



Carver County Board of Commissioners  
 February 3, 2015  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

9:00 a.m.	1.	a)	<b>CONVENE</b>			
		b)	<b>Pledge of allegiance</b>			
		c)	<b>Public comments</b> - <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>			
		d)	<b>New Employee Introduction</b> .....		1	
	2.	Agenda review and adoption				
	3.	Approve minutes of January 20, 2015, Regular Session .....				2-5
	4.	Community Announcements				
9:05 a.m.	5.	<b>CONSENT AGENDA</b>				
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>				
	5.1	Charitable Gambling Application to conduct Raffle in Carver County.....			6	
	5.2	Approve the purchase of vehicles and equipment for Public Works .....			7-8	
	5.3	Move to approve an equipment donation to the CCSO K-9 program .....			9	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>				
	5.4	Professional Service Agreement for 2014 Lifeguard Services.....			10	
	5.5	Authorization to use Eminent Domain for Minnesota River Bluffs Regional Trail .....			11-14	
	5.6	Acceptance of UCare and HealthPartners Funding for Public Health Programs .....			15-16	
	5.7	State Highway 5 Detour Agreement No. 07268 .....			17-18	
	5.8	Sheriff's Office - Adoption of the 2012 Hazard Mitigation Plan Amendment.....			19-26	
		<i>Culture: Provide an organizational culture which fosters individual accountability to achieve goals</i>				
	5.9	Re-classify Eligibility Specialist to Eligibility Representative I, and Eligibility Representative II .....			27	
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>				
	5.10	Reduction in Retainage for CSAH 18 (Lyman Blvd) Reconstruction Project.....			28	
	5.11	Aaron & Ashley Schram - CUP for a Farm Related Business/Large Scale Activity .....			29-35	
	5.12	Support for Carver County Resilient Communities Project Application .....			36-41	

*Finances: Improve the County's financial health and economic profile*  
 5.13 Review Social Services/Commissioners Warrants ..... NO ATT

- 9:10 a.m. **6. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
 6.1 Closed Session - pending litigation ..... 42
- 9:55 a.m. **7. GROWTH: Manage the challenges and opportunities resulting from growth and development**  
 7.1 Richard & Theresa Pawelk - CUP for a Farm Related Business/Large Scale Activity ..... 43-48
- 10:00 a.m. **8. COMMUNITIES: Create and maintain safe, healthy and livable communities**  
 8.1 2015 Aquatic Invasive Species (AIS) Program ..... 49-53
- 10:20 a.m. **9. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
 9.1 MN DNR Land Purchase at Lake Waconia Park ..... 54-56  
 9.2 Cooperative Agreement between the State of Minnesota and Carver County for Lake Waconia Public Water Access..... 57-62  
 9.3 Advisory Committee Appointment ..... 63
- 10:55 a.m. **10. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
 10.1 Resolution Defining 2015 Pay-for-Performance ..... 64-68  
 10.2 Closed Session to Discuss the County Administrator Annual Performance Evaluation ..... 69
- 11:55 a.m. **BOARD REPORTS**  
 1. Chair  
 2. Board Members  
 3. Administrator  
 4. Adjourn

David Hemze  
 County Administrator

**UPCOMING MEETINGS**

- |                   |  |
|-------------------|--|
| February 3, 2015  | 3:30 p.m. Watertown Bridge Groundbreaking Ceremony<br>Mill Park, Watertown |
| February 10, 2015 | No Meeting   |
| February 17, 2015 | 4:00 p.m. Board Meeting  |
| February 24, 2015 | 9:00 a.m. Board Work Session   |
| March 3, 2015     | 9:00 a.m. Board Meeting  |

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Introduction of Jessica Fenn, Recreation and Volunteer Specialist**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Jessica Fenn started December 2nd as the Recreation & Volunteer Specialist, for the Parks Department.

Jessica has a background with Three Rivers Park District as an Outdoor Educator as well as prior experience with agencies offering programming & events specific to naturalist activities for youth and families.

Jessica's work as Recreation & Volunteer Specialist is focused on offering outdoor based activities to families & youth throughout the County as well as the continued development of a sustainable volunteer program in the Parks Department.

**ACTION REQUESTED:**

No action is requested.

**FISCAL IMPACT:**   
If "Other", specify:

FUNDING	
County Dollars =	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 2914

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on January 20, 2015. Chair Randy Maluchnik convened the session at 4:04 p.m.

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

Members absent: None

The following amendments were made to the agenda:

- 6.1 Additional advisory committee applications
- Move Item 7.3 Closed Session to Item 7.2
- Move Item 7.2 Land Acquisition Settlement Agreement to Item 7.3

Lynch moved, Ische seconded, to approve the agenda as amended. Motion carried unanimously.

Degler moved, Workman seconded, to approve the minutes of the January 6, 2015, Organizational Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Authorized the Parks and Trails Supervisor to carry out promotions and provide donations and administrative passes.

Authorized the Sheriff's Division to contract with the State of Minnesota, Division of Homeland Security and Emergency Management, subject to contract review by the County Attorney/Risk and related budget amendment.

Professional services agreement with Bolton and Menk, Inc., pending finalization of the contract review process.

Approved the purchase of PID #07.0191200 and authorized the Public Works Division Director, or his designee, to proceed with signing acquisition documents on behalf of Carver County.

Approved reclassifying two 1.0 FTE and one .65 FTE Social Worker I's to Social Worker II (Family Resource Social Worker) to be effective the start of the first payroll period following approval.

Approved the following abatements:

- |            |                                 |
|------------|---------------------------------|
| 85.9520020 | Unoccupied Pad                  |
| 30.9520091 | Celen Roberto Caballero Herrera |
| 11.0281700 | Rita Boettcher                  |

45.0750010	Rita Boettcher
30.5910250	Matthew Zeiher
20.1400220	Eric Harder
20.1130500	Carver County CDA
85.0500100	David Reuter
58.7350190	Matthew Luebke
40.4400120	M. John Ahrendt

Reviewed January 13, 2015, Community Social Services' actions/Commissioners' warrants in the amount of \$506,117.51 and reviewed January 20, 2015, Community Social Services' actions/Commissioners' warrants in the amount of \$456,143.51.

Motion carried unanimously.

The Board considered appointments to various advisory committees.

Lynch moved, Ische seconded, to appoint Lucille (Mary Lou) Jirik to the Arts Committee. Motion carried unanimously.

Workman moved, Degler seconded, to appoint Christin Congdon to the Arts Committee. Motion carried unanimously.

Degler moved, Lynch seconded, to appoint Molly Koivumaki to the Community Development Agency. Motion carried unanimously.

Lynch moved, Ische seconded, to appoint Doug Kammerer to the Water, Environment and Natural Resources Committee. Motion carried unanimously.

Degler moved, Workman seconded, to open the public hearing on the amendment to the Parks, Open Space and Trails Chapter of the Carver County 2030 Comprehensive Plan. Motion carried unanimously.

Paul Moline, Public Health and Environment, entered into the record the Affidavit of Publication and the draft Comp Plan amendment. He noted the amendment was initiated by the Parks Department and his Department was responsible for developing and maintaining the Comp Plan.

Nate Kabat, Public Health and Environment, explained the purpose of the amendment was to incorporate the new cost participation policy for standalone trails, to recognize trail implementation that has been accomplished and to respond to community input and public comments. He highlighted the cost participation policy adopted by the Board in November. Kabat stated the amendments insert reference to the new policy, updates language in the trail and bikeway section and noted the text and map edits that were made. He pointed out what currently exists on the trail plan network and changes after the amendment that related to trail classifications.

He clarified the lines depicting the trails have not changed; only the classification labels have changed. Kabat noted they did receive input through the Planning Commission process. He stated staff met with San Francisco Township to address their concerns and the comments received were resolved through the Planning Commission process.

Moline clarified since they were not making any changes to the trail maps, they did not want to address moving trails and they would have an opportunity to revisit trail locations when the Comp Plan was amended.

No public testimony was received.

Workman moved, Ische seconded, to close the public hearing. Motion carried unanimously.

Ische offered the following Resolution, seconded by Degler:

Resolution #01-15  
Adopting Ordinance 79-2015 Amending the Parks, Open Space and Trails  
(POST) Chapter of the Carver County 2030 Comprehensive Plan

On vote taken, all voted aye.

Summary: Ordinance 79-2015, Amendments to Ordinance 68, (*CARVER COUNTY 2030 COMPREHENSIVE PLAN*), of the Carver County Code.

The following is a summary of the essential elements of Ordinance 79-2015 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 purchased from the Carver County Planning and Water Management Department. Ordinance 79-2015 amends Ordinance 68 by updating and changing the Parks, Open Space, and Trails (POST) Chapter of the Carver County 2030 Comprehensive Plan. The revised ordinance updates the POST Chapter to reference the Policy for Cost Participation Between Carver County and Other Agencies For Standalone Cooperative Trail Improvement Projects and aligns Figure 6.8 Trail and Bikeway Plan in the POST Chapter with the trail designations defined in the standalone cooperative trail policy. The revised POST Chapter updates trail descriptions to recognize trail implementation completed between adoption of the Ordinance 68 on April 27, 2010, and adoption of Ordinance 79-2015 on January 20, 2015.

Degler moved, Ische seconded, to go into closed session pursuant to 13D.05, Subd 3(b) to discuss attorney client litigation matters related to CSAH 11 construction project, SP 010-611-06. Motion carried unanimously.

Commissioner Workman left the room at this time.

The Board adjourned the closed session at 5:15 p.m.

Pat Lambert, Public Works, requested the Board adopt a Resolution for the negotiated settlement between Carver County and Walter Raser for the CSAH 11 construction project.

Ische offered the following Resolution, seconded by Degler:

Resolution #02-14  
Right of Way Acquisition – CSAH 11  
Project SP 010-11-006

On vote taken, Ische, Degler, Lynch, Maluchnik voted aye, Workman absent. Motion carried. Chair Maluchnik acknowledged Commissioner Workman had excused himself regarding these actions due to a potential conflict of interest.

Ische moved, Degler seconded, to adjourn the Regular Session at 5:18 p.m. Ische, Degler, Lynch Maluchnik voted aye, Workman absent. 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:**

**Charitable Gambling Application to conduct Raffle in Carver County**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

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

**BACKGROUND/JUSTIFICATION:**

A Charitable Gambling application to conduct a raffle in Carver County was received from the Sno Hawks Snowmobile Club. They plan to hold a raffle on March 7, 2015 at Dahlgren Golf Course located at 6940 Dahlgren Rd, Chaska, MN 55318.

**ACTION REQUESTED:**

Approval for Sno Hawks Snowmobile Club to conduct a raffle in Carver County on March 7, 2015.

**FISCAL IMPACT:**   
If "Other", specify:

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

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3010



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve the purchase of vehicles and equipment for Public Works**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

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

**BACKGROUND/JUSTIFICATION:**

Carver County Public Works has a large fleet of vehicles and equipment that are used in Program Delivery, Operations, and Parks department. The County annual budget and Long Term Financial Plan includes recommendations from the Public Works fleet replacement program. The equipment budget for 2015 is \$1,254,500. Funding sources include: \$212,500 levy, \$187,500 CSAH funds and \$854,500 reimbursement funds from the State for the 101/61 project.

At this time Public Works is requesting to purchase the following:

1. Freightliner FL-70 Sign Truck.
2. Bobcat A770 Skidsteer with attachments.
3. 2 Ford F350 Crew Cabs.
4. Ford F350 Crew Cab Dump Box.
5. Trimble GPS Survey Equipment.
6. Mack GU713 Tandem and plow equipment.
7. Felling FT-20-2 Deck Over Tilt Trailer.

The total cost of this equipment after applicable trade ins is \$720,275.16.

Staff obtained bids per the county contract and local preference purchasing policies.

Further information including bid summary, vendors and justification is attached.

**ACTION REQUESTED:**

Approve the purchase of various equipment as shown for public works for \$720,275.16.

**FISCAL IMPACT:**   
If "Other", specify:

<b>FUNDING</b>	
<b>County Dollars =</b>	<b>\$720,275.16</b>
<b>Total</b>	<b>\$720,275.16</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3017

## 2015 Public Works Capital Equipment Purchase Summary

February 3, 2015 County Board Meeting

Equipment Description	Replacement Unit/Information	Cost	Vendor(s)	State Contract	Local Vendor	Quote 1	Quote 2	Notes
<b>Freightliner FL-70 Sign Truck.</b>	2001 Freightliner Sign Truck	\$214,442.00	I-State Truck, Inver Grove Heights and body from Truck Utilities of St Paul	y	n	N/A	N/A	
<b>Bobcat A770 Skidsteer with attachments. (84" sweeper, 10' snow pusher, stump grinder, and landscaping rake)</b>	2003 Bobcat 863 Skid Steer- The current unit is to be traded in on the replacement.	\$68,917.40	Lano, NYA	y	y	N/A	N/A	
<b>Ford F350 Crew Cab</b>	1995 C3500 Chevy Pick Up. The current unit will be sold at auction	\$39,355.90	Waconia Ford	y	y	\$39,229		Best value local preference discount of 2% for heavy duty vehicles for providing priority warranty service.
<b>Ford F350 Crew Cab</b>	2001 F350 Crew Cab. The current unit will be sold at auction.	\$39,355.90	Waconia Ford	y	y	\$39,229		Best value local preference discount of 2% for heavy duty vehicles for providing priority warranty service.
<b>Ford F350 Crew Cab Dump Box.</b>	2000 F350 Crew Cab Dump Box. The current unit will be sold at auction.	\$62,963.90	Waconia Ford	y	y	\$38,793.00 (Mid Way Ford)+\$23,399 (Towmaster)	\$35,564.90 (Waconia Ford)+\$23,399 (Towmaster)	Best value local preference discount of 2% for heavy duty vehicles for providing priority warranty service.
<b>Trimble GPS Survey Equipment.</b>	Replaces Trimble TSC2 and Trimble R8, outdated equipment. The Trimble equipment is the recommended survey equipment as the industry standard.	\$45,906.26	Frontier Precision Inc, Maple Grove	n	n	\$45,906.26		Sole Source Supplier
<b>Mack GU713 Tandem and plow equipment</b>	2001 International Tandem Axle Snow Plow	\$233,643.80	Nuss Truck and Equipment in Roseville and Towmaster Inc., Litchfield, MN.	y	n	N/A	N/A	
<b>Felling FT-20-2 Deck Over Tilt Trailer.</b>	1987 7 ton trailer- Replacing trailer with a deck over axle tilt trailer that will allow us to haul our street sweepers and other wide equipment.	\$15,690.00	Lano, NYA	y	y	\$18,385 (Felling)	\$15,690 (Lano)	Lano beat state contract price

\$720,275.16

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Move to approve an equipment donation to the CCSO K-9 program.**

Primary Originating Division/Dept: Sheriff

Meeting Date: 2/3/2015

Contact: Eric Kittelson Title: Lieutenant

Item Type: Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

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

**BACKGROUND/JUSTIFICATION:**

Paws Inn Resort & Training Owner, Jodi Theis, would like to donate a Temperature Alarm and Deployment System for a 2015 Ford Explorer, valued at \$1,049.00. This equipment is specific for a K9 vehicle. The Sheriff's Office currently operates a similar system in a 2008 Ford CVPI. This new system would be an upgrade to an older system and allow us to install new electronics into a new vehicle as it is built.

**ACTION REQUESTED:**

I request that the board move to approve an equipment donation of a Temperature Alarm and Deployment System from Jodi Theis and Paws Inn Resort & Training.

**FISCAL IMPACT:** None  
If "Other", specify:

<b>FUNDING</b>	
County Dollars =	
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT:** None

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:  
None

*Office use only:*

RBA 2015 - 3011

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Service Agreement for 2014 Lifeguard Services**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="2/3/2015"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks &amp; Trails Supervisor"/>	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:  
Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

In 2013, Carver County signed a 2-year agreement with Minnetonka Aquatics to provide lifeguard service for the years 2013 & 2014. At that time, the Request for Board Action Form specified the agreement was for two years and requested Board approval. An error was made when information was entered into the County's contract system which indicated that the contract had an expiration date of 2013 and did not include 2014. Consequently, when the payment for 2014 lifeguard service came due, the County's contract tracking system did not indicate an active contract with the vendor and payment has been withheld for the 2014 lifeguard service. Lifeguard services were rendered per the signed agreement with Minnetonka Aquatics for service at Lake Minnewashta and Lake Waconia Regional Parks.

To correct the error it is necessary that a professional service agreement for 2014 lifeguard services be approved.

This new 2014 PSA & RBA is housekeeping work to provide an active contract to pay for the services received in 2014. Both Risk & Attorney's Offices have reviewed and approved.

**ACTION REQUESTED:**

Approve the Professional Service Agreement for 2014 Lifeguard Services and authorize the Board Chair to sign.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$35,644.75"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$35,644.75"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

Currently, no other vendor provides lifeguard services in the Carver County area.

Office use only:

RBA 2015 - 2976

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Authorization to use Eminent Domain for Minnesota River Bluffs Regional Trail**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

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:**

Property located at N ½ of Lot 8, Block 141, Town of Carver is needed for future trail construction. County staff is unaware of who currently has an ownership interest in the property. A Notice of Offer for Purchase was published in the official county newspaper for three weeks and 30 days to negotiate a purchase with owner(s) have elapsed. The county has not been contacted by anyone with an ownership interest in the property. In order to maintain the project timeline and secure Federal funding, staff is requesting authorization to use eminent domain, including "quick take" possession, property located at N ½ of Lot 8, Block 141, Town of Carver.

**ACTION REQUESTED:**

Adopt a resolution authorizing the use of eminent domain to acquire property located at N ½ of Lot 8, Block 141, Town of Carver for the Minnesota River Bluffs Regional Trail.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 2998

**BOARD OF COMISSIONERS  
CARVER COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_ - \_\_\_\_**

**A Resolution Authorizing and Directing  
Condemnation of Fee Title Interests Required for the  
Minnesota River Bluffs Regional Trail Extension**

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 to acquire land and other interests in real estate which are needed for public use or purpose; and

WHEREAS, Carver County wishes to construct trail and related improvements as part of the Minnesota River Bluffs Regional Trail Extension (“Project”); and

WHEREAS, in order to construct the Project, the County must acquire, by fee title, the real property located at N ½ of Lot 8, Block 141, Town of Carver (“Subject Parcel”); and

WHEREAS, based upon an appraisal of Subject Parcel prepared by the Public Works Division, and in accordance with authorization of the Board of Commissioners, the County has published a Notice of Offer to Purchase Real Property to all known and unknown owners of the Subject Parcel affected by the Project; and

WHEREAS, no owners have responded to the County’s published Notice of Offer to Purchase Real Property, nor has the County been able to identify any persons with an ownership interest in the Subject Parcel; and

WHEREAS, despite good faith efforts, the County has been unable to reach agreement with the unknown owners of the Subject Parcel; and

WHEREAS, the Board of Commissioners finds that it is reasonably necessary, proper, and convenient, and in the interest of the public health, convenience, and general welfare of the citizens of the County that fee title to and possession of the Subject Parcel hereinbefore described be acquired through use of the power of eminent domain in furtherance of the Project; and

WHEREAS, the Board of Commissioners finds that the funding and construction schedule for the Project make it necessary to acquire title to and possession of the Subject Parcel described herein prior to the filing of the final report of the condemnation commissioners to be appointed by the district court.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF CARVER IN REGULAR MEETING ASSEMBLED, that it is the considered judgment of the Board of Commissioners that the Subject Parcel, N ½ of Lot 8, Block 141, Town of Carver, be acquired for the stated public purposes, and that the interests be acquired, if necessary, through the exercise of the power of eminent domain.

BE IT FURTHER RESOLVED, that the County Attorney and legal counsel retained by the County are authorized and directed to take all steps necessary to acquire the fee title interests described herein by filing an action in eminent domain, negotiation of early entry authorization, and the use of the quick-take procedure.

Adopted this 3<sup>rd</sup> day of February, 2015 by the Carver County Board of Commissioners.

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

STATE OF MINNESOTA    )  
                                  ) ss.

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 3<sup>rd</sup> day of February, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of February, 2015.

\_\_\_\_\_  
Dave Hemze                      County Administrator

Subscribed and sworn to before me  
this \_\_\_\_\_ day of February, 2015.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

Notary Stamp

\_\_\_\_\_  
Chair, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk, Board of Commissioners



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Acceptance of UCare and HealthPartners Funding for Public Health Programs**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Public Health"/>	Meeting Date: <input type="text" value="2/3/2015"/>
Contact: <input type="text" value="Marcee Shaughnessy"/> Title: <input type="text" value="Public Health Manager"/>	Item Type: Consent <input type="text"/>
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:**  
 Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

UCare and HealthPartners, both nonprofit health care organizations, have offered funding to Carver County Public Health to support healthy communities in 2015.

At the end of 2014, Public Health applied for a \$25,000 grant from UCare to support Breastfeeding Friendly Businesses in Carver County. Since breastfeeding is recognized as the best source of nutrition for most infants, Public Health will use this funding in 2015 to partner with Carver County worksites to increase support for breastfeeding at worksites and in the community, creating a positive impact on breastfeeding initiation, duration, and intensity.

HealthPartners also offered Public Health \$20,000 at the end of 2014 to support the Carver Healthy Families home visiting program in 2015. Public Health staff utilize the "Healthy Families America" national home visiting model to work with first time parents in their homes, ensuring infants are safe, healthy and nurtured, and children arrive at school ready to learn.

Both funding sources do not want to use grant contracts. They have only asked that the funds be spent on the two initiatives described above. Funds will not be spent on staff salaries.

**ACTION REQUESTED:**

Motion to accept funding from UCare and HealthPartners to be used in 2015 for Public Health's breastfeeding and home visiting programs.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/></p> <p>If "Other", specify: <input type="text"/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></p> <p><b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text"/></td> </tr> <tr> <td>UCare Grant</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td>HealthPartners Funding</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$45,000.00</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text"/>	UCare Grant	\$25,000.00	HealthPartners Funding	\$20,000.00	<b>Total</b>	<b>\$45,000.00</b>
<b>County Dollars =</b>	<input type="text"/>								
UCare Grant	\$25,000.00								
HealthPartners Funding	\$20,000.00								
<b>Total</b>	<b>\$45,000.00</b>								

**Related Financial/FTE Comments:**  
 Funds will not be spent on staff salaries.

*Office use only:*

RBA 2015 - 3001

# Budget Amendment Request Form



**Agenda Item:**

Acceptance of UCare and HealthPartners Funding for Public Health Programs

Department:  
t:

Meeting Date: 2/3/2015

Requested By:

Marcee Shaughnessy

Fund:

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

Description of Accounts	Acct #	Amount
Postage	01-460-463-2353-62...	\$4,680.00
Printing	01-460-463-2353-62...	\$200.00
Advertising	01-460-463-2353-62...	\$3,842.00
Professional & Tech. Fees for Services	01-460-463-2353-62...	\$1,500.00
Mileage	01-460-463-2353-63...	\$420.00
Conference & Prof. Maintenance	01-460-463-2353-63...	\$1,500.00
Food and Beverages	01-460-463-2353-64...	\$500.00
Public Health Supplies	01-460-463-2353-64...	\$12,358.00
Professional & Tech. Fees for Services	01-460-461-2345-62...	\$8,000.00
Conference & Prof. Maintenance	01-460-461-2345-63...	\$2,500.00
Food and Beverages	01-460-461-2345-64...	\$1,500.00
Supplies	01-460-461-2345-64...	\$8,000.00
<b>TOTAL</b>		<b>\$45,000.00</b>

Description of Accounts	Acct #	Amount
UCare Grant	01-460-463-2353-52...	\$25,000.00
HealthPartners Funding	01-460-461-2345-52...	\$20,000.00
<b>TOTAL</b>		<b>\$45,000.00</b>

**Reason for Request:**

Add funding from UCare and HealthPartners to Public Health's 2015 budget, to be used for breastfeeding and home visiting programs.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**State Highway 5 Detour Agreement No. 07268**

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:**

MnDOT will be performing grading, alternate bituminous or concrete surface construction upon, along and adjacent to Trunk Highway No. 5 from .23 miles east of Scandia Road to .09 miles west of County State Aid Highway No. 11. MnDOT requires a detour to carry Trunk Highway No. 5 traffic on County State Aid Highway No. 10 during the construction.

**ACTION REQUESTED:**

Adopt a resolution entering into an agreement with the State of MN for compensation for road life consumed by the TH 5 detour in the amount of \$64,031.02, pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3003

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

Date: February 3, 2015  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**AGREEMENT  
BETWEEN  
CARVER COUNTY AND THE STATE OF MINNESOTA**

IT IS RESOLVED that Carver County enter into Mn/DOT Agreement No. 07268 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 10 to be used as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 5 from 0.23 miles east of Scandia Road to .09 miles west of County State Highway No. 11 under State Project No. 1002-101 (T.H. 5=121).

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, 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 3<sup>rd</sup> day of February, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 3<sup>rd</sup> day of February, 2015.

\_\_\_\_\_  
David Hemze                      County Administrator

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2015.  
Notary Public \_\_\_\_\_  
My Commissions expires \_\_\_\_\_.

Notary Stamp

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Sheriff's Office - Adoption of the 2012 Hazard Mitigation Plan Amendment**

Primary Originating Division/Dept: Sheriff

Meeting Date: 2/3/2015

Contact: Tim Walsh Title: Emergency Management Spe...

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:**

FEMA requires cities and counties to have a current approved Hazard Mitigation Plan to be eligible for Hazard Mitigation Grant funding. Carver County does have an approved Hazard Mitigation Plan which was completed in June of 2012. In June of 2014 Carver County experienced a large amount of rain in a short period of time which resulted in road damage, bridge damage, building damage, culvert damage, and slope failures. The approved 2012 Hazard Mitigation Plan does not cover the mentioned topics above so an amendment was drafted to be eligible for hazard mitigation funds for the items mentioned above. The current amendment has been approved by FEMA and will become part of the 2012 Hazard Mitigation Plan when the resolution is passed. A request will also go out to all cities to have a resolution adopting the amendment so they also become eligible for funding.

**ACTION REQUESTED:**

Adoption of the 2012 Carver County Hazard Mitigation Plan amendment.

**FISCAL IMPACT:** None  
If "Other", specify:

<b>FUNDING</b>	
County Dollars =	
<b>Total</b>	\$0.00

**FTE IMPACT:** None

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

Office use only:  
RBA 2015 - 3009

# AMENDMENT

Amending the approved 2012 Hazard Mitigation Plan

December 8, 2014

## Section 1

### **PLAN, BACKGROUND, AND PURPOSE**

#### **1.1 Overview**

The Carver County Multijurisdictional Hazard Mitigation Plan (HMP) as written fulfills the requirements of the Disaster Mitigation Act of 2000, which is administered by the Federal Emergency Management Agency (FEMA). The act requires all Hazard Mitigation Plans be updated every five years. This is an amendment to the approved 2012 Hazard Mitigation Plan.

This amendment is being put together because of the June 2014 rainfall we encountered in a short period of time. The rainfall covered the entire county and ranged from 9.26 inches to 13.65 inches. Most of this rain fell within a couple of days. Carver County had areas with road wash-outs, bridge wash-outs and culvert damage.

#### **1.4 Purpose**

The purpose of this amendment is to identify risk and vulnerability to Carver County and to formulate a plan of action to reduce damage and loss of life from these natural disasters. This amendment shall serve as a benchmark for future mitigation activities and will identify mitigation goals and objectives for Carver County and its cities and townships.

Realizing that identifying our community's risk and working collectively toward the prevention of disaster in our community is in everyone's best interest, Carver County Emergency Management has taken the lead on this amendment.

## Section 4

### **RISK AND VULNERABILITY ASSESSMENT**

#### **4.1 Update to the Risk and Vulnerability Assessment**

There has been one significant event since the approval of the May 2012 Hazard Mitigation Plan. In this event, we had rain over the entire county which ranged from 9.26 inches to 13.65. The deluge of rain happened in June of 2014, this led to saturated soils, soil erosion and flooding throughout the county.

Flooding is identified in the HMP but does not identify landslides/slope failure, property acquisitions/structure relocation, water supply/wastewater treatment, and bridge/culvert replacement, specifically. All four of these areas are identified in the amendment

- Landslide/Slope Failure – the rainfall event saturated the soils in Carver County to the point that hill sides, Creek banks, and river banks were weakened. The slopes and the soils started to fall. Some of these slope failures impacted, homes, trails, and water ways.
- Property Acquisition/Structure Relocation – this is something that we did not have in our HMP from the beginning. This was brought to light when we had a slope failure impact a home in Chanhassen. The property owner lost approximately 65 feet of earth when the slope near the property failed and continues to deteriorate at a slower rate each time it rains.
- Water Supply/Wastewater Treatment – The June 2014 rainfall impacted the Norwood Young America (NYA) wastewater treatment facility shutting it down for days. The water runoff from the rain filled the ditch next to the treatment plane which backed up onto the property. The City tried to sandbag the facility but could not keep up with the rising water. One building had water covering pumps and electric-powered circuitry. The depth of water was estimated at 13 feet deep. Another building had approximately 6 feet of water and covering pumps and electric-powered circuitry.

The other City impacted was Mayer. The City of Mayer found sanitary storm sewer manholes that were submerged in water for several days. This created inflow & infiltration issues for the wastewater treatment facility. The high wastewater alarms started to sound in several lift stations along with the plant it-self. The wastewater treatment facility started to flood so the City had to go into by-pass to save the wastewater treatment facility from totally flooding out.

- Bridges/Culverts – The June 2014 rainfall impacted several bridges and culverts through-out Carver County. Some of these bridge repairs/replacements and culvert replacements are not being covered by the disaster declaration. One culvert in Watertown Township is not being covered but sustained enough damage that the weight limits had to be reduced. This is an old wood box culvert with a roadway above. The township would like to see this replaced with a new culvert so traffic can resume at normal weights.

#### **4.2 Risk and Vulnerability Assessment Process**

The following natural and technological hazards were identified in the amendment:

- Landslides/Slope Failure
- Flash Flooding

The following infrastructure, facilities and buildings are identified as uniquely vulnerable to landslides, slope failure and flash flooding:

- Homes/Structures Vulnerable to Flooding and Erosion: Property Acquisitions/Structure Relocation
- Water Supply/Wastewater Treatment
- Bridges/Culverts

#### 4.3.6 Landslide/Slope Failure

##### Hazard Identification

Landslide/Slope Failure is the downward falling or sliding of a mass of soil/earth from a steep slope.

##### Hazard Profile

Data on the probability and frequency of occurrence of landslide/slope failure is limited with recent research. Carver County experienced its worst landslide/slope failure in June of 2014 when we had several inches of rain. This rain saturated the soil which made the slopes unstable.

##### Assets Exposed to Hazard

- **Property Risk/Vulnerability:** Landslide/Slope Failure in this event has affected approximately 11 properties that we have been made aware of. The Cities affected by these Landslide/Slope Failures are the Cities of Carver, Chaska and Chanhassen. The structures on these properties are in danger of earth moving across the structure or the earth moving away from the structure.
- **People Risk/Vulnerability:** In evaluating vulnerability of the population in Carver County the risk/vulnerability includes the entire population since there is no way to determine the impact/magnitude of a landslide/slope failure.
- **Environmental Risk/Vulnerability:** Risks to the environment are high when rain falls at a fast rate in a short period of time. The soil saturation could lead to soil erosion, which could mean the loss of vegetation and change of water ways.

#### 4.3.7 Properties Uniquely Vulnerable to Landslides, Erosion and Flash Flooding: Targeting Home and Structure Acquisition and Relocation

##### Hazard Identification

Property acquisition and structure relocation projects involve the voluntary physical relocation of an existing structure to an area outside of a hazard-prone area and, typically, the acquisition of the underlying land. Relocation must conform to all applicable State and local regulations. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain function.

##### Hazard Profile

The approved HMP from May 2012 does briefly talk about prioritizing properties for reconstruction and/or acquisition/removal. This is found under 4.3.3 flooding, at the bottom of page 4.35. The sentence does not talk about relocation of structures, so we wanted to add this for a viable option.



## Assets Exposed to Hazard

- **Property Risk/Vulnerability:** Property Acquisition/Structure Relocation has affected one home in the City of Chanhassen adjacent to a landslide/slope failure from the June 2014 rains/flooding. We have added this to the Hazard Mitigation Plan for this property but for future structures that are impacted by flood plain changes or landslides/slope failures.
- **People Risk/Vulnerability:** In evaluating vulnerability of the population in Carver County the risk/vulnerability includes the entire population since there is no way to determine the impact/magnitude of a Property Acquisition/Structure Relocation.
- **Environmental Risk/Vulnerability:** Risks to the environment are minimal. This process would involve the movement of structures from one location to another or possible total demolition.

### 4.3.8 Public Facilities Uniquely Vulnerable to Landslides, Erosion and Flash Flooding: Water Supply/Wastewater Treatment

#### Hazard Identification

This is being added because of the June 2014 rain events in Carver County. The Norwood Young America wastewater treatment facility sustained damage from flood waters that shut down the plant. This impacted the city by having residents minimize the use of water, which reduced wastewater. The facility sustained large amounts of water in two of the facility buildings which took out pumps and electrical equipment. This shut down the plant which forced the city to bypass normal facility treatment operations.

The Watertown Wastewater Treatment Facility is another facility that has been impacted in the past. In 2011, the Crow River reached the height of 16.44 ft., but the National Weather Service was forecasting the crest to reach the 1965 flood numbers of 19.23 or higher. This forecast prompted the city to start building a levee system around the facility to reduce the impact of the river water into the facility and shutting it down.

The City of Mayer has a Wastewater Treatment Facility that was impacted by the rain events of June 2014. The facility was put into bypass mode because there was too much inflow & infiltration of fresh water into the system from sanitary sewer manholes submerged under water. This bypass mode does not allow the wastewater treatment facility to treat the wastewater properly.

When looking at power outages, there is a great impact to water supply facilities along with wastewater facilities. The impact is total shut down if facilities are not backed up with generator or another source of power. What can be done to reduce or eliminate this impact so residents and businesses have water but that water can be treated before leaving the wastewater facility?

## Hazard Profile

The reduction or complete loss of either of these facilities would impact more than 50% of a community. This would be a catastrophic event to the community. The loss of water supply to a community affects the residents, businesses and the local fire department. The loss of a wastewater treatment facility would also impact the residents and businesses because wastewater would not be treated in the normal process.

## Assets Exposed to Hazard

- **Property Risk/Vulnerability:** The flooding of the wastewater treatment facility in Norwood Young America affected several thousand people during the June 2014 rain/flood event. This type of flooding event has the potential of affecting wastewater treatment facilities all over Carver County.
- **People Risk/Vulnerability:** Residents and business are the ones affected by the shutdown of a wastewater treatment facility and even a water-supply facility will affect residents and business along with the fire department for fire suppression.
- **Environmental Risk/Vulnerability:** The environmental issues would be untreated wastewater being passed through or around the wastewater treatment facility because it is not working properly. The potential of raw sewage flowing into rivers, lakes, and marches is high when there is a failure.

### 4.3.9 Infrastructure Uniquely Vulnerable to Landslides, Erosion and Flash Flooding: Bridges/Culverts

#### Hazard Identification

Through-out the county there were bridges and culverts that sustained damages from the June 2014 flooding event that was not eligible for disaster funds. The bridges and culverts were damaged enough that weight restrictions were added. Communities would like to upgrade these bridges/culverts to mitigate further damage and total loss of the bridge/culvert

#### Hazard Profile

The loss of a bridge/culvert in some areas of the county would be critical. This is not the same impact for more urban areas of the county. However, this is an impact that affects the community for the duration of the repair or replacement.

#### Assets Exposed to Hazard

- **Property Risk/Vulnerability:** Risks/ Vulnerability to the property are minimal. The removal process and reconstruction process would be monitored.
- **People Risk/Vulnerability:** Residents in the area or people that travel in the area are affected. The bridges that are damaged may be put under weight restrictions. The older bridges are in rural areas where there are farming activities. Some of these activities require large truck or tractors for hauling.

Adding weight restrictions to these bridges may have a large impact on the farming industry in those areas.

- **Environmental Risk/Vulnerability:** Risks/ Vulnerability to the environment are minimal. The removal process and reconstruction process would be monitored.

## 5.2.1 Flooding

### Landslide/Slope Failure

- **Mitigation Goal #5:** To improve landslide/slope failures that impact public and/or private infrastructure.
- **Objective #5:** Improve the landslide/slope failure areas so no further erosion will impact public and private infrastructure.

### Property Acquisition/Structure Relocation

- **Mitigation Goal #6:** To acquisition or relocate structures that are in danger of structural damage due to flooding or landslide/slope failure.
- **Objective #6:** Purchase structures or move them to another location to eliminate structural damage due to flooding or landslide/slope failure.

### Water Supply/Wastewater Treatment

- **Mitigation Goal #7:** Reduce the potential of total failure of these facilities.
- **Mitigation Goal #8:** Reduce inflow & infiltration into the sanitary sewer system.
- **Objective #7:** Assist these facilities in planning by looking at flooding, power outages, back-up systems, etc.
- **Objective #8:** Assist Cities and Townships with inflow & infiltration issues.

### Bridges/Culverts

- **Mitigation Goal #8:** Replacement of failing/damaged bridges and culverts.
- **Objective #8:** Assist Cities and Townships with bridges and culverts that are in need of replacement to improve weight limits, safety of vehicles passing over, and water passage.



**FEMA**

DEC 29 2014

Ms. Jennifer Nelson  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
444 Cedar Street, Suite 223  
Saint Paul, MN 55101

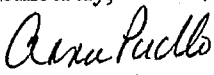
Dear Ms. Nelson:

Thank you for submitting the Carver County All-Hazards Mitigation Plan amendment for our review. This amendment identifies landslides, land subsidence, and flash flooding as relevant hazards and updates mitigation strategies for these hazards. The amendment was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Carver County met the required criteria for a local hazard mitigation plan amendment. Formal approval of this plan is contingent upon the adoptions by the participating jurisdictions. Once FEMA Region V receives documentation of adoption from the county and other jurisdictions, we will send a letter of official approval to your office.

We look forward to receiving the adoption documentation and completing the approval process for Carver County.

If you or the community representatives have any questions, please contact Tom Smith at (312) 408-5220 or at [thomas.smith6@fema.dhs.gov](mailto:thomas.smith6@fema.dhs.gov).

Sincerely,

*for*   
Christine Stack, Director  
Mitigation Division

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Re-classify Eligibility Specialist to Eligibility Representative I, and Eligibility Representative II**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  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:**

It is being requested to re-classify the current single job class of Eligibility Specialist (pay grade 10), into two classes of Eligibility Representative I and Eligibility Representative II. This action is necessary for three significant reasons: First, the job responsibilities of the recommended Eligibility Representative II reflect the increased complexity of the position as a result of ACA requirements. Second, the distinct roles allow us to attract a greater pool of high potential candidates for the level one position while enhancing our ability to retain experienced workers with the higher level challenges and pay range of the level two. The reclassification will put our pay scale in line with other metro counties. Third, it will allow us to grow our own experienced talent pool by offering an entry level position and career progression opportunity. The new job descriptions have been submitted to our consultant for review and have been classed at Pay Grade 10 for Eligibility Representative I, and Pay Grade 11 for Eligibility Representative II.

**ACTION REQUESTED:**

Approve the reclassification of the position of Eligibility Specialist into Eligibility Representative I and Eligibility Representative II.

**FISCAL IMPACT:**

**FUNDING**

If "Other", specify:

County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

**Related Financial/FTE Comments:**

The unreimbursed amount to reclassify current workers into the new positions will be \$28,400.00. This amount can more than be covered by savings incurred from vacancy and turnover experienced in these positions as well as higher than budgeted federal reimbursements for these positions.

*Office use only:*

RBA 2015 - 3028

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Reduction in Retainage for CSAH 18 (Lyman Blvd) Reconstruction 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 SP 010-618-013 project includes reconstruction of CSAH18 (Lyman Blvd) from Audubon Rd north to CSAH 17 (Powers Blvd) from a 2-lane rural roadway to a 4-lane divided urban roadway. Mathiowetz Construction was awarded this \$5.16 million construction project on March 18, 2014. The majority of the construction work was completed in 2014. The project is over 92% complete.

Per the terms of the contract, retainage for this project is 5.0% of completed construction work. Mathiowetz Construction has requested that the retainage be reduced to \$5,000.00. The request to reduce and release retainage is allowed by the contract conditions. Based on the project specifications and staff's evaluation; it is staff's recommendation to lower the 5.0% retainage to 1.0% of completed construction work.

**ACTION REQUESTED:**

Approve reduction of contract retainage to 1% of the completed work for contract 14-083 with Mathiowetz Construction for Project SP 010-618-013 CSAH 18 (Lyman Blvd).

**FISCAL IMPACT:**   
If "Other", specify:

<b>FUNDING</b>	
County Dollars =	<b>\$192,000.00</b>
<b>Total</b>	<b>\$192,000.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Reduction of retainage to 1% will release an approximate \$192,000.00 of additional payment to Mathiowetz Construction.

*Office use only:*

RBA 2015 - 3013

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Aaron & Ashley Schram - CUP for a Farm Related Business/Large Scale Activity**

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:**

File #20140045. The Planning Commission recommended approval of the new Conditional Use Permit for Aaron & Ashley Schram's property located in Sections 19 & 20 of Laketown Township. In 2012, Mr. & Mrs. Schram were approved to operate a Farm Related Business/Large Scale Activity "Schram Vineyards" (CUP #PZ20120025). The applicants indicate that the operation has grown and that their business model is similar to other wineries, in that, there are farm related and agri-tourism (i.e. large scale) activities occurring on-site. They are requesting an expansion of the permitted months and hours of operation (open to the public for wine/beer tasting and other business related events). The proposed months of operation would be year-round, January through December. The proposed hours of operation would be Sunday through Saturday (seven days a week) (9:00 a.m. to 10:00 p.m.). The hours of operation encompass the hours they would be open to the public, as well as, hours they would be open for any private (business) and/or commercial events. Amplified music would not be allowed after 8:00 p.m., except as authorized for special events. The applicants are requesting approval to have an annual New Year's Eve Event and Fall Harvest Celebration Weekend Event. These events will be held every year and would typically exceed the normal business hours of operation. They are being included as part of the CUP, eliminating the need for applications every year for the special event permits. The two (2) special events will be closed at 12:30 a.m. (the morning after the day of the special event). The property has adequate parking to accommodate 200 customers/guests. The Laketown Town Board has approved the access onto Airport Road, and has also recommended approval of the applicant's request.

**ACTION REQUESTED:**

A motion to adopt the Findings of Fact and to issue Order #20140045 for the issuance of the Conditional Use Permit.

**FISCAL IMPACT:**

**FUNDING**  
County Dollars =

If "Other", specify:

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3015

COUNTY OF CARVER  
*PLANNING COMMISSION RESOLUTION*

**FILE #: PZ20140045**

**RESOLUTION #: 15-02**

**WHEREAS**, the following application for a Conditional Use Permit (CUP) has been submitted and accepted:

**FILE #:** PZ20140045

**APPLICANTS:** Aaron and Ashley Schram

**OWNERS:** Aaron and Ashley Schram

**SITE ADDRESS:** 8785 Airport Rd., Waconia

**PERMIT TYPE:** Farm Related Business/Large Scale Activity

**PURSUANT TO:** County Code, Section 152.079 C2 & 152.080 C6

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 07-020-1500

**WHEREAS**, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meetings of January 20, 2015; and,

**WHEREAS**, the Carver County Planning Commission finds as follows:

1. Aaron and Ashley Schram own an approximate 12.41 acre parcel located in the Southeast Quarter (SE<sup>1</sup>/<sub>4</sub>) of the Northeast Quarter (NE<sup>1</sup>/<sub>4</sub>) of Section 19, and the Southwest (SW<sup>1</sup>/<sub>4</sub>) of the Northwest Quarter (NW<sup>1</sup>/<sub>4</sub>) of Section 20, Laketown Township. The property is improved with a house with attached garage, one (1) small personal storage accessory structure and three (3) structures which are utilized as part of their Schram Vineyards Business. The site is located in the Agriculture Zoning District, Shoreland Overlay District of Reitz Lake, and the CCWRMA – Carver Creek Watershed.
2. In 2012, Mr. and Mrs. Schram were approved to operate a CUP (PZ20120025) Farm Related Business/Large Scale Activity “Schram Vineyards”. The vineyard/winery started as an operation of growing grapes and winery operations (production and sales). It also consisted of an operational area encompassing approximately six (6) acres. At that time, it was anticipated that they would utilize the planted grapes (2012) to open up the winery in the summer/fall of 2013. Since then the operation has grown; therefore, modifications to the current plan are being requested.
3. Mr. and Mrs. Schram are requesting a Conditional Use Permit (CUP) to expand on the current months and hours of operation (open to the public for wine/beer tasting and other events). The existing CUP (PZ20120025) would be terminated upon the approval of the new CUP (PZ20140045).
4. The request is for a CUP to operate a Farm Related Business/Large Scale Activity pursuant to Section 152.079 and 152.080 of the Carver County Zoning Code.
5. The existing operation allows for the growing of grapes, processing of grapes and sale of wine which is considered a farm related business and agro-tourism (Large Scale Activity). The original CUP request (PZ20120025) addressed the need for future expansion which would include a staging kitchen for catering and remodeling and/or new tasting/retail sales space for events related to the winery. The operation was designed to accommodate up to 200 customers at any one time. Portions of the business are seasonal in nature; therefore, hours vary depending on the stage of production. The wine shop was set up to be open to the public for business May through December; and the hours of operation were to take place Monday through Saturday (9:00 a.m. to 10:00 p.m.), and Sunday (10:00 a.m. to 5:00 p.m.). Events and private parties would be conducted during normal business hours (i.e. weddings, corporate events and family reunions). Other special events taking place outside of normal business hours require County Board approval.



6. Currently, the operation not only grows and processes grapes for wine making, but they also have expanded their processing capabilities to include beer making. The existing structure which started as the wine production building has been modified to allow for the processing of wheat, barley and hops for beer. The main floor of the newly constructed accessory structure (located to the south) is not only being utilized as the tasting room, but also the event space. The lower level serves as the wine processing facility and wine cellar room.
7. The applicants are requesting to change the current months of operation from what was originally permitted as part of CUP #PZ20120025. The proposed months of operation (open to the public) would be year-round, January through December. The normal business hours “open to the public” will vary depending on the season, and the wine/beer processing would be conducted year-round (not open to the public).
8. The applicants are requesting to change their current Sunday hours of operation from what was originally permitted as part of CUP #PZ20100025. The proposed (business) normal hours of operation are as follows:
  - Sunday through Saturday – 9:00 a.m. to 10:00 p.m.Again, wine/beer processing is considered to be an agricultural use and would be conducted year round and not open to the public.

According to the applicants, the increased hours on Sunday would allow them to be consistent with the other days of the week. These hours of operation encompass the hours they are open to the public as well as the hours they are open for any private and/or commercial events. An event taking place outside of the normal business hours could be allowed only with the County Board of Commissioners approval pursuant to Section 152.074 of the Carver County Zoning Code. These types of special events (1 or 2 events per year) typically are 1 or 2 days in length. Weddings, family reunions, corporate events and/or any other type of event will need to take place within normal hours of operation; however, private noncommercial events, not business related, are permitted and allowed on any property located in the ag zoning district.

Mr. and Mrs. Schram are also requesting approval to have an annual New Year’s Eve Event and Fall Harvest Celebration weekend (to take place in either September or October). These events would be held every year, and would typically exceed the normal business hours of operation (the two special events will be closed by 12:30 a.m. the morning after the day of the special event). The events would take place annually; therefore, the applicant would like to include them as part of their operations, instead of using it as an occasional special event requiring County Board approval on a yearly basis. Any other special event request(s) will be reviewed on a case by case basis. These special event requests would be subject to review by the Laketown Town Board (Road Authority) and the Carver County Land Management Department. Special event requests require an Administrative Permit Application to be submitted, pursuant to Sections 152.074 and 152.080 of the Carver County Zoning Code, for review at least 30-days prior to the special event taking place.

The applicants have agreed that, as part of the approved normal business hours of operation, events with music will take place; however, amplified music will cease at 8:00 p.m., except for the annual Fall Harvest Celebration, when amplified music is requested until 10:00 p.m.

9. The applicants are not proposing to add or modify any accessory structures at this time; however, any future structures and/or change in use of the facility will need to be reviewed by the Carver County Land Management Department for a determination as to whether an application for an amendment or similar consideration is necessary.
10. The applicants have indicated that Schram Vineyard has maintained their State and Federal approval and permits as well as licensure from the State of Minnesota under the Farm Winery Law. The applicant indicates that they have maintained the required permits and licensure for the permitted retail, food production and growing operations.
11. Currently, the operation involves approximately ten (10) employees. The only full-time employees are family members; however, they are in the position to add one (1) full-time agricultural position/vineyard manager in the near future. The seasonal employees can fluctuate depending on the season and/or event. Typically, the busiest months are September and October. The Zoning Code requires the applicant to submit a copy of workers compensation insurance annually.

12. The applicant has indicated that the estimated number of vehicle trips generated per/day should remain consistent with the current approved CUP #20120025. The applicants have indicated that averages are difficult to figure based on how seasonal their business can be; therefore, the following estimates are based on a moderate season (May, June and December months). Traffic estimates would consist of approximately 10-56 vehicle trips per/day (Thursday through Sunday) or approximately 102 vehicle trips per/week. Keep in mind that their busiest season will be July through October (higher traffic numbers) and slowest months will be January through April (lower traffic numbers). The vehicle trips may increase based on the extended open hours; however, the evening events will decrease. Therefore, the average vehicle trip numbers should remain consistent with the current operation. **NOTE:** 1 trip in and 1 trip out would be considered 2 trips.
13. The site has parking areas consisting of gravel surfaces which can support approximately 45 vehicle spaces and additional grass surface areas to support any overflow parking needs. According to the Carver County Zoning Code, a sales facility is required to have at least one (1) parking space for each 400 sq. ft. of sales floor space. The existing parking spaces exceed the minimum number required as it pertains to the amount of existing sales floor space. Additional parking spaces may be required if additional structures are constructed or modified to be utilized as sales floor space. The Carver County Zoning Code also indicates that a dance hall, private club and similar recreational use requires ten (10) parking spaces plus one (1) additional parking space for each 200 square feet of floor area devoted to the principle use. The site can be modified accordingly to accommodate additional parking, as needed.
14. The sewage system for this property is part of the Laketown Township 201 System (flows into Metro Sewer System). The expiration of the Certificate of Compliance (Permit #SS002479) for the existing home is January 16, 2018. The expiration of the Certificate of Compliance (Permit #SS005385) for the holding tanks utilized as part of the winery bathrooms and floor drains is September 23, 2019. The Permittee must comply with Laketown Township and Carver County SSTS requirements with regard to additional bathroom hook up capabilities to accommodate any wastewater that has contact with humans or chemicals associated with the retail sales facility and wine production operation. Note: pumping records for all holding tanks shall be submitted to the Carver County Environmental Services (E.S.) Department annually.
15. The applicants have existing signage for Schram Vineyards pursuant to the Carver County Sign Code which allows a single sign surface area maximum of 32 sq. ft. per property. All signage shall be placed in accordance with Chapter 154 – Sign Regulations and/or the local road authority.
16. The Laketown Town Board has reviewed and recommended approval of the CUP (expansion) for the Farm Related/Large Scale Activity Business during their January 12, 2015, Town Board meeting. The Township recommended approval with the following comments and requirements:
  - No Parking on the Township Road.
  - The applicant is responsible for the cost of a ½ mile of chloride application, if more than one (1) application is needed in a calendar year, per Township discretion.
  - In addition to seasonal road weight limits, no business marketing or encouragement of 5 ton vehicle use by customers during the entire months of March and April.
  - Review of road use/condition to occur once District #110/Carver County/City of Waconia joint feasibility study for Airport and Scandia Roads is complete.

**THEREFORE, BE IT RESOLVED,** THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20140045 for a Farm Related Business/Large Scale Activity on the land described in Exhibit “A” of the permit application. This permit shall terminate and supersede the prior CUP #PZ20120025 on the subject property. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to compliance review. Pursuant to Section 152.079 of the Carver County Code the residence shall be occupied as a homestead by a principal of the activity. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an

amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.

2. Schram Vineyards shall operate in accordance with the submitted operational plan (dated: 12/18/14) and site plan (dated: 2/6/14). These plans shall be attached to and be considered part of this permit. Any future buildings will require review by Land Management for a determination as to whether an application for amendment or similar consideration is necessary.
3. The Schram Vineyards operation shall be permitted to be open year round (January – December), and shall be allowed to be open to the public Sunday – Saturday (normal business hours: 9:00 a.m. to 10:00 p.m.). Wine and/or beer processing is considered to be an agricultural use and may be conducted year round and not open to the public. Customer Events (public or catered) may be hosted year round within the approved normal hours of operation.
4. Two (2) annual special events shall be allowed, which will exceed the normal hours of operation (the two special events shall be closed by 12:30 a.m. the morning after the day of the special event): The New Year's Eve Event and Fall Harvest Celebration weekend (to take place in either September or October and not to exceed three (3) days in length). Any additional special events (throughout the calendar year) shall not be allowed without the County Board of Commissioners approval, pursuant to Section 152.074 of the County Zoning Code. All special event requests shall be subject to review by the Laketown Town Board (Road Authority) and the Carver County Land Management Department. Special event requests require an Administrative Permit Application to be submitted, pursuant to Sections 152.074 and 152.080 of the Carver County Zoning Code, for review at least 30-days prior to the special event taking place.
5. Events with music shall be allowed within the approved normal business hours of operation; however, amplified music shall cease at 8:00 p.m., except for the annual Fall Harvest Celebration, when amplified music shall cease at 10:00 p.m.
6. Any new and existing structures shall be constructed and/or maintained in accordance with State Building Code, if they are for personal storage and/or public use. The applicant shall apply for and obtain all necessary building permits from Carver County prior to the modification of any existing structure and/or new construction. Food production activities may only occur if appropriate building permits have been obtained and a Certificate of Occupancy has been issued for those specific business activities. Future structures and/or change in use of the facility will need to be reviewed by the Carver County Land Management Department for a determination as to whether an application for an amendment or similar consideration is necessary.
7. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance.
8. The Permittee shall submit a copy of Worker's Compensation Insurance and/or proper affidavit to the Land Management Department annually.
9. The Permittee is responsible to the Minnesota Department of Agriculture, and to any other County, State or Federal agencies, for maintaining the required permits and licensure for the retail, liquor, food production and growing operations. The Permittee shall submit copies of all required permits and licenses to Carver County Land Management annually.
10. The Permittee shall maintain a conforming Subsurface Sewage Treatment System (SSTS) for the existing home and any/all holding tanks pursuant to the Carver County Zoning Code – Chapter 152 and SSTS Regulations – Chapter 52.

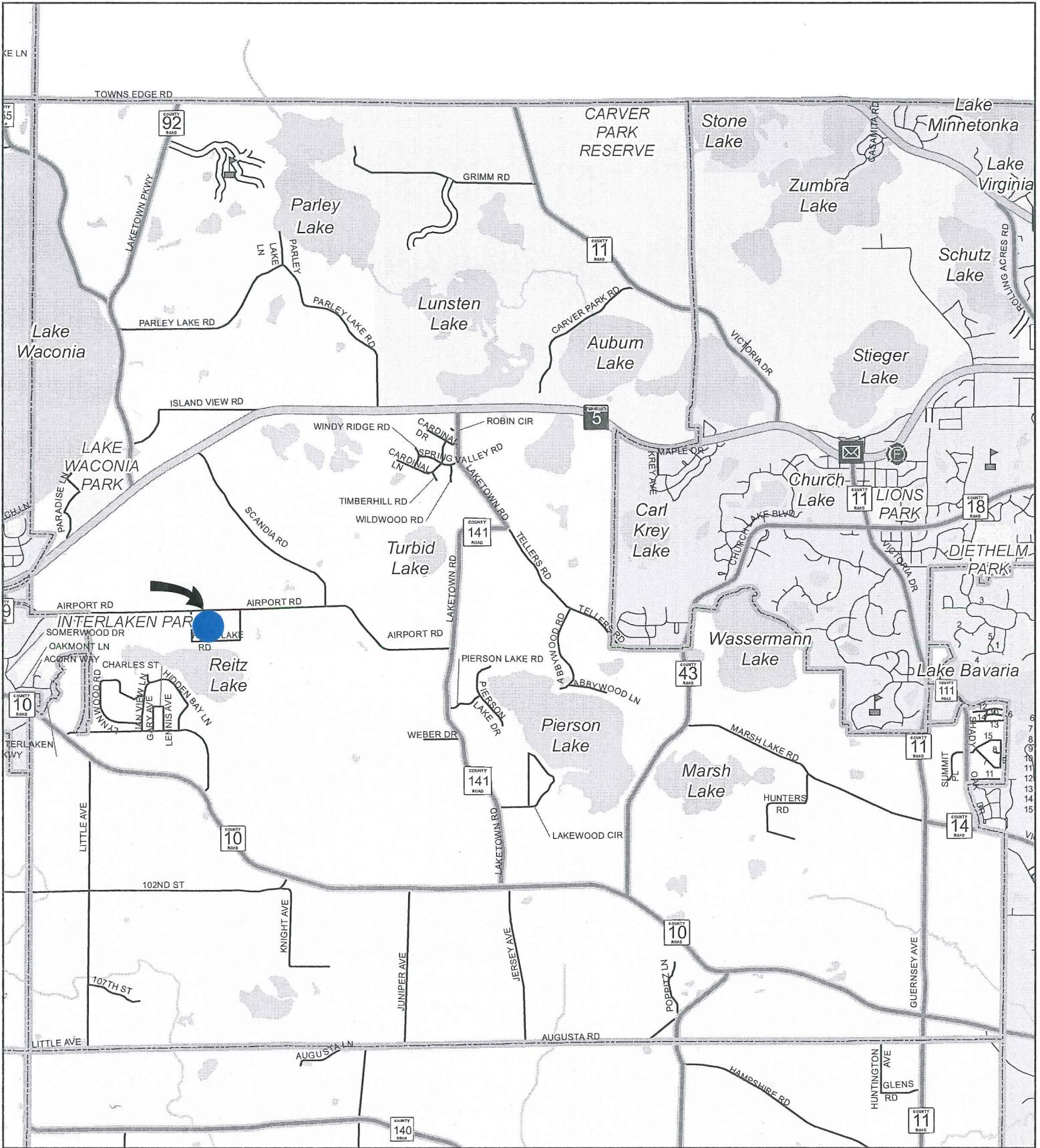
11. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property. Any proposed signage within public road right-of-way shall be approved by the local Road Authority. Off premise signage (on private property) is prohibited.
12. Outside storage of business equipment and supplies is prohibited unless the storage area is adequately screened from the view of neighboring residences and public roads.
13. Permittee shall comply with road access requirements/improvements as determined by the Road Authority (i.e. dust control, maintenance, or similar issues).
14. Overflow parking on the neighboring property (to the east) shall require a written agreement between the two (2) property owners.

**ADOPTED** by the Carver County Planning Commission this 20<sup>th</sup> day of January, 2015.

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John P. Fahey  
Planning Commission Chair

# LAKETOWN TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS). It is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Support for Carver County Resilient Communities Project Application**

Primary Originating Division/Dept: Public Health & Environment - Planning & Water Mgm

Meeting

Date: 2/3/2015

Contact: Paul Moline

Title: PWM manager

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:**

The Resilient Communities Project (RCP) is a year-long partnership between the University of MN and one selected community. Through the partnership, students and faculty from across the University collaborate with the partner community. Carver County submitted a proposal in 2014 with the Board's support, but was not selected. This proposal is the County's second attempt. Proposed projects have been identified and include the following partners and County divisions: the Carver County Community Development Agency, City of Chaska, City of Victoria, City of Watertown, School District 112, SouthWest Transit, County Administrative Services, County Planning & Water Management, County Public Health, County Public Works and County Social Services. The attached memo provides additional background and lists potential projects to be included in the application due for submission on February 13, 2015. The RCP will announce its selected partner for the 2015-16 school year in March, 2015. Staff is requesting a letter of support (attached) from the Board for the RCP application.

**ACTION REQUESTED:**

Motion to authorize the chair to sign the letter of support for the Resilient Communities Project.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**

\$0.00

**QUOTES OR BIDS OBTAINED:** N/A

**Related Financial/FTE Comments:**

The County will match partner contributions with existing program funds. The total County contribution is anticipated to be \$25,000 with a partner contribution of \$25,000. Final contribution match amounts will be presented to the Board upon successful award of the RCP partnership.

*Office use only:*

RBA 2015 - 3018



Public Health & Environment Division  
Planning and Water Management Dept  
Government Center - Administration Building  
600 East 4<sup>th</sup> Street  
Chaska, Minnesota 55318  
Phone: (952)361-1820  
Fax: (952)361-1828  
www.co.carver.mn.us

## Memo

**To:** Carver County Commissioners, David Hemze  
**From:** Paul Moline, Planning & Water Management  
**Date:** January 23, 2015  
**Re:** Carver County Resilient Communities Project Application  
**CC:** Randy Wolf

Enclosures: none

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The Resilient Communities Project (RCP) is a year-long partnership between the U of MN and one Minnesota community. Through the partnership, students and faculty from across the University collaborate with the partner community to address its self-identified needs through course-based projects. Carver County submitted a proposal to the 2014-15 school year RFP with the Board's support, but was not selected. This proposal is the County's second attempt.

Carver County's proposal builds on the 2030 Comprehensive Plan statement that success, "depends on the partnership and collaboration of all of Carver County's stakeholders, Cities and Townships, citizens, and decision-makers working in concert toward a common goal." Accordingly, projects will be identified and led by partners including the Carver County Community Development Agency, City of Chaska, City of Victoria, City of Watertown, School District 112, SouthWest Transit, County Administrative Services, County Planning & Water Management, County Public Health, and County Social Services.

This proposal is based on the auspice that resilience is achieved through addressing community priorities defined by citizens and leaders. Projects outlined in Carver County's proposal are designed to directly impact strategies and goals set in the County's Strategic Plan and Comprehensive Plan, as well as priorities of the County's partners. The following projects will be included in the application due for submission on February 13, 2015. The RCP will announce its selected partner for the 2015-16 school year in March, 2015.

### **Carver County led projects**

1. Program Evaluation – Administration  
Understand best practices to assist the County with measuring progress of innovation efforts like kaizen events.
2. Facility Energy Use – Administration  
Assess current facility energy performance to find areas for improvement.
3. County Bicycle and Pedestrian Traffic Count Program – Planning & Water Management  
Partnership between Public Works, Parks, and Planning to understand methods and approaches to collecting count data of bicycle and pedestrian traffic on County managed trails and roadways.
4. Peterson Farm Site Planning – Planning & Water Management and Historic Society  
Assist the Historic Society by informing planning efforts related to the Peterson Farm to maximize the site's potential as a public resource and County attraction.

5. Safe Routes to School – Planning & Water Management  
Develop approaches to utilize Safe Routes to School programs to address issues identified in the 2011 Non-Motorized Facility Inventory study, improve school access, and support local programs.
6. Stormwater Re-Use – Planning & Water Management  
Determine best practices in developing stormwater re-use (irrigation) systems including turf and soil suitability, vegetation types, application areas and rates, efficient storage, maintenance, redundancies and monitoring effectiveness.
7. Watertown Crow River Enhancement – Planning & Water Management  
Investigate the feasibility of rehabilitating the dam on the Crow River to enhance the fishery in the River and create a whitewater recreation attraction in the City of Watertown
8. Aquatic Invasive Species Metrics - Planning & Water Management  
Develop performance measures and evaluation techniques to determine the effectiveness of Aquatic Invasive Species efforts including inspection and education programs.
9. Carver County Wellness Map – Public Health  
Utilize Geographic Information System (GIS) resources and the existing GoCarverGo website to develop a searchable map for residents comprised of health and wellness resources located within the borders of the County and within 10 miles of the County borders.
10. Childhood Maltreatment – Public Health  
Understand the impact of childhood maltreatment and opportunities to build resistance, support families, and strengthen communities in Carver County.
11. Mobile Home Community Project – Public Health  
Gather information regarding demographics and needs of this target population to create best practices to help address health inequities.
12. School-Based Mental health Support – Public Health  
Identify best practice school-based mental health models and determine implementation strategies and resources for the Central School District located in Norwood Young America.
13. School Readiness and Early Childhood Programs for Higher Risk Populations – Public Health  
Identify and characterize school readiness and early childhood programs available to higher risk Carver County children (age 0-5) and determine the percentage of the eligible population currently being served, locate underserved areas, and barriers to enrollment.
14. Community Engagement with Minority and Immigrant Communities – Public Health  
A partnership between County Public Health, County Parks, and S.D. 112 to conduct a programmatic needs assessment based on input from stakeholder representatives of Carver County minority and immigrant populations to inform program development that increases participation of these historically underserved groups.
15. Ex-Offender Employment Infrastructure Development – Social Services  
Understand how to promote hiring of ex-offenders with local employers, and develop strategies for ex-offenders to sustain successful placements in order to more successfully reintroduce ex-offenders into the local workforce to promote a healthy economy and productive citizenship.
16. Trauma Informed Economic Assistance Services – Social Services



Develop training for Social Services staff, as well as action research assessment tools and protocols, around understanding how to recognize and work with clients displaying symptoms of mental and emotional trauma to more effectively determine and maintain public assistance benefit eligibility.

#### **Carver County Community Development Agency (CDA) led projects**

17. Barriers to the Development of Affordable Rental Housing and Single Family Owner Occupied  
Build on the results of the recently completed Comprehensive Housing Needs Assessment by Maxfield Research, to understand how existing policies and codes at the County and City level impact market supply for senior housing, workforce housing, and homeless populations.
18. Housing Improvement Area Needs Assessment  
The Carver County CDA intends to evaluate the feasibility of developing Housing Improvement Areas (HIA's) in Carver County to assist homeowner associations that are short of required funding, and retain existing quality affordable options for workers and families.
19. Expansion of the Carver County Community Land Trust  
Explore how the CDA can build on recent successes with the CLT program in Waconia to create permanently affordable home ownership options by bringing this model to other communities in the County.
20. CDA Branding and Marketing  
Develop a strategy for the CDA to leverage its new website and social media tools and coordinate more closely with the County to market economic development opportunities and housing services to target audiences.
21. Alternative Energy  
Understand best practices and policy tools that can be used by County and local government to accommodate and attract high quality solar and other alternative energy projects while protecting community interests.

#### **City of Chaska led projects**

22. Generating Sustainable Power Through Solar Fields  
Develop a program to utilize solar energy within the City limits to help meet state power requirements and increase and promote city efficiency.
23. Facility Improvement Plan utilizing Geothermal and Solar Energy  
Create a development process to incorporate sustainable energy into facility improvements (remodel, new, expansion).
24. Stormwater infrastructure Climate adaptation  
City and County wide changing weather and precipitation patterns. Study impacts to key City structures and failure risk in the storm system. Identify feasible storage areas to help mitigate higher flows.

#### **City of Victoria led projects**

25. Fire Department Staffing  
Help the City improve recruitment and retention of paid per call firefighters; a challenge facing both the City of Victoria and neighboring communities.
26. Trail Wayfinding Signage Plan  
Develop a regional way finding program to enhance the extensive trail system located in eastern Carver County.

27. Eastern Carver County Eco-tourism

Explore the creation of a regional eco-tourism campaign to highlight the natural amenities of eastern Carver County.

28. Water Conservation Community Outreach and Education

Water consumption in Victoria and neighboring communities is higher than the DNR recommended usage; this project would focus on creating a water conservation education and outreach program.

**City of Watertown led projects**

29. Deployment of GIS in the Field

Case study of how small communities have implemented GIS technology into the field with line level workers.

30. Community Branding/Marketing

Design and develop a marketing strategy to promote Watertown to attract a residential customer base.

31. Sustainable Turf Management

Develop best management practices to promote sustainable maintenance of City turf field space.

**School District 112 led projects**

32. Assessing Adult Learner Needs

Use student led focus groups and surveys to assess demand for, and capacity to meet adult learning needs across the community through partnerships with higher education partners including Dunwoody Technical College, Hennepin Technical College and Normandale Community College.

**SouthWest Transit led projects**

33. SouthWest Transit Sustainability Marketing Plan

Assist SWT staff in developing marketing strategies and materials that highlight how SWT contributes to the sustainability of the communities it serves.

34. Transit Market Study

Conduct a demographic analysis of the SouthWest Transit service area in order to identify areas where current transit services can be enhanced and future transit services can be successfully implemented.

35. Bicycle and Pedestrian Facilities Around Park & Rides

Inventory the current pedestrian environment surrounding park and rides, identify options for improvements, and prioritize implementation.

**Cost Sharing**

RCP receives some funding from the University of Minnesota's Center for Urban and Regional Affairs and Institute for the Environment, but asks for a local financial contribution from the partner community. RCP views this contribution as an indication of community commitment and the value attributed to the partnership. Local contributions assist with expenses incurred by students while implementing projects.

As a reference, the County's 2014-15 proposal included a \$57,000 total contribution with the County's share at \$25,000. Like last year, all partners involved have committed to participating in financial support for this project. The County will match partner contributions with existing program funds. The total contribution is anticipated to be similar to last year.



**Office of County Commissioners**  
Carver County Government Center  
Human Services Building  
602 East Fourth Street  
Chaska, MN 55318-1202  
Phone: 952 361-1510  
Fax: 952 361-1581

February 3, 2015

Resilient Communities Project  
Attn: Mike Greco, Program Manager  
University of Minnesota  
330 Hubert H. Humphrey Center  
301 19<sup>th</sup> Avenue South  
Minneapolis, MN 55455

**RE: Carver County Proposal for 2015-2016 Resilient Communities Project RFP**

Resilient Communities Project Staff,

On behalf of the Carver County Board of Commissioners, I am pleased to support Carver County's collaborative proposal for the University of Minnesota's 2015-2016 Resilient Communities Project. The County Board fully endorses the project list developed by County staff and partners at the Carver County Community Development Agency, City of Chaska, City of Victoria, City of Watertown, School District 112, and SouthWest Transit. The resulting application strongly aligns with Carver County's strategic goals and continues to build upon the critical partnerships that contribute to our unique sense of community.

With strong school districts, land use policies that emphasize orderly growth along with preservation of agriculture, and fiscally sound government focused on wise use of tax dollars, Carver County is attractive to families, empty nesters, and a strong workforce alike. By building on these strengths, Carver County and its communities are poised for healthy population growth well into the future. This application leverages long-standing relationships between partner agencies and communities in Carver County to address diverse challenges that result from growth. Student insight into topics including community engagement, population health, energy efficiency and sustainability, workforce development, transportation, housing, stormwater and environmental management, economic development, and historic preservation will help the County and its partners develop thoughtful and deliberate approaches to address emerging challenges. Projects listed in this application will advance the goals in Carver County's Strategic Plan and 2030 Comprehensive Plan, and the goals of its closest partners in ways that keep Carver County a great place to live, work, and play for a lifetime.

The Carver County Board recognizes that the results University of Minnesota students would produce for these projects would benefit the County for years to come. With great enthusiasm, I support Carver County's collaborative application for the Resilient Communities Project.

Sincerely,

Randy Maluchnik, Carver County Board Chair

cc. Dave Hemze, Carver County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closed Session - pending litigation**

Primary Originating Division/Dept: Administration (County)

**Meeting**

Date: 2/3/2015

Contact: Dave Hemze Title: County Administrator

**Item Type:**

Closed Session

Amount of Time Requested: 45 minutes

Presenter: Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

This is a closed session to discuss potential litigation under the attorney-client privilege, pursuant to Minnesota Statute 13D.05, subd. 3(b). The subject to be discussed is potential litigation to enforce the membership requirements of the Federal Highway Act, Section 134.

**ACTION REQUESTED:**

Motion to go into closed session to discuss potential litigation under the attorney-client privilege, pursuant to Minnesota Statute 13D.05, subd. 3(b).

**FISCAL IMPACT:** None  
If "Other", specify:

<b>FUNDING</b>	
County Dollars =	
<b>Total</b>	\$0.00

**FTE IMPACT:** None

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3004

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Richard & Theresa Pawelk - CUP for a Farm Related Business/Large Scale Activity**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

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:**

File #PZ20140040. The Planning Commission recommended approval of the Conditional Use Permit (CUP) for Richard & Theresa Pawelk to operate an agri-tourism farm related business/large scale activity (LuceLine Orchard, LLC) on their approximate 155 acre property in Section 7 of Watertown Township. The business includes an apple orchard, vineyard and pumpkin growing, as well as, retail sales and seasonal activities such as corn maze, hay rides and a petting zoo. The owners would also like to host weddings and/or other special events during approved business hours related to the apple orchard for educational purposes by partnering with school groups for tours of their educational and sustainable farm practices. The operation would be designed to accommodate up to 300 customers/guests at any one time and would be open May 1st to November 15th, 7 days a week (10:00 a.m. to midnight). Any amplified music would need to cease at 8:00 p.m. There are 2 family members that work on the site year round. An additional 6 family members typically work every weekend during the season and other weekends throughout the year for pruning. The applicants anticipate hiring an additional 20 part-time people in the future to help with weekend activities. The site can accommodate approximately 400 parking spaces. All existing and/or new structures in which public activities will take place must meet State Building Code. Future expansion of existing structures; months, days and/or hours of operation; or the construction of new buildings will result in the applicant needing to obtain a new CUP. The Watertown Town Board recommended approval of the request.

**ACTION REQUESTED:**

A motion to adopt the Findings of Fact and to issue Order #PZ20140040 for the issuance of a Conditional Use Permit.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3014

**COUNTY OF CARVER**  
***PLANNING COMMISSION RESOLUTION***

**FILE #: PZ20140040**

**RESOLUTION #: 15-01**

**WHEREAS**, the following application for a Conditional Use Permit has been submitted and accepted:

**FILE #:** PZ20140040

**APPLICANT/OWNER:** Richard & Theresa Pawelk / Richard Pawelk Revocable Trust

**SITE ADDRESS:** 2755 Rose Avenue, Watertown, MN 55388

**PERMIT TYPE:** Farm Related Business / Large Scale Activity

**PURSUANT TO:** County Code, Chapter 152, Section(s) 152.079 C(2) & 152.080 C(6)

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 10-007-0100

**WHEREAS**, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meetings of December 16, 2014, and January 20, 2015; and,

**WHEREAS**, the Carver County Planning Commission finds as follows:

1. Richard and Theresa Pawelk, own approximately 155 acres located in the North Half (N½) of the South Half (S½) of Section 7, Watertown Township. The property is improved with a home, an existing barn (utilized as retail building) and several small agricultural type structures. The site is located along the Luce Line Trail System and is located in the Agriculture Zoning District, Shoreland Overlay District of a DNR Protected Tributary Creek and the CCWRMA – Crow River Watershed.
2. The applicants are requesting a Conditional Use Permit (CUP) to operate an agri-tourism farm related business/large scale activity (LuceLine Orchard, LLC) pursuant to Section 152.079 C(2) and 152.080 C(6) of the Carver County Code.
3. Mr. and Mrs. Pawelk (as owners of LuceLine Orchard, LLC) have submitted an operational plan describing their vision of the apple orchard which would include the possibility of a future wedding site. They intend to operate a sustainable agricultural business that will contribute to the economic growth of Carver County and the rural communities. Their orchard business will also foster agri-tourism in Minnesota. The operation may provide special events related to the apple orchard for educational purposes by partnering with school groups for tours of their educational and sustainable farming practices. These events would be allowed as part of the agricultural based business. They currently own approximately 155 acres, of which 80 acres is wooded and wetlands, and 75 acres is tillable production land. They currently have approximately 10,000 apple trees located on approximately 13 acres, 6,400 grape vines on approximately 7 acres, 6 acres of pumpkins, and a 5 acre seasonal corn maze.
4. The request would allow the Pawelks to operate a Farm Related/Large Scale Activity Business with the continuation of the apple orchard, vineyard and pumpkin growing, as well as, retail sales and seasonal activities such as a corn maze, hay rides and petting zoo. They would also like to host weddings and/or other special events during business hours.
5. The proposed operations would meet the requirements of Section 152.079 and 152.080 of the Zoning Code, provided the existing and/or future buildings are suitable for public use as per the Minnesota State Building Code. A Building

Inspector from Metro West Inspection Services (County Building Official) conducted a preliminary inspection of the existing structures in October 2014. Based on the square footage of the building and use of the structure, it has been determined that the existing barn will need to be designed, reviewed and approved by a MN Licensed Architect and MN Certified Structural Engineer prior to submitting a building permit through the County. All existing and/or new structures in which public activities will take place must meet State Building Code. The MN State Building Code would also apply to any seasonal and/or temporary tent(s) being utilized on the property.

6. The operation would be designed to accommodate up to 300 customers/guests at any one time. The LuceLine Orchard, LLC would be open May 1<sup>st</sup> to November 15<sup>th</sup>, seven (7) days a week (10:00 a.m. to midnight). Future expansion of existing structures; months, days and/or hours of operation; or the construction of new buildings will result in the applicant needing to obtain a new CUP.
7. The hours utilized for the orchard facility and wedding activities would encompass the hours they are open to the public as well as the hours they are open for any private (commercial) events. An event taking place outside of the normal business hours could be allowed only with the County Board of Commissioners' special event approval pursuant to Section 152.074 of the Carver County Zoning Code. These types of special events (1 or 2 events per year) typically are 1 or 2 days in length. Otherwise, weddings, family reunions, corporate events and/or any other type of event will need to take place within normal hours of operation. These special event requests would be subject to review by the Watertown Town Board (Road Authority) and the Carver County Land Management Department.
8. According to the applicants, currently there are two (2) primary family members that work on the site year round. An additional six (6) family members typically work every Saturday and Sunday during the season and other weekends throughout the year for pruning. They currently do not have any employees other than family; however, they anticipate hiring approximately twenty (20) part-time people in the future in order to help with weekend activities. The number of part-time employees can fluctuate depending on the season and/or event. The Zoning Code would require the applicant to submit a copy of workers compensation insurance annually.
9. Access to the site will be from County Road 122 to Rose Avenue. The applicant has estimated the number of vehicle trips to the orchard a day (in and out) to be approximately 200 to 500 trips. The peak hours are between 11:00 a.m. to 3:00 p.m. The site has parking areas consisting of approximately 15 to 20 acres of grass meadow surface which can support approximately 400 parking spaces. LuceLine Orchard has approximately 15 handicap grass parking spaces near the house and/or retail building. According to the Carver County Zoning Code, a sales facility is required to have at least one (1) parking space for each 400 sq. ft. of sales floor space. The existing parking spaces exceed the minimum number required as it pertains to the amount of existing sales floor space. The Carver County Zoning Code also indicates that a dance hall, private club and similar recreational use requires ten (10) parking spaces plus one (1) additional parking space for each 200 square feet of floor area devoted to the principle use. It appears the site can be modified accordingly to accommodate additional parking, as needed.
10. Prior to the issuance of any building permits relating to the LuceLine Orchard operation, County Environmental Services (E.S.) staff will require the review of any septic systems to verify that any restroom(s) and/or wastewater produced within the structure(s) is being treated pursuant to Chapter 52 – Subsurface Sewage Treatment Systems of the Carver County Code.
11. The applicants have an existing 2 x 2 (4 sq. ft.) sign at the entrance of the orchard. Pursuant to the Carver County Sign regulations, the Pawelks would be allowed a two-sided sign with a maximum surface area of 32 square foot provided the sign surfaces are completely flush. All signage shall be placed in accordance with Chapter 154 – Sign Regulations and/or the local road authority.
12. The applicant has indicated that they do not need any special permits from the Federal Government and/or licensure from the State of Minnesota under the Farm Winery Law. The applicant does not envision needing any permits or licensure for their growing operations as they do not process foods for retail at the site.
13. The Watertown Town Board originally reviewed and recommended approval of the CUP request during their

November 3, 2014, Town Board Meeting. Due to several changes to the request which were discussed at the December 16, 2014 Planning Commission meeting, the Town Board requested the applicants attend their January 5, 2015 meeting. The Town Board recommended approval of the CUP request on January 5, 2015 and second access with the following conditions:

- Hours of Operation are to be 10:00 a.m. – midnight from May 1<sup>st</sup> – November 15<sup>th</sup> ; and
- Amplification of music to be low

**THEREFORE, BE IT RESOLVED,** THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20140040 for a Farm Related Business/Large Scale Activity on the land described in Exhibit “A” of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. Pursuant to Section 152.079 of the Carver County Code, the residence shall be occupied as a homestead by a principal of the activity. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners/operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The LuceLine Orchard, LLC. (Farm Related/large Scale Activity Business) shall operate in accordance with the operational letter (dated: 1/13/15) and site plan (dated 12/9/14). These plans shall be attached to and become part of this permit. Prior to the issuance of any building permits for additional buildings, discussion with Land Management is necessary for a determination as to whether an application for amendment or similar consideration is warranted.
3. The LuceLine Orchard operation shall be permitted to be open to the public May 1<sup>st</sup> through November 15<sup>th</sup>, seven (7) days a week (10:00 a.m. to midnight).
4. Any Special Event taking place outside of the normal business hours of operation shall be subject to review by the Watertown Town Board (Road Authority), the Carver County Land Management Department and final approval by the County Board of Commissioners pursuant to Section 152.074 of the Carver County Zoning Code. Special event requests require an Administrative Permit application to be submitted, pursuant to Sections 152.074 and 152.080 of the Carver County Zoning Code, for review at least 30-days prior to the special event taking place.
5. Events with music shall be allowed within the approved business hours of operation. Unless it is a reviewed and approved special event, amplified music shall cease at 8:00 p.m.
6. All buildings/structures utilized by the operation must meet the State Building Code. A Certificate of Occupancy must be issued before retail sales commence in 2015.
7. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance.
8. The Permittee is responsible to the Minnesota Department of Agriculture, and to any other County, State or Federal agencies, for maintaining the required permits and licensure for any retail, liquor, food production and growing operations. The Permittee shall submit copies of all required permits and licenses to Carver County Land Management annually.
9. The Permittee shall maintain a conforming Subsurface Sewage Treatment System pursuant to Chapter 52 of the Carver County Code to accommodate any restroom(s) and/or wastewater produced within the structure.



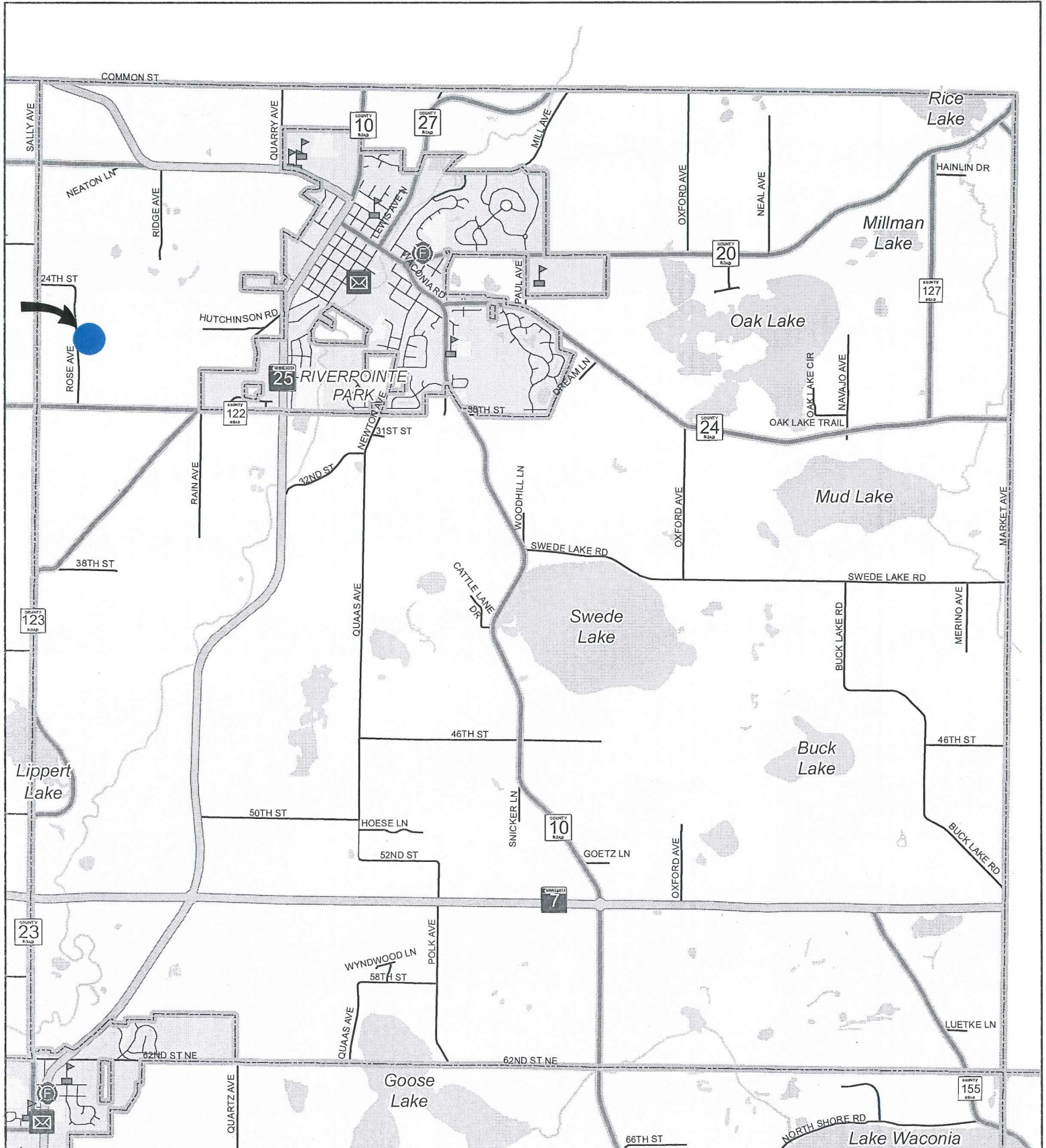
10. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property. Any proposed signage within public road right-of-way shall be approved by the local road authority. Off premise signage (on private property) is prohibited, unless a variance is granted for the placement of the signage.
11. Permittee shall comply with any road access requirements/improvements as determined by the Road Authority (i.e. dust control, maintenance, or similar issues).
12. The Permittee shall submit proof of Workers Compensation or an affidavit stating that they do not have any employees.

**ADOPTED** by the Carver County Planning Commission this 20<sup>th</sup> day of January, 2015.

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John P. Fahey  
Planning Commission Chair

# WATERTOWN TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2015 Aquatic Invasive Species (AIS) Program**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="2/3/2015"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks &amp; Trails Supervisor"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Sam Pertz, Marty Walsh"/> Title: <input type="text" value="Parks &amp; Trails Supervisor, Park..."/>	

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

**BACKGROUND/JUSTIFICATION:**

Since 2012, Carver County has administered inspection services to help prevent the spread of aquatic invasive species (AIS) at designated public water accesses within the County. During the 2014 legislative Session, additional State Funding was allocated to Carver County for AIS services.

A summary sheet is attached which further details the key components of the proposed 2015 AIS Program along with a budget worksheet.

Key components of the Plan include:

- Inspection service at designated public lake and river access sites
- Defined service hours at designated lake and river access sites
- Voluntary decontamination service
- Trailer tagging service for expedited inspections at County water accesses
- AIS warning and educational signage at public water access sites in the County.
- Enhanced technology of software and reporting equipment

**ACTION REQUESTED:**

1. Motion to approve a 2015 AIS budget amendment for \$263,000 in other funding sources and decreasing the County's 2015 levy contribution from \$20,000 to \$10,000 which results in a total 2015 Budget for AIS of \$293,000
2. Motion to establish and staff the following seasonal positions; and to update the current Seasonal, Temporary and On-Call Position Job Title and Wage Range Chart:
  - Aquatic Invasive Species (AIS) Watercraft Inspector Level 1 Seasonal: \$11.00 - \$12.25 per hour
  - Aquatic Invasive Species (AIS) Watercraft Inspector Level 2 Seasonal: \$12.00 - \$14.00 per hour
3. Motion to establish and staff the following seasonal position as part of the 2015 County AIS Program:
  - Aquatic Invasive Species (AIS) Lead Inspector Seasonal: \$2.00 per hour differential above Level 1 or 2
4. Motion to approve delegation agreement with the DNR for AIS inspections at DNR access sites upon review and approval of County Attorney's Office and Risk Management
5. Motion to approve purchase of equipment, materials, supplies for the 2015 AIS program
6. Motion to approve agreements with Minnehaha Creek Watershed District to aid in funding boat access inspections at Lake Minnewashta Regional Park and designated lakes within the Minnehaha Creek Watershed District upon review and approval of County Attorney Office and Risk Management
7. Motion to direct staff to negotiate an agreement with the City of Chanhassen to provide AIS inspection service on Lake Ann, Lotus and Susan.

**FISCAL IMPACT:**   
If "Other", specify:

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

<b>FUNDING</b>	
<b>County Dollars =</b>	<b>\$10,000.00</b>
AIS CPA 2014	\$59,000.00
AIS CPA 2015	\$132,000.00
MCWD	\$54,000.00
DNR	\$8,000.00
<b>Total</b>	<b>\$293,000.00</b>

<b>County Dollars =</b>	<b>\$10,000.00</b>
CCWMO	\$30,000.00
<b>Total</b>	<b>\$293,000.00</b>

Related Financial/FTE Comments:

The program will require more staffing for inspection and supervision.

*Office use only:*

RBA 2015 - 2985

# 2015 Carver County AIS Program Summary

February 3, 2015 County Board Meeting

- Provide 2014 AIS Services (\$112,000):
  - Inspections locations:
    - Lake Minnewashta, Bavaria, Waconia, Pierson, Wasserman, Parley Lake
      - Schedule: 5:00am – 8:00pm, 7 days a week
        - May 15<sup>th</sup> – September 15<sup>th</sup>
    - Eagle, Hydes, Reitz Lakes
      - Schedule: 8:00am – 4:00pm, weekends & holidays
        - May 15<sup>th</sup> - September 15<sup>th</sup>
  - Water Sampling/Testing, Education, Reporting, Coordination, Management, etc.
  - 7400 service hours = 19 Level I inspectors, 1 lead-inspector
  
- Provide Additional Service for 2015 (\$181,000):
  - Lake Waconia (In-town Marina)
    - Schedule: 5:00am – 8:00pm, Fri-Sunday & holidays
      - May 15<sup>th</sup> – September 15<sup>th</sup>
  - Minnesota River accesses (City of Carver)
    - Schedule: 8:00am – 4:00pm, weekends & holidays
      - May 15<sup>th</sup> – September 15<sup>th</sup>
  - Decontamination Unit service
    - Lake Waconia access at CR92/Hwy155
      - Schedule: 7 days a week, 4-7pm weekday, 6am to 7pm weekend
        - Beginning of May – end of September
  - One-time purchases (hardware ,software, signage upgrades)
  - Rapid Response equipment (water containment boom)
  - Trailer-tag program (expedited inspection upon next return)
  - Grants to LGU's
  - 2900 service hours = 16-21 inspectors (Level I & II)
  - 1-2 lead-inspectors/coordinators
  
- Proposed Funding for 2015 AIS Program
  - County Levy: \$10,000 (\$20,000 in 2014)
  - WMO: \$30,000 (same as 2014)
  - MCWD: \$54,000 (same as 2014)
  - DNR: \$8,000 (same as 2014)
  - State CPA: \$191,000 (New \$59,000 x from 2014, \$132,000 2015)
  - Lake Associations: \$0 (\$7000 in 2014)
  - Grand Total \$293,000**
  
- Potential Additional Services for City of Chanhassen
  - Lake Ann, Susan - May 15<sup>th</sup> – September 15 (To be determined)
  - Lotus Lake – May 15<sup>th</sup> – Mid November (To be determined)
  - 5am-8am (Various days - to be determined)
  - 3320 hours
  - \$54,000 (RPBCWD, City, DNR, LLCA)
  - Agreement needed with County. Details to be determined.

# Proposed 2015 County AIS Program:

<u>2015 Services:</u>	
Annual AIS Operating Budget	\$112,000
One-time Expenses (Signs, Software, Hardware etc.)	\$59,000
AIS Labor & Administration Costs	\$54,000
Decontamination Unit Service	\$35,000
Rapid Response Plan	\$10,000
Trailer-tag Service	\$5,000
LGU Grants & Contingency	\$18,000
Subtotal:	\$293,000
Total Available Revenue:	\$293,000
Remaining Revenue:	52      \$0

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**  
2015 Aquatic Invasive Species (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		
Description of Accounts	Acct #	Amount
Salaries - Part time	01-520-000-5021-6112	\$161,000.00
Equipment & Signs	01-520-000-5021-6414	\$59,000.00
Commissioner contingency	01-001.6829	\$10,000.00
Trailer Tag Supplies	01-520-000-5021-6479	\$5,000.00
AIS Contingency (Grants to LGU)	01-520-000-5021-6346	\$18,000.00
Rapid Response contractual service	01-520-000-5021-6260	\$10,000.00
<b>TOTAL</b>		\$263,000.00

CREDIT		
Description of Accounts	Acct #	Amount
Prevention Aid Funds 2014	01-520-000-5021-...	\$59,000.00
Prevention Aid Funds 2015	01-520-000-5021-...	\$132,000.00
Minnehaha Creek Watershed District	01-520-000-5021-...	\$54,000.00
DNR	01-520-000-5021-...	\$8,000.00
salaries-part time	01-520-000-5021....	\$10,000.00
<b>TOTAL</b>		\$263,000.00

**Cash Transfers between Funds:**

DEBIT		
Description of Accounts	Acct #	Amount
<b>TOTAL</b>		\$0.00

CREDIT		
Description of Accounts	Acct #	Amount
<b>TOTAL</b>		\$0.00

Reason for Request:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**MN DNR Land Purchase at Lake Waconia Park**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="2/3/2015"/>
Contact: <input type="text" value="Martin Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	

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

**BACKGROUND/JUSTIFICATION:**

It is proposed that Carver County would sell to the State of Minnesota 5.17 acres of land needed for a public water access site at Lake Waconia Regional Park. The planned acquisition, development and operation of a public water access with the DNR have been a work in progress for a number of years.

Over the last year the County and the Minnesota DNR worked on development of a preliminary public water access design consistent with the Master Plan for Lake Waconia Regional Park and each conducted an appraisal of the property. The reviewed appraisal value is \$1,271,500.

The DNR has submitted an option to purchase the property for \$1,100,000 which would be discounted sale. The benefits to considering the option by the DNR include:

- County receives \$1,100,000 for the sale of property which accelerates reimbursement for previous land acquisition at Lake Waconia Regional Park. Reduces the number of funding cycles needed to be reimbursed through the Metropolitan Council for land acquisition, trimming an estimated 4-6 years off the reimbursement schedule.
- By selling the property to the DNR, the DNR will plan and construct the public water access further saving County and Regional dollars which can be used towards other facility development in the park.
- The DNR will likely be able to construct the access on a faster schedule as compared to the County which has fewer resources for park development, providing greater public service.
- Under the terms of a Joint powers agreement, interests of the County are further preserved as the park would be developed, while providing free entrance into the boat access area for the public.
- The proposed sale of land to the DNR creates win situations for both agencies and the public.

**ACTION REQUESTED:**

Motion to approve the Option for Real Estate and Memorandum of Conditions for the sale of 5.17 acres of Land to the State of Minnesota, authorize the Board Chair and County Administrator to sign.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	MN DNR <input type="text" value="\$1,100,000.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	<b>Total</b> <input type="text" value="\$1,100,000.00"/>

Related Financial/FTE Comments:

Note: \$1,100,00 is revenue the County would receive and not an expense.

Office use only:

RBA 2015 - 3006





# Lake Waconia

5.17 acres ±  
Note: Parcel includes  
a water boundary  
therefore calculated  
area is approximate.

Paradise Lane

Trunk Highway 5

-  Proposed Boat Launch Parcel
-  Proposed 66-foot Ingress/Egress Easement Center Line



Lake Waconia Regional Park  
Proposed Boat Launch Parcel

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**

MN DNR Land Purchase at Lake Waconia Park

Department: \_\_\_\_\_

Meeting Date: 2/3/2015

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:

Martin Walsh

DEBIT		
Description of Accounts	Acct #	Amount
Land acquisition fund	34-000-000.6601	\$1,100,000.00
<b>TOTAL</b>		\$1,100,000.00

CREDIT		
Description of Accounts	Acct #	Amount
Proceeds from Sale of Land	34-529-000-0000-...	\$1,100,000.00
<b>TOTAL</b>		\$1,100,000.00

**Cash Transfers between Funds:**

DEBIT		
Description of Accounts	Acct #	Amount
<b>TOTAL</b>		\$0.00

CREDIT		
Description of Accounts	Acct #	Amount
<b>TOTAL</b>		\$0.00

Reason for Request:

Sale of 5.17 acres of land to the state (DNR) at Lake Waconia Regional Park. The proceeds from the sale will go to the reimbursement for the previous land acquisition at Lake Waconia Regional Park.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Cooperative Agreement between the State of Minnesota and Carver County for Lake Waconia Public Water Access**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

Connections:

**BACKGROUND/JUSTIFICATION:**

It is proposed that Carver County would enter into a Cooperative Agreement for planning, development and ongoing operations of a public water access site at Lake Waconia Regional Park. The planned development and operation of a public water access with the Minnesota DNR have been a work in progress for a number of years.

Over the last year the County and the Minnesota DNR worked on development of a preliminary public water access design consistent with the Master Plan for Lake Waconia Regional Park .

The JPA provides the ground work for how the County and DNR will move forward with planning, construction and operation of a public water access within the boundary of Lake Waconia Regional Park. The Minnesota DNR will take the lead on developing plans and constructing. Carver County maintains ability to review and approve plans.

It is planned that the County and the DNR would have a separate annual maintenance agreement for the public water access. As a part of that agreement, the County would provide general grounds maintenance of the site seamless from the grounds maintenance of the park, providing efficiencies in government operations between the two agencies.

**ACTION REQUESTED:**

Motion to approve the Cooperative Agreement between the State of Minnesota and Carver County and authorize the Board Chair and County Administrator to sign upon review and approval of the County Attorney and Risk Management Departments.

**FISCAL IMPACT:**   
If "Other", specify:

**FUNDING**  
County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3008

**COOPERATIVE AGREEMENT  
BETWEEN  
THE STATE OF MINNESOTA AND COUNTY OF CARVER  
LAKE WACONIA PUBLIC WATER ACCESS / LAKE WACONIA REGIONAL PARK**

This Agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State" and the County of Carver, hereinafter referred to as the "County".

**WITNESSETH:**

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public access sites on lakes and rivers where access is inadequate; and

WHEREAS, the State and the County are authorized under Minnesota Statutes Section 471.59 to enter into agreements to jointly or cooperatively exercise common powers; and

WHEREAS, the County and the State have determined that development of the Public Water Access to Lake Waconia located within and/or adjacent to the Carver County Lake Waconia Regional Park, is of high priority for the County and the State under the state public water access program; and

WHEREAS, the State and the County desire to coordinate the planning, design and development of the Lake Waconia Public Water Access and the expansion of Carver County Lake Waconia Regional Park ; and

WHEREAS, the County has developed a Master Plan for Lake Waconia Regional Park which includes recommendations for the design and operation of a new Public Water Access to Lake Waconia, the appropriate section of the Regional Park Master Plan is attached and incorporated into this agreement as **Exhibit A**; and

WHEREAS, the County owns land described as: Sec. 18, T116N, R24W, Carver County, as shown in the Map, which is attached and incorporated into this agreement as **Exhibit B**; and

WHEREAS, the State and the County have executed an Purchase Option for State acquisition of land described as: Sec. 18, T116N, R24W, Carver County, from Carver County, as shown in the Map, which is attached and incorporated into this agreement as **Exhibit C** and hereinafter referred to as the "Public Water Access" and

WHEREAS, the State shall be the lead agency in the design and construction of the Public Water Access, and

WHEREAS, the County shall be permitted to review and comment on the preliminary and final design for the Public Water Access, and

WHEREAS, the State and the County have determined that a coordinated approach to the annual operations of the Public Water Access following development is a priority and shall cooperatively develop an annual operations and maintenance plan for the Public Water Access; and

WHEREAS, the State is willing to allow the County to be the lead agency in annual operations and maintenance of the Public Water Access; and

WHEREAS, a resolution or copy of the County Board meeting minutes authorizing the County to enter into this agreement is attached hereto as **Exhibit D**; and

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the public bodies hereto and for the benefit of the general public, the parties agree as follows:

**I. STATE'S DUTIES AND RESPONSIBILITIES**

- a. The State shall prepare the necessary plan, specifications, and proposal for the development of the Public Water Access. The plan and specifications shall meet ADA requirements and include current Storm Water and Aquatic Invasive Species best management practices for a facility of this type.
- b. The State shall obtain all federal and state permits necessary for the construction of the Public Water Access.
- c. The State shall permit the County to review and approve the preliminary and final plans for the Public Water Access .
- d. The State shall perform all necessary bid advertisement, contract administration, construction engineering, staking, materials testing, record keeping and construction inspection necessary for the construction of the Public Water Access.
- e. The State shall permit the County to review and approve any significant alterations to the Public Water Access design and/or configuration proposed by the State during the construction of the facilities.
- f. The State shall permit the County to review and approve any significant alterations to the Public Water Access design, configuration or operations proposed by the State during the term of the Agreement.
- g. The State shall provide appropriate signage as necessary for proper operation and maintenance of the Facilities.
- h. The State and the County shall cooperatively develop an annual operations and maintenance plan for the Public Water Access which shall be consistent with all State Public Water Access facilities and Carver County Regional Parks.
- i. The State's responsibility for the annual operations and maintenance of the Public Water Access during the term of this agreement may be completed through separate maintenance agreements between the State and the County to be agreed upon annually.
- j. The State shall consult with the County prior to the relocation of utilities located within the boundaries of State Property.
- k. The State shall be solely responsible for the relocation of utilities required for the development and operations of the Water Access.
- l. The State reserves the right to inspect the facilities at any time to ensure that the County is in compliance with this agreement.

## II. COUNTY'S DUTIES AND RESPONSIBILITIES

- a. The County shall provide the State written comment on the preliminary and final plans for the Public Water Access within 45 days of the receipt of the plan.
- b. The County and the State shall cooperatively develop an annual operations and maintenance plan for the Public Water Access which shall be consistent with all State Public Water Access facilities and Carver County Regional Parks.
- c. The County's responsibility for the annual operations and maintenance of the Public Water Access during the term of this agreement shall be through separate maintenance agreements between the State and the County to be agreed upon annually.
- d. The County shall permit the State to review and approve any revisions to the Lake Waconia Regional Park facilities or operations that could potentially affect State owned property.

- e. The County shall provide law enforcement protection and patrols for the Facilities in accordance with established County law enforcement practices for a facility of this type.
- f. The County may close the Public Water Access for emergencies, or for other operational reasons, without prior written consent of the State. The County shall notify the State within 48 hours of closing the Public Water Access, if the Public Water Access will remain closed longer than 24 hours.

III. FUNDING

The State shall provide funding for its responsibilities under Article I (a)(b)(c)(d)(e)(f)(g)(h)(i)(j) above; however, the obligation of the State is also limited to the amount of funds legislatively appropriated and administratively allocated to this project. The State may also provide funding for its responsibilities under Article I (a)(b)(c)(d)(e)(f)(g)(h)(i)(j) above through the standard internal purchasing process including, but not limited to, a separate requisition in which funds will encumbered.

IV. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by the law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The County's liability shall be governed by Minnesota Statutes Sections 466.01-466.15, and other applicable law.

V. TERM

- a. *Effective Date: November 30, 2014, or the State obtains all required signatures under Minnesota Statutes Section 16C.05, Subdivision 2, whichever is later.* The County shall not begin work under this Agreement until it is fully executed and the County has been notified by the State's authorized representative to begin the work.
- b. *Expiration Date: November 30, 2024,* except as otherwise provided herein or agreed to in writing by both parties. This agreement shall renew at the end of the term for an additional one (1) year period unless a party gives three (3) months written notice to the other party to terminate the agreement. This agreement shall continue to automatically renew at the end of each one (1) year period unless the required notice is given.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, subd. 5, the books, records, documents and accounting procedures and practices of the County relevant to the agreement shall be subject to examination by the Commissioner of Natural Resources, the Legislative Auditor and the State Auditor for a minimum of six years from the end of this agreement.

VII. ANTITRUST

The County hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

VIII. CANCELLATION

This Agreement may be cancelled by the State at any time with or without cause or as necessary as provided in Article III, upon thirty (30) days written notice to the County. This Agreement may also be cancelled by the County at any time with or without cause, upon thirty (30) days written notice to the State.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the County by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the County shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily

performed prior to the cancellation of the agreement. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the County notice of lack of funding within a reasonable time of the State's receiving that notice.

IX. GOVERNMENT DATA PRACTICES

The County and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data referred to in this clause by either the County or the State.

X. PUBLICITY AND ENDORSEMENT

Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the County individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

XI. COMPLETE AGREEMENT

This Agreement, and amendments, constitutes the entire agreement between the parties. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

XII. OTHER TERMS AND CONDITIONS

NOTICES: Any notice, demand or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid to:

The State

Minnesota Department of Natural Resources  
Parks and Trails Division Area (3B) Supervisor  
1200 Warner Road  
St. Paul, MN. 55106

The County

County of Carver  
County Parks Director  
11360 Hwy 212 W.  
Cologne, MN. 55322

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

COUNTY OF CARVER

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Deputy Director, Parks and Trails Division

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT OF ADMINISTRATION  
Delegated to Materials Management Division

COUNTY OF CARVER

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

STATE ENCUMBERANCE VERIFICATION  
Individual certifies that funds have been encumbered as req.  
by Minn. Stat. 16A.15 and 16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contract: \_\_\_\_\_



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Advisory Committee Appointment**

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 2/3/2015

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:**

There remains one vacancy on the Planning Commission in Commissioner District 1.

The following individuals have indicated an interest in serving on the Planning Commission:

Gabrielle Soojan, residing in Commissioner District #1

Chad Robbins, residing in Commissioner District #4.

**ACTION REQUESTED:**

Motion to fill vacancy.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3012

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Defining 2015 Pay-for-Performance**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="2/3/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Di..."/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

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

The attached resolution includes the following:

For bargaining units participating in pay-for-performance in 2015, increase the 2014 salary ranges by two and one-half percent (2.50%) at the range minimums, mid-points and maximums, effective March 9, 2015, except where a specific alternate date is stated in the collective bargaining agreement. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 9, 2015. The range increase alone does not have an immediate impact on individual employees' salaries. The two and one-half percent (2.50%) salary range increase shall not apply to attraction and retention salary ranges or to salary range exceptions as defined in collective bargaining agreements.

For non-bargaining employees, increase the pay-for-performance 2014 salary ranges by two and one-half percent (2.50%) at the range minimums, mid-points and maximums, effective March 9, 2015. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 9, 2015. The range increase alone does not have an immediate impact on individual employees' salaries. Definition is provided on which salaries would receive base adjustments and which would receive lump sum payments, as well as the effective date for the increase – which is the pay period beginning March 9, 2015. The percentage amount of the performance-based increases determined by each employee's overall rating on their performance evaluation is outlined as follows: zero percent (0.00%) for needs improvement, two percent (2.00%) for solid performer, three and one-quarter percent (3.25%) for exceeds expectations, and four and one-quarter percent (4.25%) for outstanding.

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

The action requested is adoption of the Resolution defining 2015 employee pay-for-performance ranges for participating bargaining units and specifying the 2015 pay-for-performance system for non-bargaining employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution defining the 2015 pay-for-performance system and range adjustment.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input type="text"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	<b>Total</b> <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3022

## 2015 Pay-For-Performance Range Adjustment Recommendation

### 1. Background

Historically many public sector entities have provided salary increases based on employee tenure and/or general adjustments, often referred to as cost of living adjustments (or COLA's). In recent years organizations have begun to migrate to a pay-for-performance / merit based system, or a compensation structure that provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of a pay-for-performance system include attracting and retaining top talent and rewarding excellence.

### 2. Carver County Compensation System History

Prior to 2013, Carver County provided salary increases in the traditional manner. In 2013, Carver County had a number of groups move to pay-for-performance including non-bargaining employees, Supervisor and Managers Association (SMACC), and the Assistant County Attorneys AFSCME unit. By 2014, in addition to non-bargaining employees, nine out of eleven bargaining units incorporated pay-for-performance in their collective bargaining agreements including AFSCME Assistant County Attorneys, AFSCME Social Services, AFSCME General Unit, AFSCME Public Works, SMACC management employees, LELS Licensed Sergeants, Teamsters Detention Sergeants, Teamsters Licensed Management, and Teamsters Non-Licensed Management.

Personnel policy and collective bargaining agreements state that the County Board will establish the salary ranges for those participating in the pay-for-performance compensation system. Under the pay-for-performance model, a 2.00% range adjustment was provided in 2013 and a 2.25% range adjustment was provided for 2014.

Range adjustments for the past five years are listed in the below table.

<b>Table #1 Carver County Wage Range Adjustment</b>	
<b>Year</b>	<b>Increase</b>
2010	0.00% Traditional
2011	1.00% Traditional
2012	0.50% Traditional
2013	1.25% Traditional, 2.00% PFP
2014	1.25% Traditional, 2.25% PFP

The negotiated pay-for-performance matrix for 2015 is:

<b>Table #2 Carver County 2015 Pay-for-Performance Matrix</b>	
<b>Rating</b>	<b>Increase</b>
Needs Improvement	0.00%
Meets Expectations	2.00%
Exceeds Expectations	3.25%
Outstanding	4.25%

**2015 Pay-For-Performance  
Range Adjustment Recommendation  
Page 2**

**3. Data Summary**

Prior to making a recommendation for a range adjustment for 2015, Employee Relations obtained wage information from the groups listed below. This is the same grouping which comprised a comprehensive compensation review of Carver County wages in 2008.

- a) Minnesota suburban cities with a population over 25,000
- b) Anoka, Dakota, Scott, and Washington counties
- c) Private sector general data

The data reveals that the majority of cities provide a general adjustment to increase actual wages and adjust the minimum and maximum of the wage range. In addition, a majority of the cities have tenure-based step increases within their salary ranges. The data collected shows that the cities generally reported having a pattern of a 2.00% to 2.50% general adjustment for 2015.

Comparable metro counties' compensation structures are split with Dakota, Scott, and Anoka on a pay-for-performance system and Washington on a model where they negotiate the within range movement. The data for counties reveals a 2015 general adjustment pattern that is slightly lower than the cities, ranging from 1.00% to 2.50%.

According to the most recent information from the Bureau of Labor Statistics Employment Cost Index (ECI), private sector wages increased 2.30% for the 12 month period ending September 2014. No comparable private sector wage data is available for year 2015.

Private sector salary reports, utilizing methodology differing from that of ECI, have shown average 2015 base pay increases ranging from 2.70% to 3.00%. Salary trends demonstrate an overall steady increase from 2010 through 2015.

**4. Recommendation**

To stay competitive in the market and attract and retain top talent, a 2.50% year 2015 range adjustment is recommended for the employee groups participating in the pay-for-performance compensation.

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

**Resolution Defining 2015 Employee Pay-for-Performance**

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 and certain represented employees; and

**WHEREAS**, the Carver County Board of Commissioners has established a pay-for-performance system for non-bargaining and certain represented employees; 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, certain collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the pay-for-performance salary ranges for job classifications of represented employees participating in pay-for-performance;**

**THEREFORE, BE IT RESOLVED**, the current 2014 salary ranges for represented employees who have negotiated pay-for-performance effective in 2015 shall be increased by two and one-half percent (2.50%) at the range minimums, mid-points and maximums, effective March 9, 2015, except where a specific alternate date is stated in the collective bargaining agreement. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 9, 2015. The two and one-half percent (2.50%) salary range increase shall not apply to attraction and retention salary ranges or to salary range exceptions as defined in collective bargaining agreements; and

**BE IT FURTHER RESOLVED**, Carver County shall set forth a pay-for-performance system effective in 2015 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:

- A. The current 2014 salary ranges for non-bargaining employees' classifications shall be increased by two and one-half percent (2.50%) at the range minimums, mid-points and maximums, effective March 9, 2015.
- B. In 2015, the percentages used to compute pay-for-performance salary increases based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, two percent (2.00%) for solid performer, three and one-quarter percent (3.25%) for exceeds expectations, and four and one-quarter percent (4.25%) for outstanding.
- C. Pay-for-performance salary increases shall be base pay adjustments for employees whose salaries are within the current range, not to exceed the new range maximum, and computed on: the midpoint of the salary range for salaries at or below the midpoint of the new range, or the employee's actual salary for salaries above the midpoint of the new range, but not exceeding the new range maximum.
- D. Pay-for-performance salary increases shall be lump sums for any amount of the increase that exceeds the new range maximum, as long as the employee's current base salary is at or below the new range maximum.
- E. Pay-for-performance salary increases shall be lump sums based on the new range maximum for any employee whose current salary is above the new range maximum.

- F. 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.
- G. 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.
- H. The pay-for-performance salary adjustments shall be effective for the pay period beginning on March 9, 2015, based on the overall performance evaluation rating for 2014 work, with the evaluation completed and signed by all parties, no later than February 15, 2015; 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 3<sup>rd</sup> day of February, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of February, 2015

\_\_\_\_\_ County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closed Session to Discuss the County Administrator Annual Performance Evaluation**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Each year, the County Board provides an evaluation of the County Administrator's performance. Statute allows the Board to meet in closed session to discuss performance with their direct reports. The County Administrator reports directly to the Board, so a closed session is permitted for this discussion. At the next regular session, a summary of the evaluation will be shared for public record.

**ACTION REQUESTED:**

Motion to enter into closed session as provided by Minnesota Statute, to discuss County Administrator Hemze's 2014 performance.

**FISCAL IMPACT:**   
If "Other", specify:

**FUNDING**  
County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3021