



Carver County Board of Commissioners
March 20, 2018
Regular Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

PAGE

4:00 p.m.	1.	a) CONVENE	
		b) Pledge of allegiance	
		c) Public comments - <i>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.</i>	
	2.	Agenda review and adoption	
	3.	Approve minutes of March 6, 2018 Regular Session	1-2
	4.	Community Announcements	
4:05 p.m.	5.	CONSENT AGENDA	
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.1	Charitable Gambling Application for Exempt Permit-Carver County Ducks Unlimited #128	3
	5.2	Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for St. Peter Lutheran Church, Watertown.....	4
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.3	Purchase of trucks and equipment	5-8
	5.4	Special Use Event Permit - Walk on Waconia Event.....	9
	5.5	Professional Services Agreement with Erickson Engineering Co., LLC for Bridge No. L2787 Reconstruction	10
	5.6	Award Bid for Furnishing Bituminous Material for 2018 Seal Coat Program.....	11
	5.7	Professional Services Agreement with Bolton and Menk, Inc. for CSAH 17 Pedestrian Crossing Safety Improvements Project.....	12
	5.8	Joint Powers Agreement with CITY OF CHANHASSEN for Pedestrian Crossing Improvements on CSAH 17 (Powers Blvd)	13
	5.9	Create 1.0 FTE Social Worker for Waiver Case Management	14-15
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
	5.10	Resolution for State of MN Agency Agmt. 1030663 for Federal Participation for SP 010-596-011 (TH 41 Reconstruction).....	16-17
	5.11	Final Acceptance and Payment to Park Construction Company for Paving at the Hollywood Township Public Works Facility	18-19
	5.12	Advanced Sniper Training Tri-City Tactical Team out of state training.....	20
	5.13	Professional Services Agreement With Bolton & Menk, Inc. for Construction Services on the State Highway 41 Expansion	21

- 5.14 Cooperative Agreement with the State of Minnesota for the TH 41 Expansion Project - Jonathan Area Phase..... 22-24
- 5.15 Resolution for State of MN Agency Agmt. 1030702 for Federal Participation for SP 010-633-043 (CSAH 33/34 Construction) 25-26

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

- 5.16 Facility Services Staffing..... 27-28
- 5.17 Convert 1.0 FTE Equipment Technician to 1.0 FTE Inventory Control Technician..... 29
- 5.18 Converting "STOC" Payroll Specialist to "Limited Term" for the HRIS Project 30-31

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

- 5.19 Settlement Agreement for Right of Way Acquisition for the Bridge No. 10J41 Construction Project 32-35
- 5.20 Review Social/ Commissioners' Warrants..... NO ATT

- 4:05 p.m. **6. FINANCES: Improve the County's financial health and economic profile**
 - 6.1 Acceptance of the Certificate of Achievement for Excellence in Financial Reporting Award 36

- 4:15 p.m. **7. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
 - 7.1 Approval of State of MN Voting Equipment Grant and Purchase/Rental of New Election Equipment..... 37-40

- 4:25 p.m. **8. GROWTH: Manage the challenges and opportunities resulting from growth and development**
 - 8.1 License Center Specialist 1.0 FTE 41-42

- 4:35 p.m. **9. COMMUNITIES: Create and maintain safe, healthy and livable communities**
 - 9.1 2018 AIS Program 43-47
 - 9.2 Advisory Committee Appointment 48

4:55 p.m. **ADJOURN AS COUNTY BOARD AND CONVENE AS CARVER COUNTY HEALTH BOARD**

- 9.3 Annual report to the Carver County Community Health Board 49

5:15 p.m. **ADJOURN CARVER COUNTY HEALTH BOARD**

- 5:15 p.m. **BOARD REPORTS**
 - 1. Chair
 - 2. Board Members
 - 3. Administrator
 - 4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

- March 27, 2018 9:00 a.m. Work Session Canceled
- April 3, 2018 4:00 p.m. Special Meeting
- April 17, 2018 9:00 a.m. Special Meeting
- April 24, 2018 7:30 a.m. Carver County Leaders Meeting
- April 24, 2018 9:00 a.m. Work Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on March 6, 2018. Chair Gayle Degler convened the session at 9:00 a.m.

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

Members absent: Randy Maluchnik.

Ische moved, Workman seconded, to approve the agenda. Motion carried unanimously

Lynch moved, Ische seconded, to approve the minutes of the February 27, 2018, Special Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved Netapp storage purchase from Works Computing through the State of Minnesota Cooperative Purchasing Venture agreement pending completion of the contract review process.

Approved amending the permit with Lancer Hospitality to include the Ducks Unlimited Banquet for April 27, 2018 and permit only the possession of firearms to be raffled at the event.

Approved issuing a premises permit to German Days, Inc., for pull-tabs, tipboards and bar bingo at Sticks Tavern, 6940 Dahlgren Road, Chaska.

Reviewed March 6, 2018, Community Social Services' actions/Commissioners' warrants in the amount of \$345,763.16.

Motion carried unanimously

Greg Boe, Environmental Services, requested the Board approve a Resolution to authorize entering into a regional hauler licensing joint powers agreement. He pointed out the Statute requiring solid waste haulers to be licensed by local units of government. Boe explained the previous program had been established though the Solid Waste Management Coordinating Board that has since been dissolved. He indicated the counties would like to continue a regional hauler licensing program and a joint powers agreement was negotiated. He stated the joint powers agreement establishes a Board consisting of one commissioner from each participating county along with an alternate.

He indicated every two years the new Board would hold a public hearing to establish fees and counties may withdraw at any time. Boe added the agreement would allow all seven metro counties to participate and hauler licenses would last two years.

Boe requested the Board appoint one representative and an alternate to serve on the new Joint Powers Board. He indicated a meeting would be held on March 29th to set the fees for the next two years. He added in the future they will need to amend Chapter 50 of the Solid Waste Management Ordinance to reflect the change from the SWMCB joint powers agreement to the new joint powers agreement.

Ische offered the following Resolution, seconded by Lynch, and approved the appointment of Commissioner Workman as the Board representative, and Commissioner Maluchnik as the alternate representative:

Resolution #19-18
Authorizing Entering into the
Regional Hauler Licensing Joint Powers Agreement

On vote taken, all voted aye.

The Board considered appointments to advisory committees.

Ische moved, Workman seconded, to appoint Michael Lynch to the Water Management Organization for a three year term and John P. Fahey to the Planning Commission to fill an unexpired term. Lynch clarified he would be abstaining as Michael Lynch was a relative. Degler, Ische, Workman voted aye. Lynch abstained. Motion carried.

Ische moved, Lynch seconded, to adjourn the Regular Session at 9:20 a.m. and go into a work session with Parks regarding the Minnesota River Bluffs Regional Trail. Motion carried unanimously.

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:

Charitable Gambling Application for Exempt Permit-Carver County Ducks Unlimited #128

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:

A Charitable Gambling application for Exempt Permit was received from Carver County Ducks Unlimited #128. They plan to hold a raffle on April 27, 2018 at the Lake Waconia Event Center located at 8155 Paradise Ln, Waconia, MN 55387. This applicant has received this same type of license previously.

ACTION REQUESTED:

Approval to issue a Charitable Gambling License to Carver County Ducks Unlimited #128 for a raffle to be held on April 27, 2018.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
	<input type="text"/>
Total	<input type="text" value="\$0.00"/>

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5300

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 St. Peter Lutheran Church, Watertown

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:

St. Peter Lutheran Church, 3030 Navajo Ave, Watertown has applied for a 1 Day to 4 Day Temporary On-Sale Liquor License. They are planning an event for Sunday, May 20, 2018. The event will be held in the church parking lot and grounds. The officers are: Dale Muhs (President); Brenda Dressel (Vice-President); Deborah Muhs (Secretary), Joyce DeNomme (Treasurer) & Dale Muhs (Chairman). There are no delinquent taxes on this property.

ACTION REQUESTED:

Motion to approve the 1 Day to 4 Day Temporary On-Sale Liquor License application for St. Peter Lutheran Church, Watertown for Sunday, May 20, 2018.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

License Fee: \$100.00 per event

Office use only:

RBA 2018 - 5311

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Purchase of trucks and equipment

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:

Carver County has a large fleet of vehicles and equipment that are used in various departments. The County annual budget and Long Term Financial Plan includes recommendations from the Public Works fleet replacement program. The Public Works equipment budget for 2018 is \$465,000. Additional one time funding has been provided in Schedule E for \$50,000 for the purchase of 2 pickup trucks and Public Services has budgeted \$30,000 for the replacement a pick up. At this time Public Works is requesting to purchase the following:

1. Chevrolet Equinox from Lenzen Chevrolet
2. Bobcat 3650 UTV from Lano Equipment of Norwood
3. 2 half ton regular cab pick up trucks from Waconia Dodge

The total cost of this equipment is \$ 70,637.00

Staff obtained quotes per the county contract and local preference purchasing policies. All of the equipment is being purchased from local vendors.

ACTION REQUESTED:

Authorize the purchase of the equipment from quoted vendors

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING

County Dollars =	\$70,637.00
<input type="text" value=""/>	<input type="text" value=""/>
Total	\$70,637.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Carver County Public Works

Half ton Regular cab 8 foot box pick up 4x4

Jan-18

Brand	Dealer		Local Dealer	Quote			
Dodge	Waconia		Yes	\$20,841.00		\$20,039.42	
Dodge	Mike Motors		No	\$20,362.00			

Low Bidder

Waconia Dodge

905 Strong Drive

Waconia, MN 55387

Carver County Public Works

SUV-Equinox

Jan-18

Brand	Dealer		Local Dealer	Quote		Best value	
Chevrolet	Lenzen		Yes	\$22,490.00		\$21,625.00	
Chevrolet	Ranger GM		No	\$21,819.00			

Low Bidder

Lenzen Chevrolet

2860 Chaska Blvd

Chaska, MN 55318

Local vender pricing was assigned an additional discount for priority service of 4%

Carver County Public Works

UTV for Parks

Jul-05

Brand	Dealer		Local Dealer	State Bid		Package Price	
Bobcat	Lano		Yes	no		\$27,395.00	

Purchase from

Lano Equipment of Norwood
1015 Hwy 212
Norwood Young America, MN 55368

Quote

Due to the specialized nature of this equipment, this is quoted as a sole source. It is not on state bid.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Special Use Event Permit - Walk on Waconia Event

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

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:

St. Joseph's Church, in Waconia, has requested a Special Use Event Permit for April 28th 2018. The event is a fundraising walk-a-thon that provides funding to area food shelves.

By County Ordinance Chapter 91: Special Event Use Permits shall be required for the exclusive or special use of all or portions of park areas and facilities when they are closed to the public; to conduct certain activities not normally permitted as per conditions of this chapter; for regulation of large group activities, as defined herein, or to reduce or eliminate certain user fees for groups, as defined herein.

The Special Use Event Permit recognizes:

- The event is approximated at 500-600 participants (weather and registration dependent).
- The Parks Department has issued a Special Use Permit for the event for the past 4 years without significant issue.
- Fees issued are consistent with the County Fee Schedule for 2018.
- Insurance is obtained as required by the County Risk Management practices & meets the requirements.
- The event coordinators have provided all documents and materials required for issuance of a Special Use Permit including site map(s), written overview of the event, permits obtained by other permitting authorities, permit fee payment in full, etc.

All portions of the regional park remain open to the general public during the event.

The Park Commission reviewed this Special Use Permit request and made recommendation to the County Board to issue the Special Event Use Permit at the February 21st meeting.

ACTION REQUESTED:

Motion to approve the issuance of a Special Event Use Permit to St. Joseph Church for the Walk on Waconia Event.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>
Total	<input type="text" value="\$0.00"/>

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Erickson Engineering Co., LLC for Bridge No. L2787 Reconstruction

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:

Bridge No. L2787 is located on County Highway 50 over Bevens Creek in Dahlgren Township. The existing structure was built in 1930 and consists of two cast-in-place concrete culverts approximately 45 feet in length. The bridge is currently listed as structurally deficient and has very steep highway inslopes, which causes sloughing of the highway from time to time. Highway maintenance staff have repaired damage to the highway numerous times in the last few years. This contract with Erickson Engineering will provide design services to develop construction plans to replace the existing structure with a new bridge. Erickson Engineering will also provide construction engineering services in the event Carver County Public Works staff are unable to perform these services due to other project demands. Carver County Public Works has worked with this consultant in the past with success.

ACTION REQUESTED:

Motion to approve a professional services agreement with Erickson Engineering Co., LLC for \$122,769 for Bridge No. L2787 Reconstruction Project, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text" value=""/>
CSAH Reg. Const.	\$122,769.00
Total	\$122,769.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5298

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Award Bid for Furnishing Bituminous Material for 2018 Seal Coat Program

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:

Seal coating is performed on roads to seal the surface to restrict water from seeping into the roadbed and subgrade and protect the pavement from UV light. Seal coating extends the life of the road and improves the skid resistance of the bituminous surface.

Public Works requested sealed bids for this project and only received one bid, from Henry G. Meigs. They have been the vendor several times in the last 5 years.

ACTION REQUESTED:

Motion to award a contract to HENRY G. MEIGS LLC in the amount of \$360,000.00 for bituminous seal coat materials, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5302

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Bolton and Menk, Inc. for CSAH 17 Pedestrian Crossing Safety Improvements Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County and the City of Chanhassen are jointly undertaking a project on County Highway 17 (Powers Boulevard) for the improvement of pedestrian crossings. Three consultant proposals were considered and based on cost, experience, and project needs Bolton & Menk, Inc. was selected by the City and County as the preferred consultant. Bolton & Menk, Inc. will provide professional services for the design and construction of pedestrian crossing improvements on County Highway 17 (Powers Boulevard) at two locations. The two locations are at the intersections of Lake Lucy Road and Park Road adjacent to the IWCO Direct campus. The project includes data gathering, public outreach and input, construction plans and construction administration and related services.

ACTION REQUESTED:

Motion to approve a contract with BOLTON AND MENK INC for the CSAH 17 Pedestrian Crossing Safety Improvements Project pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

City of Chanhassen	\$25,976.50
CSAH Muni. Const.	\$25,976.50
Total	\$51,953.00

Insert additional funding source

Related Financial/FTE Comments:

Cost sharing with the City of Chanhassen will be detailed with a separate joint powers agreement.

Office use only:

RBA 2018- 5321

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agreement with CITY OF CHANHASSEN for Pedestrian Crossing Improvements on CSAH 17 (Powers Blvd)

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 County and the City of Chanhassen are jointly undertaking a project on County Highway 17 (Powers Boulevard) for the improvement of two pedestrian crossings. The two locations are at the intersections of Lake Lucy Road and Park Road adjacent to the IWCO Direct campus. The project includes data gathering, public outreach and input, construction plans and construction administration and related services.

ACTION REQUESTED:

Motion to approve a joint powers agreement with CITY OF CHANHASSEN for the CSAH 17 Pedestrian Crossing Safety Improvements Project pending finalization of the contract review process.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	\$230,000.00
City of Chanhassen	\$345,000.00
Total	\$575,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

The final scope and costs are not determined at this point but a rough total estimated project cost is about \$575,000.00. Costs splits between the agencies will follow the County's cost participation policy once the construction plans are developed. It is anticipated that the cost share is approx. 75% City; 25% County, given the project involves local trails and electronic specialty signs.

Office use only:

RBA 2018 - 5323

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Create 1.0 FTE Social Worker for Waiver Case Management

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The need for waiver case management positions was discussed as part of the 2018 budgeting process. A decision was made not to include these positions as part of the budget process since the positions require no tax levy dollars. New waiver case management positions requests were directed to be brought to the County Board for approval as needed. The Olmsted Plan ordered by the courts requires clients have access to waiver service programs and the County cannot maintain a waiting list to access those programs. County waiver caseload sizes continue to increase beyond what can be effectively managed by current staff. These positions are funded entirely by Medical Assistance case management revenue. No County levy dollars are required.

ACTION REQUESTED:

Motion to approve creating a 1.0 FTE Social Worker to provide waiver case management services.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
<input type="text"/>	<input type="text"/>
LTSS SSTS Funds	\$99,912.00
Total	\$99,912.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

No County levy dollars are required for this position.

Office use only:

RBA 2018 - 5306

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Create 1.0 FTE Social Worker for Waiver Case Management

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
Salary	11-422-700-0000-6111	\$69,098.00
Health & Life Insurance	11-422-700-0000-6152	\$537.00
Medicare	11-422-700-0000-6155	\$998.00
PERA	11-422-700-0000-6162	\$5,179.00
FICA	11-422-700-0000-6172	\$4,285.00
Workers Comp	11-422-700-0000-6173	\$131.00
Long Term Disability	11-422-700-0000-6175	\$125.00
Compensated Absences	11-422-700-0000-6151	\$159.00
Cafeteria Contribution	11-422-700.6121	\$19,400.00
TOTAL		\$99,912.00

CREDIT		
Description of Accounts	Acct #	Amount
LTSS State	11-445-760-3015-...	\$49,956.00
LTSS Federal	11-445-760-3015-...	\$49,956.00
TOTAL		\$99,912.00

Reason for Request:

Adding 1.0 Case Management staff person to meet increased caseload in HCBC.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution for State of MN Agency Agmt. 1030663 for Federal Participation for SP 010-596-011 (TH 41 Reconstruction)

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:

The Highway 41 reconstruction project between Highway 212 and Pioneer Trail has been awarded \$7,420,000 in federal funding as well as \$3,500,000 in state TED funding. Construction is scheduled to begin this Spring.

An agreement between the County and MnDOT is required for MnDOT to act as the County's agent in accepting federal funds for the project and since the federal funding amount is greater than \$5,000,000 there is a requirement that the County agree to cash flow the project until MnDOT has received the federal funding which cannot be requested until the project has begun. Once the federal funds have been appropriated by MnDOT, the County can seek reimbursement.

ACTION REQUESTED:

Adopt a resolution to enter into Agreement No. 1030663 with State of Minnesota for SP 010-596-011 to reconstruct TH 41 between TH 212 and Pioneer Trail pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5291

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

Date: March 20, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**STATE OF MINNESOTA AND COUNTY OF CARVER
AGENCY AGREEMENT NO. 1030663 FOR FEDERAL PARTICIPATION IN
ADVANCE CONSTRUCTION FOR
SP 010-596-011 (TH 41)**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Carver County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030663", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 20th day of March, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of March, 2018.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Acceptance and Payment to Park Construction Company for Paving at the Hollywood Township Public Works Facility

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:

Carver County purchased the Hollywood Township Public Works facility in 2015. On August 2, the County held a work session to discuss potential site improvements including lot improvements. Based on that discussion, the County then issued a Request For Proposals (RFP).

Public Works is administering the contract for Carver County Facilities for the parking lot construction and paving at the Hollywood Township Public Works facility. The paving is required for sound operation of Public Works activities.

All work was completed in 2017 and Park Construction Company is requesting to finalize the contract with Carver County and release all retainage. County staff agrees and is requesting that the contract be finalized and that the outstanding work items and remaining retainage be paid in the amount of \$17,430.58

ACTION REQUESTED:

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$17,430.58, to Park Construction Company for the Hollywood Township Public Works Facility Paving Project (F-H:2016:003)

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5292

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

Date: March 20, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
Project F-H:2016:003 (Paving the Hollywood Township Public Works Facility)
FINAL PAYMENT**

WHEREAS, the construction Project F-H:2016:003 (Paving the Hollywood Township Public Works Facility) has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 20th day of March, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of March, 2018.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Advanced Sniper Training Tri-City Tactical Team out of state training

Primary Originating Division/Dept: Sheriff - Patrol Services

Meeting Date: 3/20/2018

Contact: George Pufahl Title: Lieutenant

Item Type:
Consent

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:
Growth: Manage the challenges and opportunities resulting from growth and development

BACKGROUND/JUSTIFICATION:

We would like to send one of our SWAT Tactical Team members to Rapid City South Dakota for advanced sniper training. This member has been on the SWAT team for over 4 years and has prior training experience with past employment. The training and transportation cost is covered by the Tri-City Tactical Team. The advanced sniper training classes are typically not available in Minnesota on a regular basis.

ACTION REQUESTED:

Requesting approval for out of state training. .

FISCAL IMPACT: None
If "Other", specify:

FUNDING

County Dollars =	\$0.00
Other Funding. Tri-City T	\$995.00
Total	\$995.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

N/A

Office use only:

RBA 2018 - 5308

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement With Bolton & Menk, Inc. for Construction Services on the State Highway 41 Expansion Project

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="3/20/2018"/>
Contact: <input type="text" value="Greg Felt"/> Title: <input type="text" value="Program Delivery Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County is the lead agency on the State Highway 41 Expansion Project - Jonathan Area Phase, and is responsible for providing for the administration of the construction contract. Carver County Public Works is unable to provide sufficient staff to this project due to the scope of the project and other staff needs. This professional services agreement is for construction services for construction work between State Highway 212 and just north of County Highway 14 (Pioneer Trail) which will take place during the summer of 2018. After review of consultant proposals, Bolton & Menk and its subconsultants were chosen to provide project management, construction engineering, construction inspection, surveying, staking, materials testing and project schedule reviews.

MnDOT is reimbursing Carver County for a majority the construction services, which is being addressed in a separate cooperative agreement. The City of Chaska will reimburse Carver County in accordance with the joint powers agreement between the agencies for this project.

ACTION REQUESTED:

Motion to approve a professional services agreement with Bolton & Menk Inc. for construction services for the TH 41 Expansion Project - Jonathan Area Phase pending the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING										
If "Other", specify: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>County Dollars =</td> <td><input type="text"/></td> </tr> <tr> <td>MNDOT SRC Funds</td> <td style="text-align: right;">\$576,492.00</td> </tr> <tr> <td>CSAH Reg. Const.</td> <td style="text-align: right;">\$42,006.00</td> </tr> <tr> <td>City of Chaska</td> <td style="text-align: right;">\$105,738.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$724,236.00</td> </tr> </table>	County Dollars =	<input type="text"/>	MNDOT SRC Funds	\$576,492.00	CSAH Reg. Const.	\$42,006.00	City of Chaska	\$105,738.00	Total	\$724,236.00
County Dollars =	<input type="text"/>										
MNDOT SRC Funds	\$576,492.00										
CSAH Reg. Const.	\$42,006.00										
City of Chaska	\$105,738.00										
Total	\$724,236.00										
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source										

Related Financial/FTE Comments:
 MnDOT will pay for all trunk highway eligible construction services up to 8% of the construction cost total. The current cost estimate for construction is approximately \$10.6M. The above cost splits are approximate based on the current cost estimate.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Cooperative Agreement with the State of Minnesota for the TH 41 Expansion Project - Jonathan Area Phase

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The purpose of this Cooperative Agreement is to define the roles, responsibilities and funding obligations of the State of Minnesota and Carver County for the TH 41 Expansion Project - Jonathan Area Phase. The project scope includes reconstruction of State Highway 41 from approximately just north of the US Highway 212 interchange, to 1/4 mile north of County Highway 14 (Pioneer Trail) by the Chaska Commons area. The plans for the project show the proposed alignment, profiles, grades and cross-sections for the reconstruction of State Highway 41, which is being expanded from 2 lanes to 4 lanes to alleviate congestion in the area. This project will also include the construction of a new pedestrian underpass near the southeast side of Lake Grace, which the City of Chaska is funding.

It is anticipated that a majority of the project costs will be eligible for reimbursement with Federal aid funding, Transportation Economic Development (TED) Program funding, MnDOT SRC trunk highway funds, and City of Chaska funding. Carver County was successful in obtaining approximately \$7.4 million in Federal aid funding through the regional solicitation process and an additional \$3.5 million in TED Program funding through a solicitation administered by MnDOT. This cooperative agreement is needed in order for Carver County to receive the TED funding and MnDOT SRC trunk highway funding for the project.

ACTION REQUESTED:

Motion to approve resolution for a Cooperative Agreement with the State of Minnesota for the TH 41 Expansion Project - Jonathan Area Phase, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$56,781.04
MnDOT TED	\$3,500,000.00
MnDOT SRC	\$1,315,000.00
Total	\$4,871,781.04

Insert additional funding source

Related Financial/FTE Comments:

The funding numbers only account for the funding that MnDOT is providing towards the project. There is additional federal aid funding and city funding that are included in the remainder of the project. The County Dollars will be eligible for 80% federal funding, as part of the federal funding agreement, with the remainder covered by CSAH Regular Construction funds.

Office use only:

RBA 2018 - 5320

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

Date: March 20, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**STATE OF MINNESOTA AND COUNTY OF CARVER
COOPERATION CONSTRUCTION AGREEMENT NO. 1026019
FOR
TH 41 EXPANSION PROJECT**

IT IS RESOLVED that Carver County enter into MnDOT Agreement No. 1026019 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of the State's share of the costs of the grading, bituminous pavement noise wall, retaining walls, storm sewer, ADA improvements, and traffic signal systems construction and other associated construction, and also to provide for payment for County to the State of the County's share of the costs of the painting signal system and State Furnished Materials to be performed upon, along and adjacent to Trunk Highway No. 41 from 1,165 feet south of Hundertmark Road to 1,200 feet north of Pioneer Trail within the corporate limits of the City of Chaska under State Project No. 1008-85 (T.H. 41=012).

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 20th day of March, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of March, 2018.

Dave Hemze County Administrator

Subscribed and sworn to before me
this _____ day of
_____, 2018

Notary Public

My Commission Expires

NOTARY
STAMP

(Signature)

(Type or Print Name)

(Title)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution for State of MN Agency Agmt. 1030702 for Federal Participation for SP 010-633-043 (CSAH 33/34 Construction)

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:

The county was awarded federal HSIP funds to construct a roundabout at the intersection of CSAH 33 and 34 just north of Norwood Young America. The project is ready for construction this year but the federal funds will not be available until federal fiscal year 2019 which begins October 1 2018. This agreement is for Advance Construction to allow the county to proceed with construction this year. The county will cash flow the project until the federal funds are available.

ACTION REQUESTED:

Adopt a resolution to enter into Agreement No. 1030702 with the State of Minnesota for SP 010-633-043 to construct CSAH 33/34 Roundabout and Sidewalk Construction, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5326

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

Date: March 20, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**STATE OF MINNESOTA AND COUNTY OF CARVER
AGENCY AGREEMENT NO. 1030702 FOR FEDERAL PARTICIPATION IN
ADVANCE CONSTRUCTION FOR
SP 010-633-043 (CSAH 33/34)**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Carver County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030702", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 20th day of March, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of March, 2018.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Facility Services Staffing

Primary Originating Division/Dept: <input type="text" value="Public Services - Facilities"/>	Meeting Date: <input type="text" value="3/20/2018"/>
Contact: <input type="text" value="Nick Koltavy"/> Title: <input type="text" value="Public Services Deputy Director"/>	Item Type: Consent <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:

The Facility Services Coordinator position is vacant. The Public Services Division reviewed the staffing needs of the Facility Services Department and recommends the elimination of the vacant coordinator position and the addition of an Assistant Project Manager focused on facility security and low voltage systems.

The County has a number of low voltage security systems, including controls in the jail, security cameras, and access card readers. As it stands, the County hires contractors to upgrade, maintain, and repair these systems. These systems regularly require maintenance, repair, and extensive hardware upgrades. Having an Assistant Project Manager on board would allow the County to perform the work "in-house" and reduce the cost of these upgrades and the maintenance of these systems. A long-term employee dedicated to the maintenance and management of these systems would also improve the continuity of expertise and knowledge on the Facilities team.

The Assistant Project Manager would take over the management of the AMAG access card reader system, which was one of the duties of the coordinator. The other duties of the coordinator would be distributed to current staff members in the department.

In addition, this position would assist the County's Master Electrician with electrical projects and assist building technicians with the completion of work orders. The Assistant Project Manager would report to the Master Electrician.

While the cost of the new Assistant Project Manager will require more annual operating funds, the Department proposes to shift funds from the department's repair and maintenance budget to cover that cost. An added significant financial benefit will be that we expect to recognize annual savings related to contractor services in future construction projects, identified in the fiscal comments below.

ACTION REQUESTED:

Motion to eliminate the vacant 1.0 FTE Facility Services Coordinator position and replace it with a 1.0 FTE Assistant Project Manager in Facility Services.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING										
If "Other", specify: <input type="text"/>	County Dollars =										
FTE IMPACT: <input type="text" value="Other staffing change (grade, classification, hours, etc.)"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Coordinator</td> <td style="text-align: right;">(\$74,457.00)</td> </tr> <tr> <td>Repair and Maintenance</td> <td style="text-align: right;">(\$9,773.00)</td> </tr> <tr> <td>Assistant PM</td> <td style="text-align: right;">\$84,230.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Coordinator	(\$74,457.00)	Repair and Maintenance	(\$9,773.00)	Assistant PM	\$84,230.00			Total	\$0.00
Coordinator	(\$74,457.00)										
Repair and Maintenance	(\$9,773.00)										
Assistant PM	\$84,230.00										
Total	\$0.00										
<input checked="" type="checkbox"/> Insert additional funding source											

Related Financial/FTE Comments:

The annual average cost, including benefits, of the positions are: Facility Services Coordinator - \$74,457 and Assistant Project Manager - \$84,230. The difference of \$9,773 would be funded by a reduction in the Facilities department's repair and maintenance budget. Over the past 12 months, the County has spent over \$130,000 from the repair and maintenance budget and capital fund on low voltage security maintenance and projects. Over half of these expenses are related to labor costs. The staff anticipates that the workload will continue to increase in this area.

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Facility Services Staffing

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
Salary and Wages	01-110-000-0000-6111	\$84,230.00
TOTAL		\$84,230.00

CREDIT		
Description of Accounts	Acct #	Amount
Salary and Wages	01-110-000-0000-...	\$74,457.00
Repair and Maintenance	01-110-000-0000-...	\$9,773.00
TOTAL		\$84,230.00

Reason for Request:

Carver County Public Services Division would like to eliminate the vacant 1.0FTE Facility Services Coordinator position and replace it with a 1.0 FTE Assistant Projection Manager. The additional cost of the position is \$9,773 which would come from the building repair and maintenance budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Convert 1.0 FTE Equipment Technician to 1.0 FTE Inventory Control Technician

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:

Public Works (Operations) began working with Asset Works software two years ago for the improvement of service on county equipment. In the time we have been using it, supervisory and technician staff has all taken on a learning role. Management has determined that there is a need for a more technical assistance role in best optimizing the use of the software.

At this time, staff recommends that the Board authorize Public Works to change the 1.0 FTE Equipment Technician (Grade B22) position to an Inventory Control Technician 1.0 FTE (Grade B22) to fill this role.

ACTION REQUESTED:

Approve the conversion of the Equipment Technician to Inventory Control Technician.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

FTE IMPACT: ▼

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5307

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Converting "STOC" Payroll Specialist to "Limited Term" for the HRIS Project

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="3/20/2018"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	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:

Employee Relations and Finance staff are working on the HRIS software project which is expected to not "Go Live" until at least the 2Q 2019. The process to build and test the new HRIS software program is very time consuming which makes it very difficult for the County's Payroll Administrator to participate in the project while processing payroll every other week. Up to this point, Finance has been bringing in temporary help to do payroll in order for the Payroll Administrator to focus on the HRIS project. However, labor laws restricts the number of hours a temporary worker can work in a given year. So Finance is requesting to convert a temporary Payroll Technician to a 0.80 FTE position for a limited term through April 2019, until the HRIS project is completed.

ACTION REQUESTED:

Motion to convert the "STOC" 0.80 FTE Payroll Specialist to a 0.80 FTE "limited term" employee through April 2019.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING						
If "Other", specify: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>County Dollars =</td> <td><input type="text"/></td> </tr> <tr> <td>PFS Division Projects-201</td> <td style="text-align: right;">\$31,524.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$31,524.00</td> </tr> </table>	County Dollars =	<input type="text"/>	PFS Division Projects-201	\$31,524.00	Total	\$31,524.00
County Dollars =	<input type="text"/>						
PFS Division Projects-201	\$31,524.00						
Total	\$31,524.00						
FTE IMPACT: <input type="text" value="Other staffing change (grade, classification, hours, etc.)"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

The one-time funding to convert the temporary Payroll Technician to a 0.80 FTE position for a limited term through April 2019, until the HRIS project is completed, will be provided by line item adjustments within the Property and Financial Services Division 2018 Budget.

Office use only:

RBA 2018 - 5327

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Converting "STOC" Payroll Specialist to "Limited Term" for the HRIS Project

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			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries - limited term	01-045-000-0000-6111	\$31,524.00	Prof & Tech Fees	01-100-000-0000-...	\$31,524.00
TOTAL		\$31,524.00	TOTAL		\$31,524.00

Reason for Request:

One-time funding is needed to convert a "STOC" payroll specialist to "limited term" for the HRIS project which is expected to "Go Live" 4/1/19.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Agreement for Right of Way Acquisition for the Bridge No. 10J41 Construction Project

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:

The 2018 construction season includes the replacement of the bridge (culvert) over Joint Ditch #4 on County Highway 20. Additional right of way is needed to complete this project. Carver County has obtained minimum damage assessments from the Carver County Right of Way Agent for the acquisition of the permanent roadway easement and temporary construction easements along the construction corridor. The County Board previously authorized initial offers to the property owners based on the values in the minimum damage assessments.

Public Works staff has negotiated a settlement with one of the property owners, PID #06.0051100, being impacted by the project.

ACTION REQUESTED:

Motion to adopt a resolution authorizing the payment of the negotiated settlement with the property owner for easements required for the Bridge No. 10J41 Construction Project (#158795)

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
CSAH Reg. Const.	\$2,000.00
Total	\$2,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5315

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

Date: March 20, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owner for Acquisition of Real Property Interests Needed for CSAH 20 Bridge Project. (#158795)

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to reconstruct the bridge over joint ditch #4 and related improvements on Carver County State Aid Highway 20, Project Registry #158795 ; and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained Minimum Damages Assessments from the Carver County Right of Way Agent which estimate the full amount of damages which the County’s proposed acquisition of the property interests described in said Exhibit A will cause to Owners of said real property interests; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required, in the amounts of the minimum damages assessments; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County's acquisition of the real property interests described in said Exhibit A and the construction of a bridge over joint ditch #4 on CSAH 20 constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the independent minimum damages reports of damages obtained by the County from the Carver County Right of Way Agent and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 March 20, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th Day of March, 2018.

Dave Hemze County Administrator

EXHIBIT A

to

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests

Acquisition:

Owner: Jeffrey D & Terri D Hart

PID #06.0051100

Permanent Roadway Easement containing 2236 square feet more or less

Temporary Construction Easement containing 6,014 square feet more or less

Settlement Amount: \$2,000.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Acceptance of the Certificate of Achievement for Excellence in Financial Reporting Award

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="3/20/2018"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property & FS Divison Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Direc"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The Government Finance Officers Association (GFOA) of the U.S. and Canada awarded Carver County with a Certificate of Achievement for Excellence in Financial Reporting for its most recent Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, its attainment represents a significant accomplishment by a government and its management. The Property and Financial Services Division has received this prestigious award since 1996, 20 consecutive years.

In addition to the CAFR award, the County received the GFOA's Distinguished Budget Presentation Award for its 2017 Budget, as well as, an Award for Outstanding Achievement in Popular Financial Reporting for its 2016 Popular Annual Financial Report (PAFR).

ACTION REQUESTED:

Motion to accept the Certificate of Achievement for Excellence in Financial Reporting awarded for the County's 2016 CAFR.

FISCAL IMPACT: <input type="text" value="None"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

None

Office use only:

RBA 2018 - 5259

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of State of MN Voting Equipment Grant and Purchase/Rental of New Election Equipment

Primary Originating Division/Dept: <u>Property & Financial Services - Elections</u>	Meeting Date: <u>3/20/2018</u>
Contact: <u>Kendra Olson</u> Title: <u>Elections & Customer Service...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Laurie Davies</u> Title: <u>Property Tax, Elections & Licen...</u>	

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

- Minnesota counties are responsible for administering elections which includes the purchase and maintenance of election equipment including accessible voting equipment;
- Carver County's election equipment was purchased in 2006 with Federal funding and is approaching the end of its expected 10 to 15 year life;
- Carver County applied for funding from the State of MN Voting Equipment Grant Account and was awarded \$63,172 to be used toward the purchase of new election equipment;
- The County Board approved \$500,000.00 in the 2018 Budget for the purchase of new election equipment;
- Minnesota-certified vendors submitted state contract agreements and Election Systems & Software (ES&S) negotiated an MCCC contract agreement in addition to their state contract agreement;
- The Carver County Election Task Force evaluated equipment from all Minnesota-certified vendors;
- The Property Tax, Elections & License Centers (PTELC) Department would like to present to the County Board its recommendation for the purchase and/or rental of new election equipment from Election Systems & Software (ES&S) as follows:
 - Purchase of (35) DS200 Precinct Count vote tabulators
 - Purchase of (35) ExpressVote Assistive Ballot Marking machines (purchase in 2020)
 - Rental of (1) DS450 Central Count vote tabulator
- The Property Tax, Elections & License Centers (PTELC) Department would like to present to the County Board its recommendation for the purchase of new election equipment from KNOWiNK as follows:
 - Purchase of (130) PollPad electronic pollbooks
- The net quotes from the various vendors to purchase the new election equipment are summarized in the attached documents.
- The recommendation is to rent a (1) DS450 Central Count vote tabulator for \$18,860 for the 2018 election and not purchase the DS450 for \$63,555 which was included in ES&S's attached quote.
- The total net cost for the purchase and rental is \$548,510.

ACTION REQUESTED:

1. Acceptance of the State of MN Voting Equipment Grant funds in the amount of \$63,172 to be used toward the purchase of recommended new election equipment.
2. Approval of the purchase and rental of new election equipment per the PTELC Department's recommendation

These approvals would be subject to required approvals through the Carver County Contract process.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$485,338.00
State Grant	\$63,172.00
Total	\$548,510.00

FTE IMPACT: None

Related Financial/FTE Comments:

\$500K was approved during the 2018 Budget process to replace the County's election equipment. A budget amendment is included for approval, to recognize the \$63,172 State Grant.

Office use only:

RBA 2018 - 5330

**PRICING WORKSHEET
(Summary)**

Purchase Model			
Initial Costs	Dominion	ES&S	Hart
Hardware - Total Purchase Price	\$389,974.00	\$387,325.00	\$381,978.90
Software - Total Purchase Price	\$26,500.00	\$11,635.00	\$57,334.50
Installation/setup fee*	\$33,480.00	\$29,300.00	\$30,000.00
Trade-In Allowance		(\$26,000.00)	
Grant Dollars Received	(\$63,172.00)	(\$63,172.00)	(\$63,172.00)
Total Initial Costs	\$386,782.00	\$339,088.00	\$406,141.40
Annual Costs	Cost	Cost	Cost
Structure and frequency vary by vendor (Includes items such as annual support, firmware licenses, software licenses, preventitive maintenance, etc.)			
Total Annual Costs	included in year 1	included in year 1	\$27,793.00
Grand Total (Hart charges annual support in year 1)	\$386,782.00	\$339,088.00	\$433,934.40
Epollbooks Implementation - KnowInk	\$190,945.00	\$190,945.00	\$190,945.00
Grand Total w/ Epollbooks Implementation	\$577,727.00	\$530,033.00	\$624,879.40

* All vendors include items such as project management, installation, training, acceptance testing and 1st election on-site support

NOTE: Ongoing costs comparable for all vendors

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Approval of State of MN Voting Equipment Grant and Purchase/Rental of New Election Equipment

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
Voter Equip Grant	01-040-065-0000-5320	\$63,172.00
TOTAL		\$63,172.00

CREDIT		
Description of Accounts	Acct #	Amount
Equipment & Furniture Purchase	01-040-065-0000-...	\$63,172.00
TOTAL		\$63,172.00

Reason for Request:

To recognize the State of MN Voting Equipment Grant award. This is currently not in the 2018 budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

License Center Specialist 1.0 FTE

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 long term impact from the State's Deputy Registrar software conversion, referred to as "MNLARS", has shifted additional workload to the front end of the process for the License Center staff that used to be done by State employees at the back end of the process. "REAL ID" will also increase the workload for License Center staff when that becomes effective 10/1/18. The MNLARS workload shift has already increased the wait times for our customers which is expected to get even worse with REAL ID. Thus, County staff is recommending that an additional 1.0 FTE be hired to help offset the increasing workload from both "MNLARS" and REAL ID which will help minimize customer wait times at both License Centers. No levy dollars are needed as a \$10 Passport fee increase that goes into effect on 4/1/18 will fund 100% of the cost of the additional FTE.

ACTION REQUESTED:

Motion to approve a 1.0 FTE Licensing Specialist funded by a \$10 passport fee increase.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
Passport Fee Increase	\$68,327.00
Total	\$68,327.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Funding for the additional 1.0 FTE will be covered by a \$10 passport fee increase which goes into effect on 4/1/18.

Office use only:

RBA 2018 - 5316

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: License Center Specialist 1.0 FTE

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			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Licensing Specialist	01-040-055-1108-6111	\$68,327.00	Passports	01-40-055-1108-5...	\$68,327.00
TOTAL		\$68,327.00	TOTAL		\$68,327.00

Reason for Request:

Fund additional 1.0 FTE Licensing Specialist that is needed to offset the increasing workload from MNLARS and REAL ID which will lower the wait time for License Center customers.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2018 AIS Program

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Since 2012, Carver County has been administering an Aquatic Invasive Species (AIS) program, which has included watercraft inspections, watercraft decontamination services, education, and monitoring and other projects. The program continues to evolve, but the inspection program and overall budget will be similar to the 2017 program. Agreements with the City of Chanhassen and the Minnehaha Creek Watershed District (MCWD) will again be a part of the program's budget and operation. A summary of the proposed 2018 AIS program is attached. The staff is requesting several motions below.

ACTION REQUESTED:

1. Motion to approve the 2018 AIS program, budget, and related budget amendments.
2. Motion to authorize the Chair to sign the agreements with the City of Chanhassen and the Minnehaha Creek Watershed District pending completion of contract review.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
MCWD	\$18,323.88
City of Chanhassen	\$53,393.76
CCWMO	\$50,000.00
Initiative Fdn. Grant	\$20,000.00
State Prevention Aid	\$137,325.00
2017 State Aid rollover	\$53,083.00
Total	\$332,125.64

Insert additional funding source

Related Financial/FTE Comments:

The CCWMO, Initiative Foundation and State Aid funds are all included in the 2018 budget. The MCWD and Chanhassen funds will require a budget amendment, \$71,718.

Office use only:

RBA 2018 - 5313

Memo

To: County Commissioners, David Hemze

From: Andrew Dickhart, AIS Coordinator

Date: March 08, 2018

Re: 2018 County AIS Program Summary

CC: Tom Vellenga, Paul Moline

The following is a summary of the proposed 2018 Carver County Aquatic Invasive Species (AIS) Program. The staff is proposing a program similar to what was in place for 2017 with adjustments that reflect changes as follows:

- Reduced Minnehaha Creek Watershed District (MCWD) partnership funding from 50% to 35%
- New grant to clean aquatic vegetation around boat ramps
- Enhanced monitoring & education strategies
- Addition of Carp Management

Proposed Watercraft Inspection Service Model

- County partners with Cities and Watershed Districts to determine Level of inspection service
- Service is provided to lakes that have public accesses within the County¹
- Dedicated inspection service for high priority lakes
- Roving inspection service for other priority lakes
- 19 Weeks of “Base Level” service
 - Fishing opener to mid-September
- Carver County Water Management Organization Lakes
 - Lake Waconia, Lake Bavaria, Hydes Lake, Reitz Lake, Eagle Lake
- Minnehaha Creek Watershed District Lakes
 - Lake Minnewashta, Piersons Lake, Lake Wasserman
- City of Chanhassen Lakes
 - Lake Susan, Lake Ann, Lotus Lake
- Extended service provided on high priority lakes per MCWD and City of Chanhassen agreements
 - Lake Waconia, Lake Minnewashta, Lotus Lake

Proposed Decontamination Service

- Provided weekends mid-May through October
- SERVICE OFFERED FREE to all users
- Service provided at Waconia East Access

Inspection Partnership Agreements

- Minnehaha Creek Watershed District Lakes
 - Total Cost \$52,353
 - MCWD Funding reduced from 50% in 2017 to 35% in 2018
 - Lake Minnewashta: Cost Share – MCWD 35%, State AIS Prevention Aid 35% Rollover 30%
 - Extended Service at Lake Minnewashta
 - Roving Lakes: Cost Share - MCWD 35%, State AIS Prevention Aid 65%

- City of Chanhassen Lakes
 - Agreement Similar to 2017 - Total Cost \$55,498
 - Cost includes funds from Lotus Lake Assoc. & RPBCWD
 - WMO share \$2,000

Projects and Grants

- Initiative Foundation Decontamination Grant
 - Five year: 2015-19
 - Match to provide decontamination service
- Initiative Foundation Vegetation Grant
 - Two year: 2018-19
 - Match to provide vegetation removal at various public water accesses
- Carp removal project
 - Restore water quality and habitat of Benton Lake in Cologne
 - Partnership with CCWMO

AIS Program Operating Revenue and Expenditure Summary

2018 AIS Funding Revenue		
County Prevention Aid	\$ 137,325	
Carver County WMO	\$ 50,000	
City of Chanhassen	\$ 53,394	
Lake Minnewashta Association	\$	**
Piersons Lake Association	\$	**
Minnehaha Creek (MCWD)	\$ 18,324	
Initiative Foundation Grants	\$ 20,000	
Rollover	\$ 53,083	
TOTAL	\$ 332,126	

** Lake Association funds in negotiation

2018 AIS Estimated Expenditures	
WMO Inspections	\$ 47,443
Chanhasen Inspections	\$ 55,394
MCWD Inspections	\$ 52,354
Monitoring	\$ 6,558
Education	\$ 1,316
Coordination	\$ 83,272
Crew Lead Coordination	\$ 14,000
Decontamination	\$ 14,000
Operating Supplies/Training	\$ 16,750
Rapid Response	\$ 10,000
Vegetation Management	\$ 24,000
Contingency	\$ 7,039
TOTAL	\$ 332,126

2018 County Prevention Aid Breakdown	
AIS Inspections and Coordination	\$ 124,010
Education	\$ 1,262
Operating Supplies	\$ 2,500
Conferences/Training	\$ 1,500
Monitoring	\$ 4,000
Decontamination hours	\$ 4,000
TOTAL	\$ 137,262

¹MN Statute 477A.19, Subd. 3. **Use of proceeds.** A county that receives a distribution under this section must use the proceeds solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county. The county must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds. [Emphasis added.]

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: 2018 AIS Program

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			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
salaries and wages PT	01-123-120-5021-6112	\$71,718.00	local funding	01-123-120-5021-...	\$71,718.00
TOTAL		\$71,718.00	TOTAL		\$71,718.00

Reason for Request:

Since 2012, Carver County has been administering an Aquatic Invasive Species (AIS) program, which has included watercraft inspections, watercraft decontamination services, education, and monitoring and other projects. The program continues to evolve, but the inspection program and overall budget will be similar to the 2017 program. Agreements with the City of Chanhasen and the Minnehaha Creek Watershed District (MCWD) will again be a part of the program's budget and operation. The CCWMO, Initiative Foundation and State Aid funds are all included in the 2018 budget. The MCWD and Chanhasen funds will require a budget amendment.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Advisory Committee Appointment

Primary Originating Division/Dept: Administration (County)

Meeting Date: 3/20/2018

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

The Library Board has vacancies in Commissioner Districts 4 and 5. Applications have been received from the following:

Donna Stacken, District #5

Courtney Johnson, District #5

James Weygand, District #5

Frank Foss, District #4

ACTION REQUESTED:

Motion for appointment to Library Board to serve a three year term.

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 2018 - 5305

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Annual report to the Carver County Community Health 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:

Dr. Richard Scott, Carver County Community Health Services Administrator and Public Health Department Manager, will provide the Carver County Community Health Board with an annual update. The update will include discussing the statewide health ranking of Carver County, as well as highlights of activities of the Public Health Department over the past year. State Statute requires the Community Health Board to meet semi annually.

ACTION REQUESTED:

Motion to convene as the Carver County Community Health Board, and receive the annual report of the Community Health Services Administrator.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5331