy language in accordance with the changes outlined above, modifying the annual PTO rollback effective date, and changing the PTO cash-out program to require the taking of 40 cumulative, rather than 40 consecutive, hours of PTO during the payroll year prior to cashing out PTO in accordance with their election.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Defining 2017 and 2018 Non-Bargaining Pay-for-Performance and Classification & Compensation Study Implementation

Primary Originating Division/Dept: Employee Relations

Meeting Date: 7/18/2017

Contact: Kerie Anderka Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

Carver County follows a pay-for-performance compensation system, which provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of the pay-for-performance system include attracting and retaining top talent and rewarding excellence.

The attached resolution includes the following:

For non-bargaining employees, effective March 6, 2017, implement the pay-for-performance salary ranges, and where applicable the market adjustments, as established through the classification and compensation study. The percentage amount of the performance-based increases determined by each employee's overall rating on their performance evaluation is outlined as follows for 2017 and 2018: zero percent (0.00%) for needs improvement, one percent (1.00%) for solid performer, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding. The pay-for-performance matrix incorporates base and lump sum payments above the target rate for 2018. Eligibility for market or implementation increase in 2017, and/or general adjustment at two percent (2.00%) in 2017 and 2018 is also defined.

The resolution also states the Board's authority to make additional adjustments to compensation through future action.

The action requested is adoption of the Resolutions defining the 2017 and 2018 pay-for-performance system and implementation of the classification and compensation study effects for non-bargaining employees.

ACTION REQUESTED:

Motion to adopt the Resolutions defining the 2017 and 2018 pay-for-performance system and implementation of the classification and compensation study effects for non-bargaining employees.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$243,240.00
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<u></u>	
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Total	\$243,240.00
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FTE IMPACT: None

Related Financial/FTE Comments:

2017 costs are \$243, 240 and 2018 costs are \$197,248

Office use only:

RBA 2017 - 4863

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA**

Resolution Defining 2017 Non-Bargaining Compensation

DATE _____ RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish and revise compensation systems for non-bargaining employees; and

WHEREAS, the Carver County Board of Commissioners has established a pay-for-performance system for non-bargaining; and

WHEREAS, the pay-for-performance system includes the salary ranges for the affected employees' classifications, the methods, amounts and timing of salary increases based on employee performance evaluation ratings; and

WHEREAS, the County wishes to implement the effects of the classification and compensation study for non-bargaining employees;

THEREFORE, BE IT RESOLVED, Carver County shall set forth a pay-for-performance system effective in 2017 for non-bargaining employees, indicating the salary range adjustments, salary payment methods, percentage salary increases based on employee performance evaluation overall ratings, and timing of salary increases; and implement the effects of the classification and compensation study:

- A. Implement the salary ranges and classification structure established through the classification and compensation study, effective March 6, 2017.
- B. In 2017, non-bargaining employees employed at the time this resolution is approved by the County Board, shall be eligible for either a market adjustment deemed appropriate based upon the classification and compensation study or a general adjustment, whichever is greater. The market adjustment or general adjustment shall be effective the first full pay period of March 2017.
- C. In 2017, if eligible based on the paragraph above, non-bargaining employees, who receive an overall rating of Solid Performer or higher on the performance evaluation for the previous calendar year under review and probationary employees shall receive a two percent (2.00%) general increase, not to exceed the new range maximum, effective the first full pay period of March 2017.
- D. In 2017, non-bargaining employees who have completed ten (10) or more years of continuous service in their current classification, who are not receiving a market adjustment greater than one thousand dollars (\$1,000) will receive a one thousand dollar (\$1,000) annual base rate increase (\$0.48 cents per hour) effective the first full pay period in March of 2017, not to exceed the maximum of the salary range.
- E. In 2017, the percentages used to compute pay-for-performance salary actions based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, one percent (1.00%) for solid performer, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding.
- F. In 2017, pay-for-performance salary actions shall be calculated and applied as follows:
 - 1. For employees whose base pay is at or below the target rate, their pay-for-performance salary actions shall be base pay adjustments, computed on the target rate of the salary range, not to

- 2. For employees whose base pay is above the target rate and below the maximum of the salary range, their pay-for-performance salary actions shall be calculated on the employee's base rate not to exceed the salary range maximum.
 - 3. Pay-for-performance salary actions shall be lump sums for any amount of the compensation that exceeds the salary range maximum.
 - 4. For any employee whose current salary is at or above the range maximum, the pay-for-performance salary action shall be calculated based on the salary range maximum.
- G. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance increase that correlates to the overall rating on the probationary or trial period evaluation.
- H. Employees shall only receive pay-for-performance increases based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.
- I. Non-bargaining employees hired or promoted on or after January 1, 2016 shall be evaluated for all months worked in an eligible position; and there shall be no compounding of pay-for-performance increases; and employees shall only receive pay-for-performance increases based on the months they are actively employed in the eligible group.
- J. The pay-for-performance annual salary adjustments shall be effective for the pay period beginning on March 6, 2017, based on the overall performance evaluation rating for 2016 work, with the evaluation completed and signed by all parties, no later than February 15, 2017; and

BE IT FINALLY RESOLVED, that the County reserves the right to make additional adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ___ day of July, 2017, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of July 2017

 County Administrator

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA**

Resolution Defining 2018 Non-Bargaining Compensation

DATE _____ RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish and revise compensation systems for non-bargaining employees; and

WHEREAS, the Carver County Board of Commissioners has established a pay-for-performance system for non-bargaining; and

WHEREAS, the pay-for-performance system includes the methods, amounts and timing of salary increases based on employee performance evaluation ratings; and

THEREFORE, BE IT RESOLVED, Carver County shall set forth a pay-for-performance system effective in 2018 for non-bargaining employees, indicating salary payment methods, percentage salary increases based on employee performance evaluation overall ratings, and timing of salary increases:

- A. In 2018, regular non-bargaining employees and probationary employees shall receive a two percent (2.00%) general increase, not to exceed the new range maximum, effective the first full pay period of January 2018.
- B. In 2018, the percentages used to compute pay-for-performance salary actions based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, one percent (1.00%) for solid performer, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding.
- C. In 2018, pay-for-performance salary actions shall be calculated and applied as follows:
 - 1. For employees whose base pay is at or below the target rate, their pay-for-performance salary actions shall be base pay adjustments, computed on the target rate of the salary range, not to exceed the salary range maximum.
 - 2. For employees whose base pay is above the target rate and below the maximum of the salary range, their pay-for-performance salary actions shall be a combination of base and lump sum payment, as outlined in the 2018 pay-for-performance matrix; and the increase percentage shall be calculated on the employee's base rate not to exceed the salary range maximum.
 - 3. Pay-for-performance salary actions shall be lump sums for any amount of the compensation that exceeds the salary range maximum.
 - 4. For any employee whose current salary is at or above the range maximum, the pay-for-performance salary action shall be calculated based on the salary range maximum.
- D. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance increase that correlates to the overall rating on the probationary or trial period evaluation.
- E. Employees shall only receive pay-for-performance increases based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.
- F. Non-bargaining employees hired or promoted on or after January 1, 2016 shall be evaluated for all months

worked in an eligible position; and there shall be no compounding of pay-for-performance increases; and employees shall only receive pay-for-performance increases based on the months they are actively employed in the eligible group.

- G. The pay-for-performance annual salary adjustments shall be effective for the first full pay period in March 2018, based on the overall performance evaluation rating for 2017 work, with the evaluation completed and signed by all parties, no later than February 15, 2018; and

BE IT FINALLY RESOLVED, that the County reserves the right to make additional adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ___ day of July, 2017, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of July 2017

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

MCIT (Minnesota Counties Intergovernmental Trust) Report to the Board

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

Jane Hennagir, Risk Management Consultant with MCIT, would like to provide the MCIT Member Report to the County Board. The report will reference the insurance and risk management program as well as performance and goals of MCIT and Carver County.

ACTION REQUESTED:

Provide any additional input and/or direction to MCIT and Risk Management staff in the areas discussed.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4795

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Veterans Memorial on CCRRA Railroad Property in Mayer Status Update

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 7/18/2017

Contact: Marty Walsh

Title: Parks Director

Item Type:

Ditch/Rail Authority

Amount of Time Requested: 10 minutes

Presenter: Marty Walsh, Mr. Heldt

Title:

Attachments: Yes No

Strategic Initiative:

Communities: Create and maintain safe, healthy, and livable communities

BACKGROUND/JUSTIFICATION:

On August 21, 2012 the Carver County Regional Railroad Authority (CCRRA) was asked to consider allowing a veterans memorial to be located on the Dakota Rail corridor near the trailhead facility in Mayer. On September 17, 2013 CCRRA was asked and approved a site plan for the Veteran's Memorial.

The Carver County Veterans Memorial and Registry (CCVMR) received a Certificate of Incorporation from the State of Minnesota as a legal business entity December 14, 2013. They are working to create a veterans memorial monument in the City of Mayer on property owned by the Carver County Regional Rail Authority.

In 2013, the CCVMR requested consideration of a site plan for the veteran's memorial at the corner of County Road 30 and State Hwy 25. The site plan was considered and initially approved by the Carver County Regional Rail Authority.

July 17, 2016 CCVMR proposed revising the site plan, altering the orientation of the monument and providing additional parking off of Hwy 25. The Board approved the revisions. (Attached is the current plan)

The proposed monument is to be located just south and adjacent to the Dakota Rail Regional Trail Mayer Trailhead facility. The project consists of a granite monument approximately 40 feet long, 10 feet high, kneeling soldier statue, paver gardens, American flag, 5 military department flags, lighting and registry. An 11 stall parking lot facility is provided. Additionally concrete equipment pads for placement of military equipment are located on either side of the paver gardens and monument. February 28th, 2017 in a workshop session, CCVMR presented that the monument would be constructed in 3 phases. Phase I would consist of site grading, drainage, utility and the monument. Phase II would consist of cement apron in front of the monument, monument paver garden, flag pole bases, and sidewalk. Phase III consists of kneeling soldier, sidewalks, parking lot, flags, landscaping. Additionally, CCVMR confirmed its commitment to maintaining all aspects of the monument.

CCVMR, has made additional progress towards obtaining approvals.

- Consent forms for the construction on CCRRA property have been received from the agencies, of MNDOT, Hennepin County and McLeod County Regional Rail Authorities.
- MNDOT has also provided a permit to construct an entrance on to Hwy 25 to access the planned parking area
- Previous work by the CCVMR included work to identify any conflicts with establishing a veteran's memorial with other veteran groups. CCVMR has received letters of support from veterans groups in and around Carver County. They are not aware of any conflicts with other veteran organizations.
- Proposed monument material of granite is a durable material which would minimize maintenance and provide a lasting monument
- A proposed connection is made to the Dakota Rail Regional Trail by a connecting sidewalk from the monument tying the trail and parking lot of the trailhead to the monument area.
- CCVMR has received support for the veterans memorial from the City of Mayer and is currently working to obtain a building permit.
- CCVMR has provide a budget for the project and is well on its way to obtaining the financial resources to construct a portion of the project.
- CCVMR is in the process of doing a site survey to better define the area which the monument is located

Mr. Stan Heldt, resident of Mayer, will update the Board on the work completed and proposed for the veteran's memorial.

Staff suggested next steps for the veteran's memorial:

County Regional Railroad Authority

Direct Staff to draft finalize agreement.

Carver County Veterans Memorial Registry

- 1) Obtain agreement for use of CCRRA property
- 2) Submit final site and construction plans
- 3) Provide timeline and schedule for construction
- 4) Obtain necessary permits
- 5) Obtain authorization to construct monument from CCRRA

At a later date the Veterans Memorial Committee and CCRRA will enter into a lease agreement which would authorize the construction of the Veterans Memorial and further detail the roles and responsibilities of the two parties as it pertains to funding, ongoing preservation and maintenance of the memorial.

ACTION REQUESTED:

Motion to:

- 1) Direct staff to finalize agreement.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4856

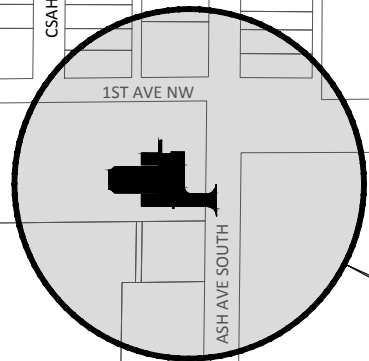
PLAN REVISIONS		
REV	ISSUED BY	DATE
1	ALB	12-15-16
2	ALB	01-27-17

CONSTRUCTION PLANS FOR CARVER COUNTY VETERANS MEMORIAL

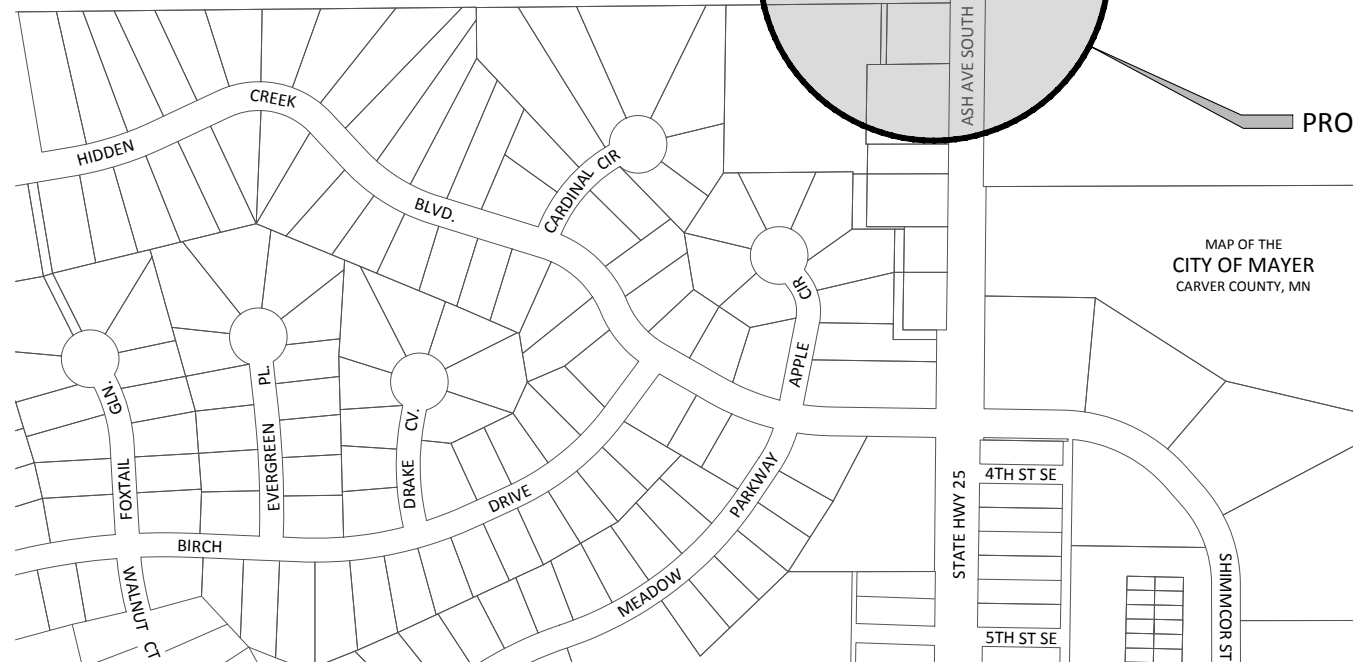
CONSTRUCTION PLAN FOR GRADING, BITUMINOUS PAVING,
AND CONCRETE PAVING

MAYER, MINNESOTA

MAY, 2016



PROJECT LOCATION



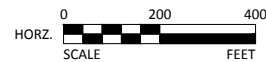
SHEET INDEX

SHEET NO.	GENERAL
1	TITLE SHEET
2	LEGEND SHEET
3	DETAIL SHEET
4	CONSTRUCTION & GRADING PLAN
5	TURF ESTABLISHMENT & EROSION CONTROL PLAN

THIS PLAN SET CONTAINS 5 SHEETS.

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Andrew L. Budde

ANDREW L. BUDDÉ

LIC. NO. 46585 DATE: 5/20/2016



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2638 SHADOW LANE, SUITE 200 - CHASKA, MINNESOTA 55318
Phone: (952)-448-8838 Email: Chaska@bolton-menk.com
www.bolton-menk.com

BM=967.90
TNH
MAYER LUMBER
FIRE HYDRANT

PROJECT DATUM: CARVER COUNTY
COORDINATES
HORIZONTAL: NAD83 (1986 ADJ)
VERTICAL: NAVD29

RECORD DRAWING
INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

CARVER COUNTY VETERANS
CARVER COUNTY VETERANS MEMORIAL

TITLE SHEET

SHEET
1
OF
5

25

EXISTING

	IRON PIPE MONUMENT SET		ELECTRIC TRANSFORMER		SEMAPHORE TRAFFIC LIGHT
	MONUMENT FOUND		EXHAUST VENT		SIGNAL BOX
	CAST IRON MONUMENT FOUND		FLAG POLE		SIGNAL POLE - RR
	STONE MONUMENT FOUND		FILL PIPE		SOIL BORING
	POST SET		GAS MANHOLE		SIREN
	BENCH MARK		GAS REGULATOR		SPRINKLER HEAD
	AUTO SPRINKLER		GAS VALVE		STORM MANHOLE
	ANTENNA		GAS METER		TELEPHONE MANHOLE
	AIR CONDITIONER		ACCESS GRATE		PUBLIC TELEPHONE
	ANCHOR		HANDICAPPED PARKING		TILE INLET
	AIR PUMP		HAND HOLE		TILE RISER
	APRON		HYDRANT		TRAFFIC ARM BARRIER
	BASKETBALL HOOP		IRRIGATION CONTROL VALVE		TRAFFIC SIGN
	BIRD FEEDER		LIGHT DECORATIVE		TRANSMISSION TOWER
	BENCH		LIGHT POLE		UTILITY POLE
	BRACE POLE		MAILBOX		VACUUM
	CATCH BASIN		METER		VENT PIPE
	CLOTHES LINE POLE		POST		DECIDUOUS TREE
	CONTROL POINT		MANHOLE		CONIFEROUS TREE
	CLEAN OUT		LIFT STATION MANHOLE		STUMP
	COMMUNICATION PEDESTAL		MONITORING WELL		BUSH
	CURB STOP VALVE		ORDER MICROPHONE		WELL
	DITCH TOP		PARK GRILL		WATER MANHOLE
	DRINKING FOUNTAIN		GAS PUMP		WATER METER
	DOWN SPOUT		POST INDICATOR VALVE		WATER SPIGOT
	ELECTRIC MANHOLE		PARKING METER		WATER VALVE
	ELECTRIC METER		SANITARY MANHOLE		WETLAND / MARSH
	ELECTRIC PEDESTAL		SATELLITE DISH		WETLAND - DELINEATED

PROPOSED

	ALIGNMENT/CENTERLINE		WATERMAIN
	RIGHT-OF-WAY LINE		WATERMAIN SERVICE
	TEMPORARY EASEMENT		WATER SYSTEM MANHOLE
	CONSTRUCTION LIMITS		HYDRANT
	CURB & GUTTER		HYDRANT W/ VALVE
	CURB & GUTTER (OUT)		VALVE
	BITUMINOUS EDGE		CURBSTOP
	CONCRETE EDGE		BEND
	GRAVEL EDGE		REDUCER
	SILT FENCE-PREASSEMBLED		CROSS
	SILT FENCE-HEAVY DUTY		TEE
	EROSION PROTECTION AT INLET		CAP
	MANHOLE		SLEEVE
	CATCH BASIN		SIGN
	STORM INLET		LIGHT POLE
	APRON		GUARD RAIL
	STORM SEWER		SOIL BORING
	PERFORATED PIPE DRAIN		WETLAND
	STORM DRAIN TILE		BUSH
	CULVERT W/APRON		CONIFEROUS TREE
	STORM MANHOLE NUMBER		DECIDUOUS TREE
	SANITARY SEWER		
	SANITARY FORCEMAIN		
	SANITARY SEWER SERVICE		
	SANITARY LIFT STATION		
	SANITARY MANHOLE		
	SANITARY MANHOLE NUMBER		

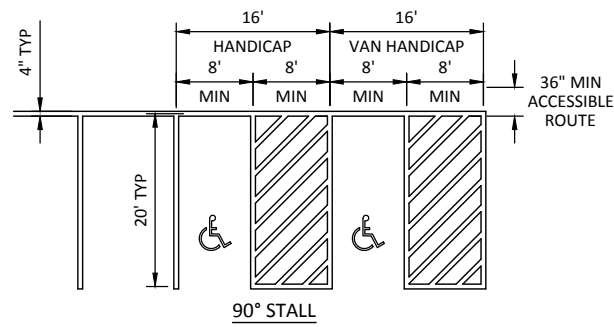
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	UNDERGROUND ELECTRIC LINE		BUILDING SETBACK LINE
	GAS LINE		FENCE LINE
	FIBER OPTIC LINE		GUARD RAIL
	UNDERGROUND COMMUNICATIONS LINE		ACCESS CONTROL LINE
	OVERHEAD UTILITY LINE		CENTERLINE
	WATER SYSTEM		PROPERTY / LOT LINE
	STORM SEWER		ROAD RIGHT-OF-WAY LINE
	TILE LINE		RAILROAD RIGHT-OF-WAY LINE
	SANITARY SEWER		GRAVEL EDGE
	SANITARY FORCEMAIN		BITUMINOUS EDGE
	CULVERT		CONCRETE EDGE
	INTERMEDIATE CONTOURS		CURB & GUTTER
	INDEX CONTOURS		WATER EDGE
	COUNTY LINE		WATER CENTERLINE
	CITY LIMITS		HIGHWATER LINE
	SIXTEENTH LINE		WETLAND EDGE
	QUARTER LINE		SWALE CENTERLINE
	SECTION LINE		RAILROAD TRACKS
	ADJACENT LINES		TREE DRIP LINE

REV	ISSUED BY	DATE
1	ALB	12/15/16

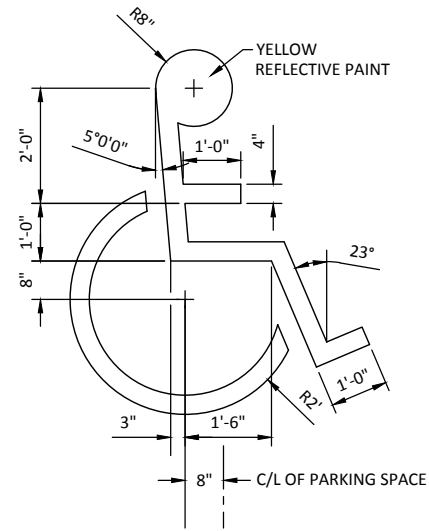
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Andrew L. Budde
 ANDREW L. BUDDÉ
 LIC. NO. 46585 DATE 5/20/2016

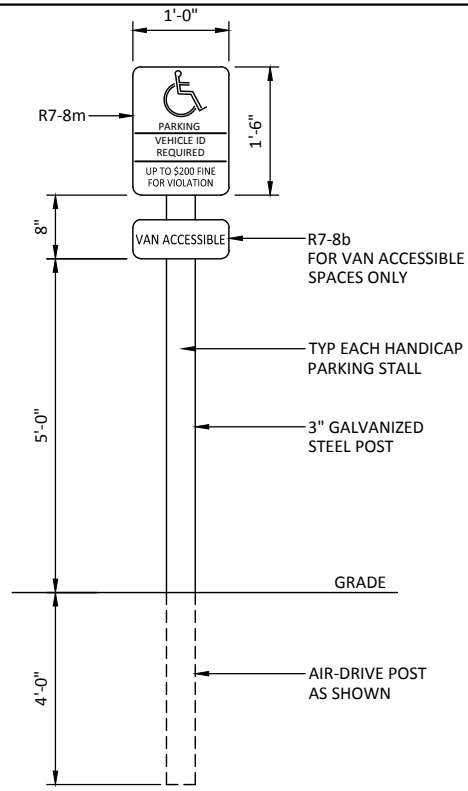
DESIGNED PJS
DRAWN PJS
CHECKED ALB



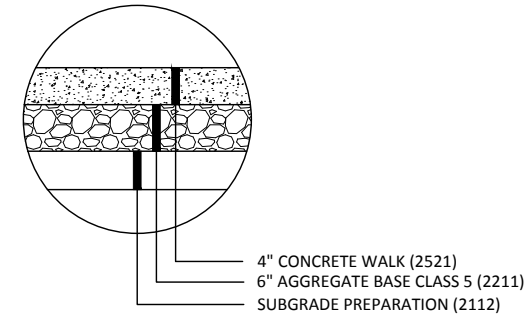
HANDICAP PARKING STRIPING



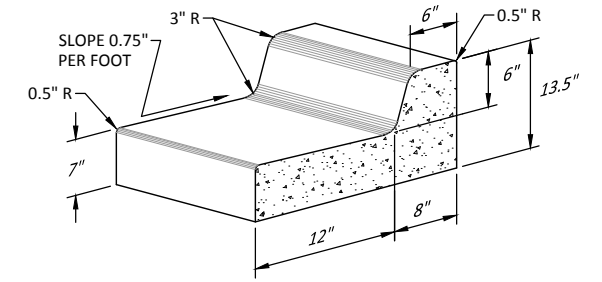
INTERNATIONAL HANDICAP SYMBOL



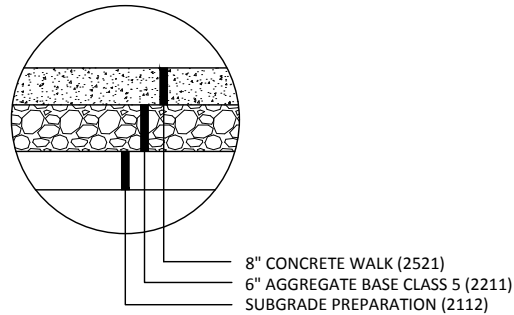
DISABLED PARKING SIGN



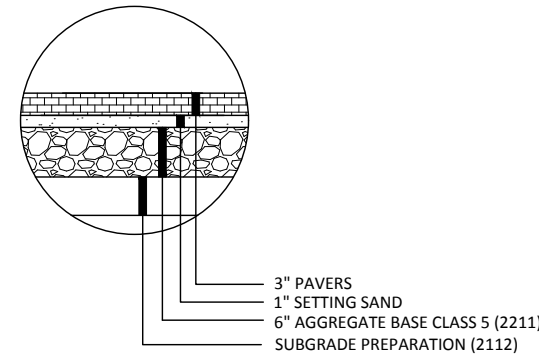
4" CONCRETE WALK SECTION



CONCRETE CURB & GUTTER DESIGN B612



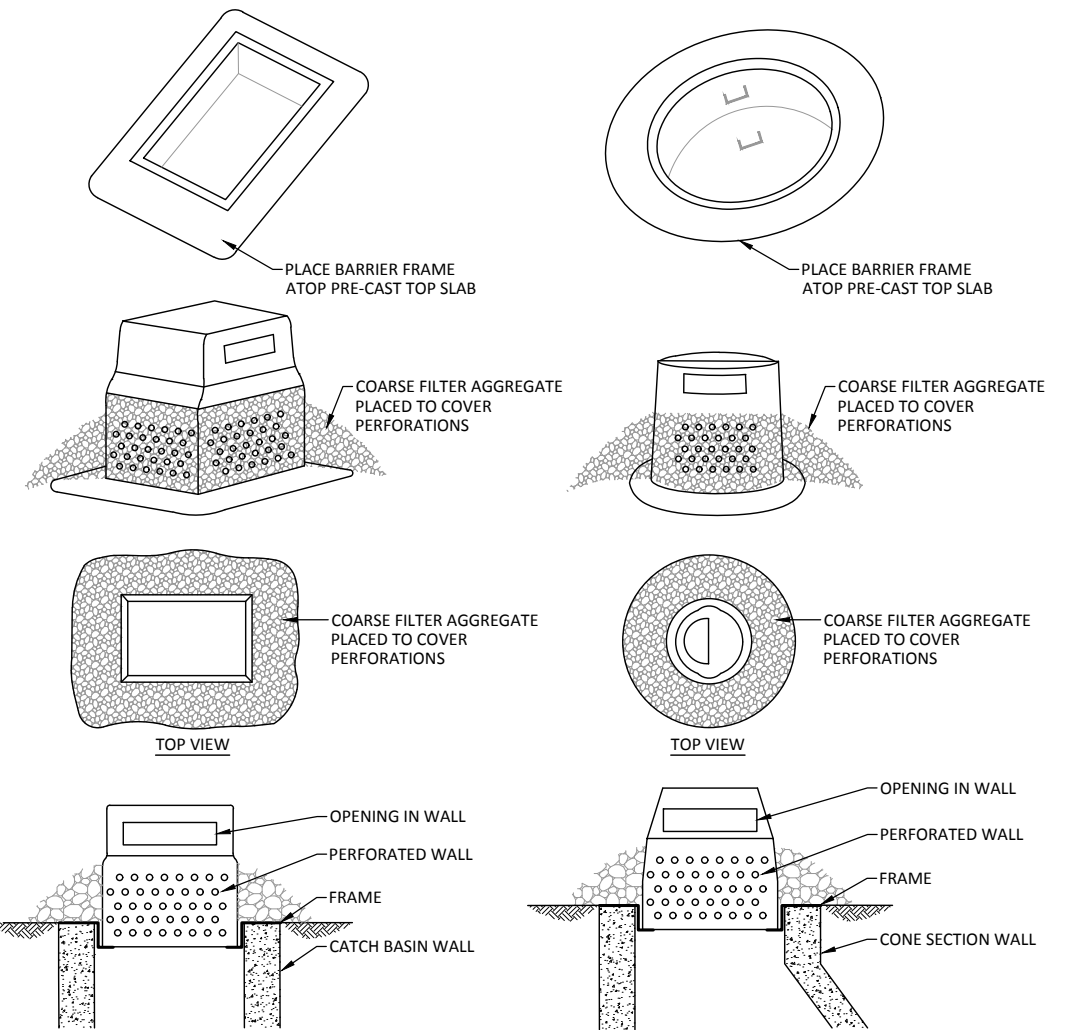
8" CONCRETE WALK SECTION



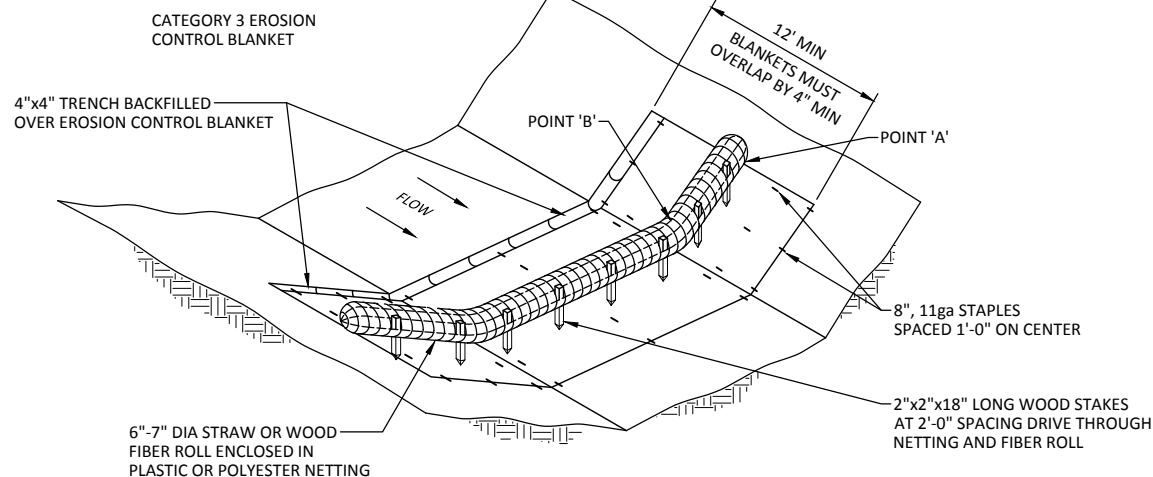
PAVER SECTION



BITUMINOUS TYPICAL SECTION



INLET PROTECTION PERFORATED WALL



DITCH CHECK - BIOROLL

NOTE: DETAILS ARE NOT TO SCALE

REV	ISSUED BY	DATE
1	ALB	12/15/16

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Andrew L. Budde
 ANDREW L. BUDDÉ
 LIC. NO. 46585 DATE 5/20/2016

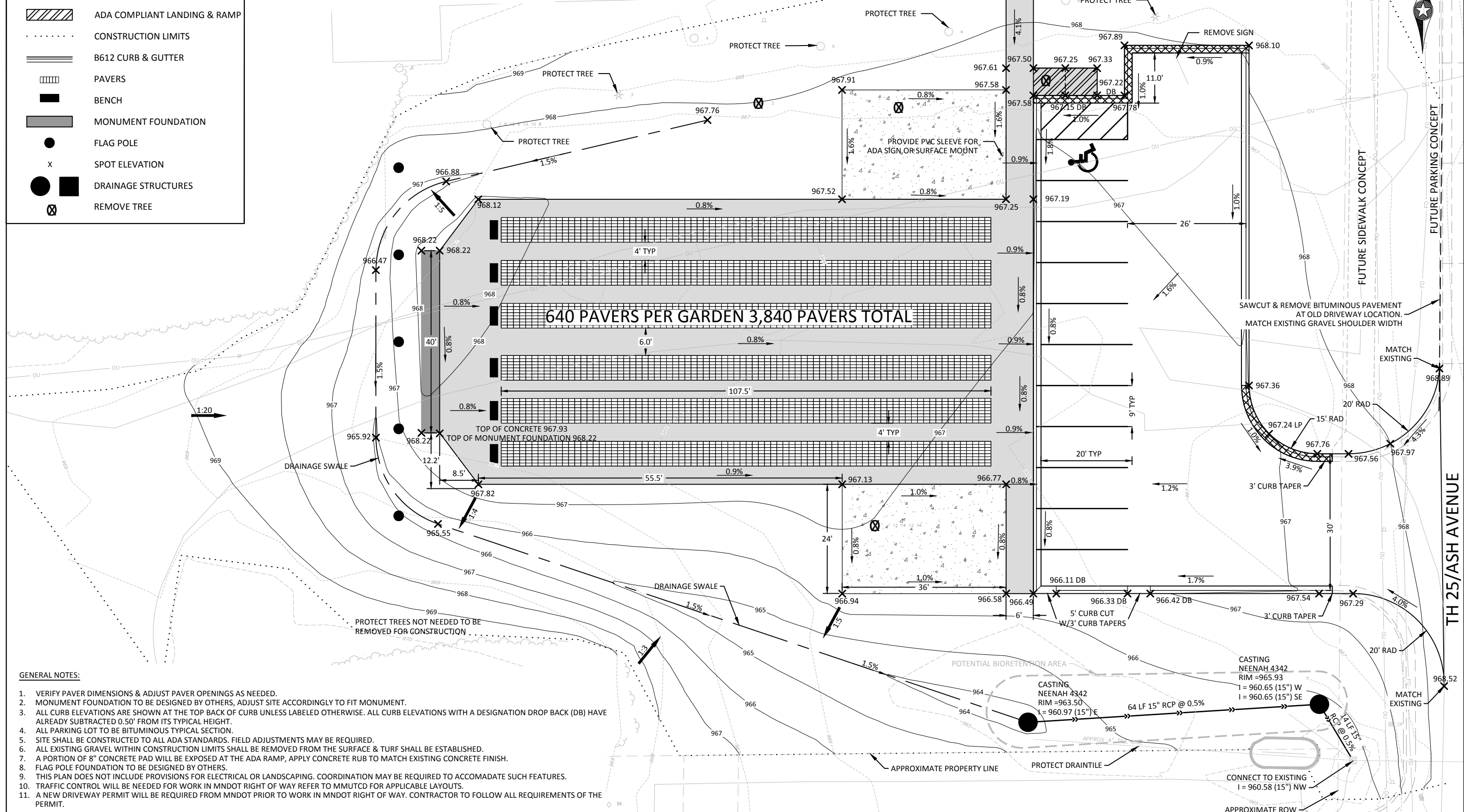
DESIGNED	PJS
DRAWN	PJS
CHECKED	ALB

DAKOTA RAIL TRAIL

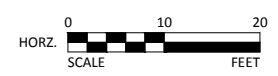
LEGEND

	4" CONCRETE WALK
	8" CONCRETE WALK
	GUTTER OUT
	ADA COMPLIANT LANDING & RAMP
	CONSTRUCTION LIMITS
	B612 CURB & GUTTER
	PAVERS
	BENCH
	MONUMENT FOUNDATION
	FLAG POLE
	SPOT ELEVATION
	DRAINAGE STRUCTURES
	REMOVE TREE

NOTE:
 THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED THAT ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY HIS FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.



- GENERAL NOTES:**
1. VERIFY PAVER DIMENSIONS & ADJUST PAVER OPENINGS AS NEEDED.
 2. MONUMENT FOUNDATION TO BE DESIGNED BY OTHERS, ADJUST SITE ACCORDINGLY TO FIT MONUMENT.
 3. ALL CURB ELEVATIONS ARE SHOWN AT THE TOP BACK OF CURB UNLESS LABELED OTHERWISE. ALL CURB ELEVATIONS WITH A DESIGNATION DROP BACK (DB) HAVE ALREADY SUBTRACTED 0.50' FROM ITS TYPICAL HEIGHT.
 4. ALL PARKING LOT TO BE BITUMINOUS TYPICAL SECTION.
 5. SITE SHALL BE CONSTRUCTED TO ALL ADA STANDARDS. FIELD ADJUSTMENTS MAY BE REQUIRED.
 6. ALL EXISTING GRAVEL WITHIN CONSTRUCTION LIMITS SHALL BE REMOVED FROM THE SURFACE & TURF SHALL BE ESTABLISHED.
 7. A PORTION OF 8" CONCRETE PAD WILL BE EXPOSED AT THE ADA RAMP, APPLY CONCRETE RUB TO MATCH EXISTING CONCRETE FINISH.
 8. FLAG POLE FOUNDATION TO BE DESIGNED BY OTHERS.
 9. THIS PLAN DOES NOT INCLUDE PROVISIONS FOR ELECTRICAL OR LANDSCAPING. COORDINATION MAY BE REQUIRED TO ACCOMMODATE SUCH FEATURES.
 10. TRAFFIC CONTROL WILL BE NEEDED FOR WORK IN MNDOT RIGHT OF WAY REFER TO MMUTCD FOR APPLICABLE LAYOUTS.
 11. A NEW DRIVEWAY PERMIT WILL BE REQUIRED FROM MNDOT PRIOR TO WORK IN MNDOT RIGHT OF WAY. CONTRACTOR TO FOLLOW ALL REQUIREMENTS OF THE PERMIT.



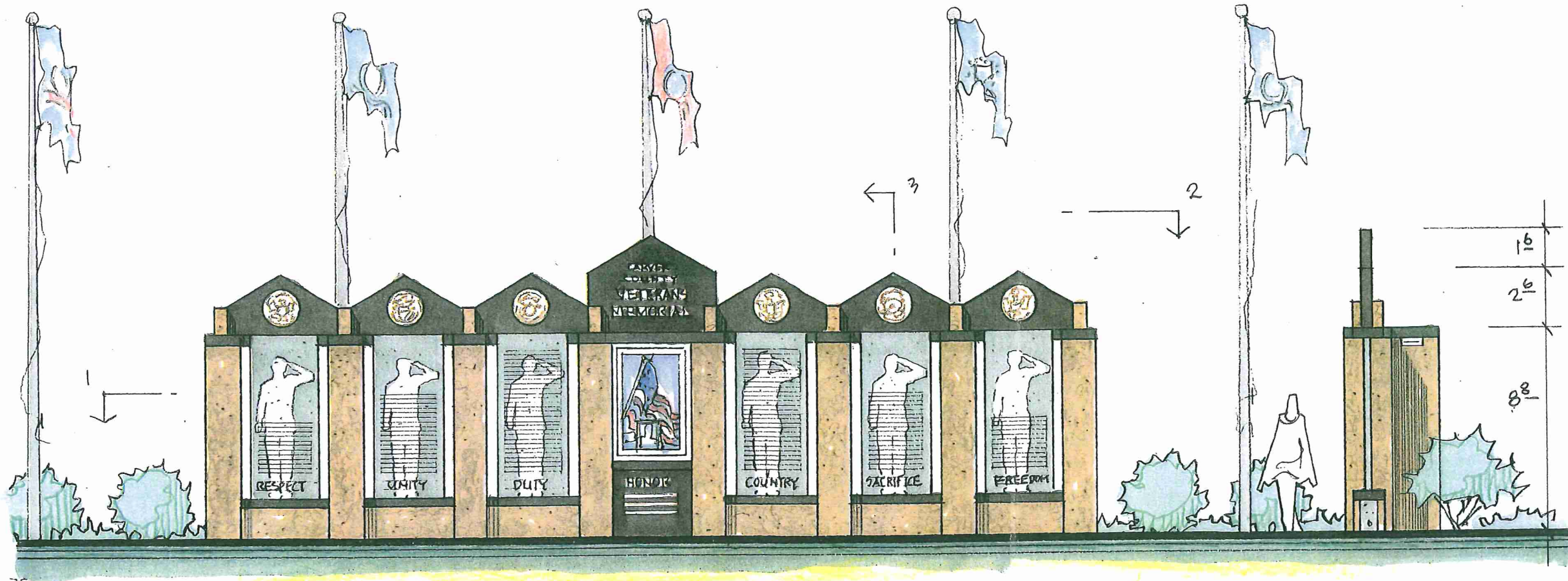
BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 2638 SHADOW LANE, SUITE 200 - CHASKA, MINNESOTA 55318
 Phone: (952)-448-8838 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

REV	ISSUED BY	DATE	DESCRIPTION
1	ALB	12/15/16	
2	ALB	01/27/17	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

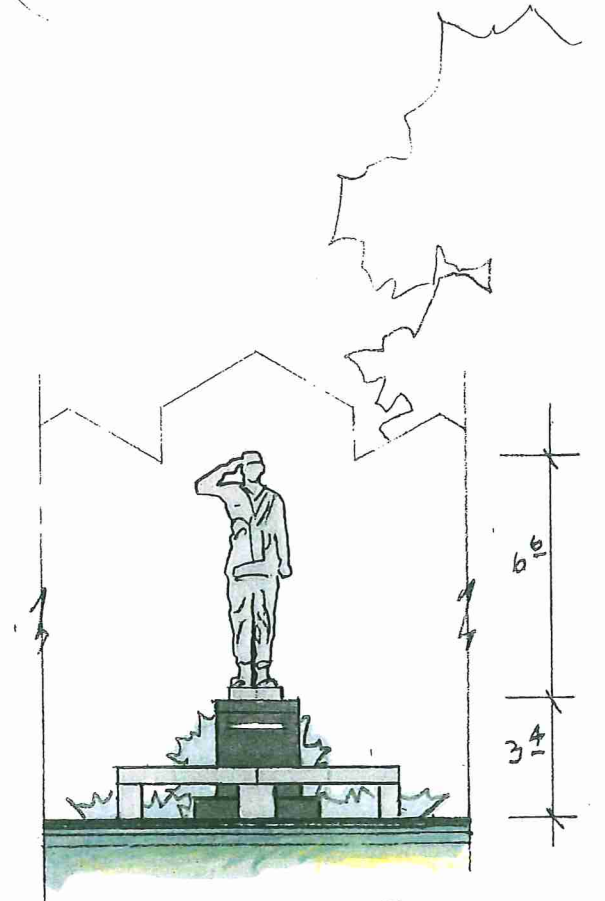
ANDREW L. BUDDÉ
 LIC. NO. 46585 DATE 5/20/2016

DESIGNED PJS	CARVER COUNTY VETERANS MEMORIAL	SHEET 4 OF 5
DRAWN PJS		
CHECKED ALB	CONSTRUCTION & GRADING PLAN 28	



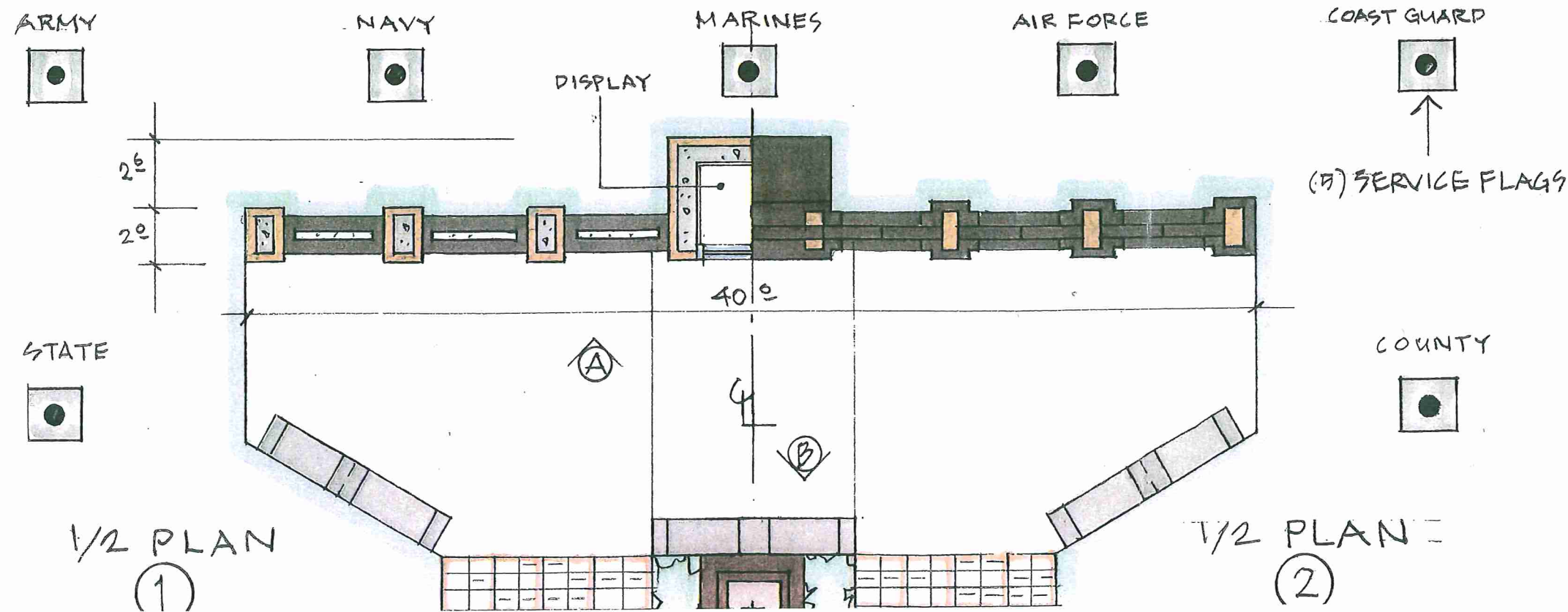
ELEVATION (A) 7/16" = 1'-0"

SECTION (3)



ELEV. (B)

CARVER COUNTY VETERANS MEMORIAL



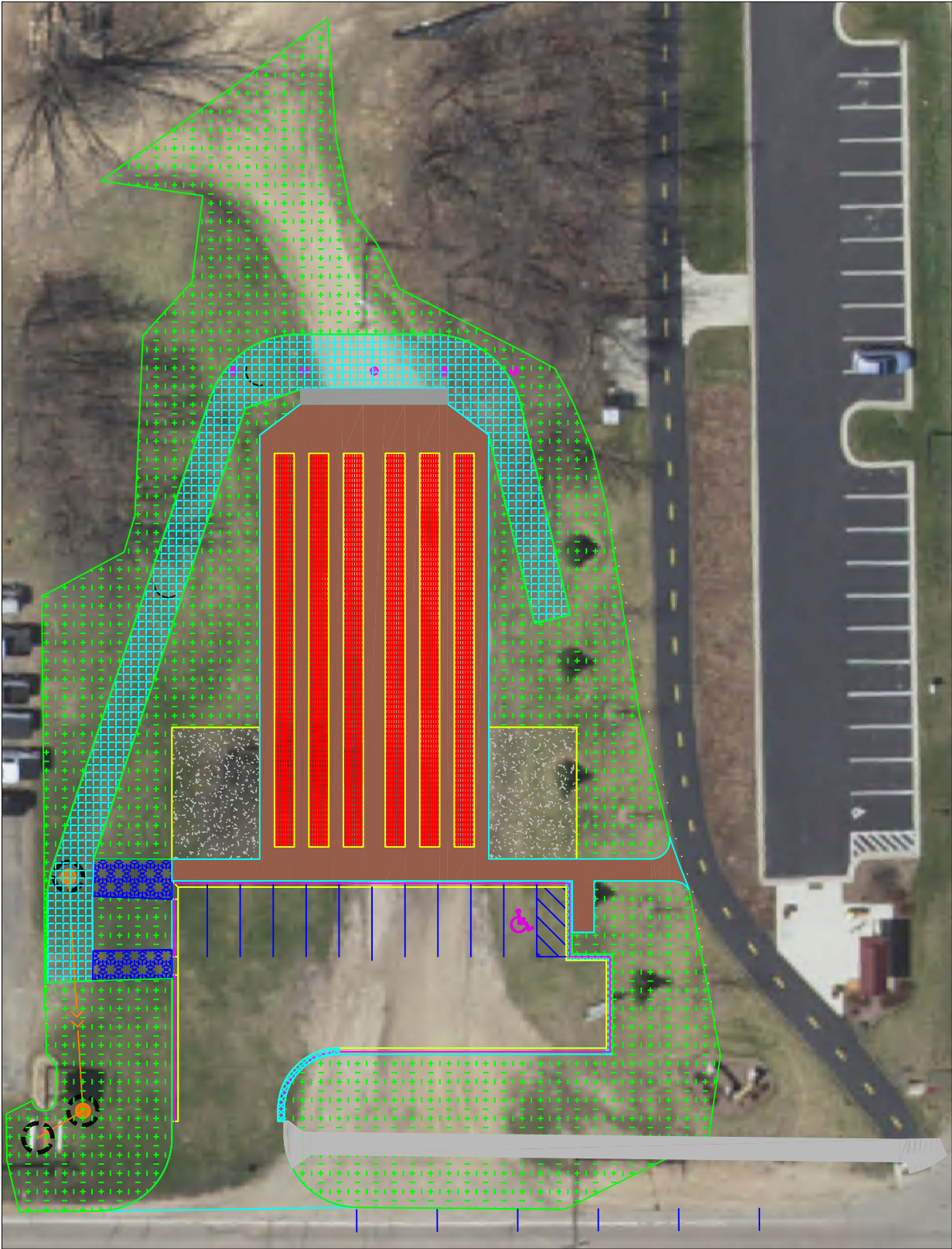
(6) NAME PANELS: LIGHT PROJECTED "SALUTING" SOLDIER IMAGE OR A SANDBLASTED IMAGE ON POLISHED WH. GRT. PANELS. (FRT. ONLY/FUTURE NAMES AT BACK). PEDIMENTS W/ (5) SERVICE EMBLEMS & (1) U.S. SEAL.

"HONORED" DISPLAY (CENTER) W/ GLASS DOOR ACCESS & SIDE VENTS.

James M. Cota
James M. Cota Design
© 2013

MURPHY GRANITE CARVING, INC.

7/30/17



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="7/18/2017"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="PFS Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	
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 September 2015, the Board approved the County Administrator's Recommendation to eliminate a Division Director position by combining the Property and Taxpayer Services Division with the Financial Services Division to create a Property and Financial Services ("PFS") Division. The Board also approved the Surveyor Department being moved under PFS and overseeing the Recorder's Department.

In August, 2016, the County Surveyor/Recorder 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 "Property Records" Department to:
 - A. Improve customer service, increase staff efficiencies and streamline GIS integration by creating a "one-stop" shop for processing deeds, mortgages, land transfers, etc.
 - B. Strengthen Taxpayer Services by narrowing their focus to high risk and high volume areas: "Taxation", "Elections", and "License Centers".
2. Eliminate and replace the Land Administration Supervisor 1.0 FTE with a "Land Records" Manager 1.0 FTE to manage the new "Land Records" Department.
3. PFS Director ends his interim status as the County Recorder/Registrar of Titles by delegating the statutory responsibilities of the County Recorder/Registrar of Titles to the County's Lead Recorder.

The Recommended "One-Stop" Land Records Department is consistent with other MN counties like Scott, Mcleod, Washington and Omstead and the new "Land Records" Manager position would have much broader responsibilities compared to the "Property Records" Manager position that was eliminated during the 2012 Budget process.

ACTION REQUESTED:

Motion to approve:

1. Creating a "One-Stop" Land Records Dept. that processes land and tax records by combining the:
 - a. Workload and 3.0 FTEs in Taxpayer Services Land Administration,
 - b. Deed & mortgage processing currently being done by Taxpayer Services Elections and Customer Service staff, and
 - c. Workload and 5.0 FTEs in Property Records.
2. Eliminating the "Land Administration" Supervisor 1.0 FTE and replacing with a "Land Records" Manager 1.0 FTE

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/> if "Other", specify: <input type="text"/>	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 for a new "Land Records" Manager is approximately \$7,500 and will be more than offset by 2017 PFS 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 included in the 2018 Budget and offset by future increases in PFS Division revenues.

Office use only:

RBA 2017 - 4853

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Recommended Property & Financial Services "PFS" Re-Org

Department:

Meeting Date:

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
"Land Records" Salary & Benefits	01-100.6111	\$7,500.00
TOTAL		\$7,500.00

CREDIT		
Description of Accounts	Acct #	Amount
PFS Vacancy Savings	01-047.6111	\$7,500.00
TOTAL		\$7,500.00

Reason for Request:

2017 incremental costs related to the Recommended PFS Re-Org from eliminating a Supervisor position and replacing with a Manager position will be more than offset by the 2017 PFS Vacancy Savings from not hiring the new "Commercial Appraiser" position that was approved in the 2017 Budget.