



Carver County Board of Commissioners  
 March 17, 2015  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

4:00 p.m.	1.	<ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <b>Pledge of allegiance</b></li> <li>c) <b>Public comments (limited to five minutes)</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></li> </ul>	
	2.	Agenda review and adoption	
	3.	Approve minutes of March 3, 2015, Regular Session .....	1-5
	4.	Community Announcements	
4:05 p.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
		5.1 Purchase of replacement mowers for Public Works .....	6-7
		5.2 Approve an Annual Salary Increase for Casual Intermittent Crisis Therapists .....	8
		5.3 Right-of-way Acquisition Settlement Agreement for CSAH 10 Construction from CSAH 30 to Highway 7 .....	9-10
		5.4 Carver County Project No. 1503 - Culverts and Polyethylene Pipe ....	11-12
		5.5 Carver County Project No. 1504 - Mineral Aggregates .....	13-14
		5.6 Carver County Project No. 1505 - Limestone Rock .....	15-16
		5.7 Carver County Project No. 1506 - Plant Mixed Asphalt.....	17-18
		5.8 Carver County Project No. 1509 - Rental Equipment.....	19-20
		5.9 PSA for CSAH 17 and Pleasantview Road Intersection Improvement Project.....	21
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
		5.10 Request for approval to contract with Vanguard Appraisals, Inc. ....	22
		5.11 Request for approval to amend contract with Vanguard Appraisals, Inc.	23
		5.12 Charitable Gambling Application for Exempt Permit-Zoar United Church of Christ .....	24
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
		5.13 Resolution of Support for funding CR 140 Interchange Construction at TH212 utilizing State GO Bonds.....	25-27
		5.14 Resolution of Support for HF#80 for TH 212 Funding.....	28-30

*Culture: Provide an organizational culture which fosters individual accountability to achieve goals*

5.15 Approval of the 2015-2016 Teamsters Sheriff's Office Non-Licensed Management & PSAP Supervisors Collective Bargaining Agreement..... 31

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

5.16 Elimination of Four Petty Cash Funds ..... 32

5.17 Review Social Services/Commissioners Warrants ..... NO ATT

- 4:05 p.m. **6. FINANCES: Improve the County's financial health and economic profile**  
6.1 Accounts Receivable Write-off for "GOP Victory 2004" ..... 33-36
- 4:15 p.m. **7. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
7.1 Veterans Service Office Reorganization..... 37-38  
7.2 2040 Regional Water Resources Policy Plan Review..... 39-41
- 4:40 p.m. **8. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
8.1 **Closed Session** for Labor Negotiations Strategy ..... 42
- 5:35 p.m. **ADJOURN REGULAR SESSION**
- 5:35 p.m. **BOARD REPORTS**  
1. Chair  
2. Board Members  
3. Administrator  
4. Adjourn

David Hemze  
County Administrator

## UPCOMING MEETINGS

March 24, 2015	9:00 a.m. Board Work Session
March 31, 2015	No Board Meeting
April 7, 2015	9:00 a.m. Board Meeting
April 14, 2015	No Board Meeting
April 21, 2015	4:00 p.m. Board Meeting
April 28, 2015	9:00 a.m. Board Work Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on March 3, 2015. Vice Chair James Ische convened the session at 9:01 a.m.

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

Members absent: Randy Maluchnik.

Degler moved, Lynch seconded, to approve the agenda. Motion carried unanimously.

Lynch moved, Degler seconded, to approve the minutes of the February 17, 2015, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved issuing a Charitable Gambling License to the Ridgeview Foundation for a raffle to be held on June 22, 2015.

Contract with Delta Dental pending finalization of the contract review process.

Approved application for a one day to four day temporary on-sale liquor license for St. Peter Lutheran Church, Watertown for Sunday, May 17, 2015.

Approved an amendment to the contract with Databank IMC LLC pending completion of the contract review process.

Resolution #09-15, Revocation and Turnback of County State Aid Highway No 57.

Resolution #10-15, Revocation and Turnback of County State Aid Highway 59.

Adopted the Carver County Public Works Landscape Policy.

Contract with DataLink Corporation pending completion of the contract review process.

Approved the reclassification of one highway maintenance foreman position to highway maintenance worker.

Approved out of state travel request to ATSSA How to Conference in Fargo, ND for Public Works employee.

Adopted the Findings of Fact and issued Order #20150001 for the issuance of Interim Use Permit #PZ20150001, Thomas Rice, Laketown Township.

Approved the transfer of the revoked right of way in Section 24, Township 116N, Range 25W to the City of Waconia and authorized the Chair and Administrator to complete a deed transfer of ownership to the City of Waconia.

Resolution #11-15, Designation of CSAH 140

Resolution #12-15, Designation of CSAH 51.

Approved the purchase of FuelFocus fuel management system from AssetWorks for \$49,290.13.

Reviewed February 24, 2015, Community Social Services' actions/ Commissioners' warrants in the amount of \$251,591.43 and reviewed March 3, 2015, Community Social Services' actions/Commissioners' warrants in the amount of \$253,613.90.

Motion carried unanimously.

Stephen Manweiler, Metropolitan Mosquito Control District Director, appeared before the Board for the District's annual update. He explained the District was governed by 18 County Commissioners and the District covers a 2,900 square mile service area. He pointed out their focus on larval control. Manweiler noted their levy authority and indicated the amount levied has flat lined since 2010.

He explained mosquito biology and identified the larval control measures used. He noted they also augment larval control with adult mosquito control. Manweiler explained the West Niles Virus habitat and the District's response. He pointed out they also monitor for deer ticks and focus their efforts on public education to remind people how to protect themselves.

Manweiler outlined their plans for 2015. He explained they plan to manage their budget to maximum services to the public, look at new control materials, update their data system and continue the District's sustainability program.

The Board thanked the District for their report.

Kerie Anderka, Employee Relations, requested the Board approve the 2015 Health Incentive Program. She explained the County has established a health and wellness program and they were continuing to update the program this year. She identified the Health Break Team's mission statement and goals. She pointed out one of their goals was to increase participation in the Health Incentive Program to 70% in 2015.

Anderka reviewed the 2014 pilot program, participation rates and program requirements. She explained, to build further participation, she was recommending continuing the \$100 incentive and incorporate a group incentive for a wellness day off if participation reaches 70%.

Workman moved, Degler seconded, to approve the 2015 Health Incentive Program that includes a \$100 individual incentive in 2015 for program completion, and a Wellness Day off work to be

awarded in 2016 for all participants if at least 70% of eligible employees complete the program requirements and to conclude the \$300 pilot program as described. Motion carried unanimously.

Tom Vellenga, Assistant County Administrator, requested the Board approve a contract for a 2015 Master Space Plan. He explained they wanted to take a look at what is needed over the next five years and over the next 20 years for long term projections. He stated, to engage in sound financial planning, they needed to know where the County was going and where the County should be to maximum services to County residents.

He pointed out the 2008 Wold Master Plan and projects completed from that. He stated the study would look at all County sites, what technology may offer over the next 20 years, security needs and look at a financial analysis. Vellenga clarified they would not be looking at the Public Works facilities which will be part of a separate study.

Vellenga explained five responses were received to the RFP. He stated a Space Planning Committee was formed and three firms interviewed. He indicated they came to a consensus to choose Leo A. Daly. He reviewed the projected schedule and noted the August target date to bring something back to the Board. He indicated deliverables would include an assessment of needs in five years, in 20 years and operating model options.

Workman moved, Degler seconded, to approve the professional service contract for the delivery of the Master Space Plan, subject to the administrative approval process, with a contract base of \$42,188 and authorize the Assistant County Administrator to approve a change order not to exceed ten percent, an established project budget of \$46,500 and related budget amendment. Motion carried unanimously.

Lyndon Robgent, Public Works, requested the Board approve a joint powers agreement with the City of Waconia for construction on TH 5 in the City. He shared a video of the project improvements and location. He pointed out the road closures and detours that would occur, noting there would be a significant amount of construction around the City.

He highlighted funding sources and indicated the County's contribution follows the County's cost share policy.

Lynch moved, Degler seconded, to approve a joint powers agreement with the City of Waconia for the TH 5 reconstruction project pending finalization of the contract review process. Motion carried unanimously.

Darin Mielke, Public Works, appeared before the Board to present an update on the Southwest Reconnection project and approval for change orders. He stated most of the work has been on the bridge structure.

He pointed out the intent is to get the bridge out of the floodplain and reviewed project information. He stated the project started in July, 2014 and the estimated completion date was November, 2015.

Mielke indicated they are currently in phase two and identified the work to be done as part of each of the five phases. Mielke reviewed the need for a static load test and the elimination of approximately two million from the project. He noted the removal of the old causeway may be pushed off. He shared photos of the work done to date. Mielke explained project updates can be found on the State's website, Facebook and Twitter. He also noted the two live feed cameras at the site.

Mielke explained the Board previously gave the Engineer authorization to sign change orders up to \$100,000, not to exceed three million. He stated he was asking that this amount be raised to \$500,000 per occurrence for work related to the causeway bridge foundation work to minimize delays.

Workman moved, Degler seconded, to authorize the Carver County Engineer to take actions necessary and to enter into change orders or supplemental agreements on behalf of Carver County with an amount less than \$500,000 for work related to the causeway bridge foundation work. Motion carried unanimously.

Mielke requested the Board adopt the 2015 Five Year Bridge Resolution. He explained a five year bridge replacement resolution is required to get a bridge on the replacement list. He stated this is used as a planning tool and the State Bridge Bond program has been very successful. Mielke indicated a bridge has to have a sufficiency rating of less than 80.

He stated this five year plan is rolled up into the CIP and the cost estimates are based on past experience. He identified bridge locations and indicated the map tries to group similar projects together.

Lynch offered the following Resolution, seconded by Degler:

Resolution #13-15  
Five Year Bridge Resolution

On vote taken, all voted aye.

Martin Walsh, Parks, requested the Board approve a charitable pledge and donation agreement with Norman and Ann Hoffman. He explained the Hoffmans were proposing to transfer ownership of Coney Island to Carver County to preserve the land, to interpret the island history and provide recreational opportunities. Walsh stated this was consistent with both the County's comprehensive plan and with the Regional Parks policy plan.

He indicated the Trust for Public Land has been engaged with the Hoffman Foundation and have come up with an appraised value. He stated the agreement with Hoffmans sets the groundwork for the transfer of ownership to the County for preservation for public purposes.

Walsh explained the appraised value was set at 1.3 million last October and would be updated and reviewed by another party. He indicated Met Council Acquisition Opportunity Funds would be

utilized for 75% of the cost and the Foundation would donate 25% of the land value. Thereafter the Foundation would donate \$100,000 to the Trust for Public Land and Carver County would receive \$900,000 to help with clean-up of the island and establish recreational uses.

He pointed out Carver County's Master Plan would need to be amended and submitted to the Met Council for review.

Lynch moved, Workman seconded, to approve the Charitable Pledge and Donation Agreement with Norman and Ann Hoffman and authorized the Chair to sign and to approve related budget amendment. Motion carried unanimously.

Vice Chair Ische explained upon adjournment the Board would be going into a work session with regard to the 2015 AIS program.

Degler moved, Lynch seconded, to adjourn the Regular Session at 11:35 a.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Purchase of replacement mowers for Public Works**

Primary Originating Division/Dept: <input type="text" value="Public Works - Operations"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Mike Legg"/> Title: <input type="text" value="Operations Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text" value="Operations Manager"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County Public Works has a large fleet of vehicles and equipment that are used in the Program Delivery, Operations, and Parks departments. The County annual budget and Long Term Financial Plan includes recommendations from the Public Works fleet replacement program. The equipment budget for 2015 is \$1,305,500. Funding sources include: \$263,500 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. Two-Toro 4000D and one Toro 3280-D mowers . (Replacement of 2000, 2001, 2002 Units)

The total cost of this equipment after applicable trade ins is \$113,453.45. Staff obtained bids per the county contract and local preference purchasing policies.

Bid summary are attached.

**ACTION REQUESTED:**

Approve the purchase of three mowers for \$113,453.45

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$113,453.45"/> <input type="text"/> <b>Total</b> <input type="text" value="\$113,453.45"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3079



**Carver County Public Works**

**Parks Mowers**

March 3, 2015

Brand	Dealer	Model	quantity	Local Dealer	Bid Pricing	Local vendor Service rate 0.5% discount*
<b>Toro</b>	MTI Inc- State Bid	3280-D	1	No	\$18,835.69	NA
<b>Toro</b>	MTI Inc- State Bid	4000-D	2	No	\$54,058.88	NA
<b>Trade Value</b>	MTI Inc- State Bid				\$13,500.00	NA

**Low Bidder**

MTI Distributing  
4830 Azelia Avenue North #100  
Brooklyn Center, MN 55429

Low Bid of \$

\* Public Works gives upto a 2% best value discount to local vendors for priority warranty service. There are no local vendors that can provide this equipment for Public Works, the items were quoted off the State of Minnesota equipment purchasing.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve an Annual Salary Increase for Casual Intermittent Crisis Therapists**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Director"/>	Item Type: Consent <input type="text" value=""/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Community Social Services has .4 FTE Casual Intermittent Crisis Therapists. At present there are four staff that are employed in this role. These staff have the same qualifications and credentialing requirements as regular full time and part-time Crisis Therapists. Essentially they fill in when regular staff have PTO, are absent or there are vacancies. These staff are not part of the Collective Bargaining Agreement and as such do not receive an annual increase. The Division is requesting a 2% increase for these employees. This would be consistent with the in-range movement of bargaining unit staff that are "solid performers."

**ACTION REQUESTED:**

Approve a 2% salary increase for the Casual Intermittent Crisis Therapists.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td style="text-align: right;"><b>\$24.00</b></td> </tr> <tr> <td>Revenue</td> <td style="text-align: right;">\$456.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$480.00</b></td> </tr> </table>	<b>County Dollars =</b>	<b>\$24.00</b>	Revenue	\$456.00	<b>Total</b>	<b>\$480.00</b>
<b>County Dollars =</b>	<b>\$24.00</b>						
Revenue	\$456.00						
<b>Total</b>	<b>\$480.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>							

**Related Financial/FTE Comments:**

The 2015 Budget for Casual Intermittent Crisis Therapists is \$24,000. A 2% increase is \$480. The Crisis Program is 95% funded by earned revenue, grants, contracts and an allocation.

*Office use only:*

RBA 2015 - 3096

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Right-of-way Acquisition Settlement Agreement for CSAH 10 Construction from CSAH 30 to Highway 7**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Right-of-Way Agent"/>	Item Type: Consent <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Communities: <input type="text" value="Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The 2015 construction program includes the reconstruction and partial realignment of CSAH 10 from CSAH 30 on the south to Highway 7 on the north. Additional right-of-way is needed to complete this project. Carver County Public Works has negotiated a settlement with the property owners at PID #09.0102700 for the acquisition of permanent road and temporary construction easements along the CSAH 10 corridor.

**ACTION REQUESTED:**

Adopt a resolution to authorize payment of compensation based on a negotiated settlement for easements required for project SP 010-610-046 at PID #09.0102700

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text"/></td> </tr> <tr> <td>CSAH Funds (Gas Tax etc)</td> <td style="text-align: right;">\$60,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$60,000.00</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text"/>	CSAH Funds (Gas Tax etc)	\$60,000.00	<b>Total</b>	<b>\$60,000.00</b>
<b>County Dollars =</b>	<input type="text"/>						
CSAH Funds (Gas Tax etc)	\$60,000.00						
<b>Total</b>	<b>\$60,000.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>						
<input checked="" type="checkbox"/> Insert additional funding source							

Related Financial/FTE Comments:

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RBA 2015- 3098

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## BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: March 17, 2015  
 Motion by Commissioner: \_\_\_\_\_

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

### Right of Way Acquisition – CSAH 10 – Project SP 010-610-046

WHEREAS, the County desires to reconstruct CSAH 10 between CSAH 30 and State Highway 7, and

Whereas, reconstruction of CSAH 10 is necessary to provide roadway improvements for the safety of the traveling public, and

Whereas, the County needs to acquire property interests over certain lands to provide for said roadway reconstruction, and

Whereas, a settlement has been negotiated with John V. Zupan and Lynn R. Zupan, husband and wife, PID #09.0102700, the property owners impacted by the project.

BE IT RESOLVED, that the Carver County Board of Commissioners accept the settlement negotiated with the property owners for the CSAH 10 reconstruction between CSAH 30 and State Highway 7. (SP-010-610-046).

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

STATE OF MINNESOTA  
 COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17<sup>th</sup> day of March, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17<sup>th</sup> day of March, 2015.

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

Patrick Lambert

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Project No. 1503 - Culverts and Polyethylene Pipe**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this project is to obtain competitive prices for culverts and high density polyethylene pipe for Carver County and various instrumentalities. The following instrumentalities are parties to this undertaking in addition to Carver County: Townships of Benton, Camden, Dahlgren, Hancock, Hollywood, Laketown, San Francisco, Waconia, Watertown & Y.A. and the Cities of Carver, Chanhassen, Chaska, Cologne, Mayer, New Germany, NYA, Victoria, Waconia and Watertown.

Public Works uses these quotes to purchase material on an as needed basis. Purchase is based on low cost (not always low bid) and availability. Staff estimates transportation cost to compute the lowest cost based on where the material is needed. If material is out of stock from the lowest cost supplier, Public Works will select a different bidder or request additional quotes from others.

**ACTION REQUESTED:**

Accept all quotes and award to all bidders.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$100,000.00</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$100,000.00</b></td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	<b>\$100,000.00</b>			<b>Total</b>	<b>\$100,000.00</b>
County Dollars =	<b>\$100,000.00</b>						
<b>Total</b>	<b>\$100,000.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>							
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>							

**Related Financial/FTE Comments:**

The total 2015 general supplies (03-304-000-0000-6501) budget is \$100,000. The purchase of culvert materials by Carver County will be charged against this account. Other purchases charged against this account include items such as guardrails, spot seal coating oil, dust control, seed, tile, fencing, timber, hardware, culvert liners, grates, bands and aprons.

*Office use only:*

RBA 2015 - 3105

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# CARVER COUNTY - ABSTRACT OF BIDS

## PROJECT NO. 1503

### QUOTES FOR CULVERTS AND HIGH DENSITY POLYETHYLENE PIPE (5/1/15 - 4/30/16)

Bid Letting:

Thurs., March 5, 2015  
2:30 P.M.

	True North Steel 3575 85th Ave. NE St. Paul, MN 55126 763-780-1760		Metal Culverts, Inc. 1102 Sykes St. Albert Lea, MN 507-373-3726	
	Riveted	Spiral	Riveted	Spiral
<b>METAL CULVERTS:</b>				
12" 16 Ga. CMP/Culvert (Ft.)	\$6.95	\$6.95	\$7.30	\$7.30
/Band (Bd.)	\$10.50	\$10.50	\$10.95	\$10.95
/Apron (Ea.)	\$37.95	\$37.95	\$44.95	\$44.95
15" 16 Ga. CMP/Culvert (Ft.)	\$8.95	\$8.95	\$9.18	\$9.18
/Band (Bd.)	\$13.50	\$13.50	\$13.77	\$13.77
/Apron (Ea.)	\$47.95	\$47.95	\$57.15	\$57.15
18" 16 Ga. CMP/Culvert (Ft.)	\$10.45	\$10.45	\$10.91	\$10.91
/Band (Bd.)	\$15.50	\$15.50	\$16.37	\$16.37
/Apron (Ea.)	\$62.95	\$62.95	\$74.00	\$74.00
21" 16 Ga. CMP/Culvert (Ft.)	\$12.50	\$12.50	\$12.63	\$12.63
/Band (Bd.)	\$18.50	\$18.50	\$18.95	\$18.95
/Apron (Ea.)	\$89.95	\$89.95	\$89.10	\$89.10
24" 16 Ga. CMP/Culvert (Ft.)	\$13.95	\$13.95	\$14.60	\$14.60
/Band (Bd.)	\$20.50	\$20.50	\$21.90	\$21.90
/Apron (Ea.)	\$94.95	\$94.95	\$110.45	\$110.45
30" 14 Ga. CMP/Culvert (Ft.)	\$21.45	\$21.45	\$22.55	\$22.55
/Band (Bd.)	\$32.50	\$32.50	\$33.83	\$33.83
/Apron (Ea.)	\$159.95	\$159.95	\$186.35	\$186.35
36" 14 Ga. CMP/Culvert (Ft.)	\$25.45	\$25.45	\$26.90	\$26.90
/Band (Bd.)	\$38.50	\$38.50	\$40.35	\$40.35
/Apron (Ea.)	\$259.95	\$259.95	\$300.30	\$300.30
48" 12 Ga. CMP/Culvert (Ft.)	\$47.50	\$47.50	\$50.35	\$50.35
/Band (Bd.)	\$70.50	\$70.50	\$75.53	\$75.53
/Apron (Ea.)	\$575.00	\$575.00	\$659.25	\$659.25
60" 10 Ga. CMP/Culvert (Ft.)	\$80.75	\$80.75	\$80.77	\$80.77
/Band (Bd.)	\$161.50	\$161.50	\$161.54	\$161.54
/Apron (Ea.)	\$1,170.00	\$1,170.00	\$1,172.00	\$1,172.00
82" 10 Ga. CMP/Culvert (Ft.)	no bid	no bid	\$96.43	\$96.43
/Band (Bd.)	no bid	no bid	\$192.86	\$192.86
/Apron (Ea.)	no bid	no bid	\$1,396.60	\$1,396.60
84" 10 Ga. CMP/Culvert (Ft.)	\$112.50	\$112.50	\$112.50	\$112.50
/Band (Bd.)	\$224.50	\$224.50	\$225.00	\$225.00
/Apron (Ea.)	\$1,650.00	\$1,650.00	\$1,650.50	\$1,650.50
<b>HIGH DENS. POLYETH. PIPE:</b>	<b>Corr. Inside</b>	<b>Dual - Wall</b>	<b>Corr. Inside</b>	<b>Dual - Wall</b>
10" x 20' Solid Pipe (Ft.)		\$4.95		
/Coupling (Ea.)		\$4.25		
/Apron (Ea.)		\$37.25		
12" x 20' Solid Pipe (Ft.)		\$5.50		
/Coupling (Ea.)		\$5.25		
/Apron (Ea.)		\$41.10		
15" x 20' Solid Pipe (Ft.)		\$7.65		
/Coupling (Ea.)		\$10.25		
/Apron (Ea.)		\$66.50		
18" x 20" Solid Pipe (Ft.)		\$10.75		
/Coupling (Ea.)		\$13.75		
/Apron (Ea.)		\$94.50		
24" x 20' Solid Pipe (Ft.)		\$16.95		
/Coupling (Ea.)		\$27.25		
/Apron (Ea.)		\$172.25		
30" x 20' Solid Pipe (Ft.)		\$26.95		
/Coupling (Ea.)		\$61.50		
/Apron (Ea.)		\$215.50		
36" x 20' Solid Pipe (Ft.)		\$33.50		
/Coupling (Ea.)		\$68.50		
/Apron (Ea.)		\$635.25		
<b>H.D. POLYETH. PIPE (LNR):</b>				
15" x 20' Solid Pipe (Ft.)	\$24.75	Length is 24'		
18" x 20' Solid Pipe (Ft.)	\$27.75	Length is 24'		
24" x 20' Solid Pipe (Ft.)	\$42.75	Length is 24'		
30" x 20' Solid Pipe (Ft.)	\$71.75	Length is 24'		
36" x 20' Solid Pipe (Ft.)	\$94.75	Length is 24'		
48" x 20' Solid Pipe (Ft.)	\$148.75	Length is 24'		
<i>Delivery Charge Per Mile</i>	Included		Included	
<i>Location of Loading Point</i>	3575 85th Ave. NE, St. Paul		1102 Sykes St., Albert Lea	

**No Bidders Bond is Required**

Recommendation:           Accept both bids

Awarded To:

3/11/2015  
9:48 AM

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Project No. 1504 - Mineral Aggregates**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this project is to obtain competitive prices for mineral aggregates for Carver County and various instrumentalities. The following instrumentalities are parties to this undertaking in addition to Carver County: Townships of Benton, Camden, Dahlgren, Hancock, Hollywood, Laketown, San Francisco, Waconia, Watertown & Y.A. and the Cities of Carver, Chanhassen, Chaska, Cologne, Mayer, New Germany, NYA, Victoria, Waconia and Watertown.

Public Works uses these quotes to purchase material on an as needed basis. Purchase is based on low cost (not always low bid) and availability. Staff estimates transportation cost to compute the lowest cost based on where the material is needed. If material is out of stock from the lowest cost supplier, Public Works will select a different bidder or request additional quotes from others.

**ACTION REQUESTED:**

Accept both quotes and award to both bidders.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$49,500.00</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$49,500.00</b></td> </tr> </table>	County Dollars =	<b>\$49,500.00</b>			<b>Total</b>	<b>\$49,500.00</b>
County Dollars =	<b>\$49,500.00</b>						
<b>Total</b>	<b>\$49,500.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>							

**Related Financial/FTE Comments:**

The 2015 sand budget (03-304-000-0000-6504) is \$4,500 and aggregate (03-304-000-0000-6505) budget is \$45,000. The purchase of sand and mineral aggregates throughout the year by Carver County will be charged against these accounts.

*Office use only:*

RBA 2015 - 3106

Close

**CARVER COUNTY - ABSTRACT OF BIDS**  
**PROJECT NO. 1504**  
**MINERAL AGGREGATES**

*Bid Letting:*

*Thurs., March 5, 2015*

*2:30 P.M.*

	<b>Sibley Aggregates</b> <b>26239 State Hwy. 25</b> <b>Belle Plaine, MN</b>	<b>Wm. Mueller &amp; Sons</b> <b>831 Park Avenue</b> <b>Hamburg, MN</b>
<b>SUPPLIER LOADS:</b>		
(1) F.A. 1 Sand (ton)	no bid	\$4.20
(2) F.A. 2 Buckshot (ton)	no bid	\$13.10
(3) F.A. 3 Buckshot (ton)	no bid	no bid
(4) F.A. 4 Buckshot (ton)	no bid	no bid
(5) Crushed Gravel Class 1 (ton)	\$6.25	\$8.45
(6) Crushed Gravel Class 5 (ton)	\$5.45	\$7.55
<b>COUNTY/INSTRUMENTALITY LOADS:</b>		
(7) Crushed Gravel Class 5		
Haul Per Ton Mile		
Loading Site	Inters. of CR 6 and 60 Sibley Co./Faxon Twp. 952-873-6326	Carver Pit 5215 Dahlgren Road 952-448-4175
\$500.00 Bid Bond	yes	yes

*Recommend Award To:*

Both vendors

*Awarded To:*



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Project No. 1505 - Limestone Rock**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this project is to obtain competitive prices for Limestone rock for Carver County and various instrumentalities. The following instrumentalities are parties to this undertaking in addition to Carver County: Townships of Benton, Camden, Dahlgren, Hancock, Hollywood, Laketown, San Francisco, Waconia, Watertown & Y.A. and the Cities of Carver, Chanhassen, Chaska, Cologne, Mayer, New Germany, NYA, Victoria, Waconia and Watertown.

**ACTION REQUESTED:**

Award bid to Bryan Rock Products.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$308,000.00"/>
If "Other", specify: <input type="text"/>	Total <input type="text" value="\$308,000.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	

**Related Financial/FTE Comments:**

The 2015 seal coating and aggregate (03-304-000-0000-6550) budget is \$308,000. The purchase of limestone rock throughout the year by Carver County will be charged against this account. In addition, an estimated \$200,000 of R&B CIP funds (Fund 32) will be utilized for seal coating.

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RBA 2015- 3107

Close

***CARVER COUNTY - ABSTRACT OF BIDS***

**PROJECT NO. 1505**

***LIMESTONE ROCK***

<i>Bid Letting:</i>	<b>Bryan Rock Products</b>
<i>Thurs., March 5, 2015</i>	<b>PO Box 215</b>
<i>2:30 P.M.</i>	<b>Shakopee, MN 55379</b>
Quarried Pit Run Riprap (ton)	\$28.65
1 1/2" to Dust Crushed Rock (ton)	\$9.80
3/4" to Dust Crushed Rock (ton)	\$9.80
3/4" Clean Crushed Rock (ton)	\$17.55
1 1/2" Clean Crushed Rock (ton)	\$17.55
3" Crushed Stone (ton)	\$9.90
3" Clean Crushed Rock (ton)	\$17.55
5/16" or 3/8" Washed Chip for Seal Coat (ton)	\$17.55
Haul Per Ton Mile	\$1.55
Location of Pit & Phone No.	Shakopee Quarries Hwy. 41 and 169 952-445-1997
Bidders Bond - \$500.00	yes

*Recommend Award To:*

Bryan Rock Products

*Awarded To:*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Project No. 1506 - Plant Mixed Asphalt**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this project is to obtain competitive prices for plant mixed asphalt for Carver County and various instrumentalities. The following instrumentalities are parties to this undertaking in addition to Carver County: Townships of Benton, Camden, Dahlgren, Hancock, Hollywood, Laketown, San Francisco, Waconia, Watertown & Y.A. and the Cities of Carver, Chanhassen, Chaska, Cologne, Mayer, New Germany, NYA, Victoria, Waconia and Watertown.

Public Works uses these quotes to purchase material on an as needed basis. Purchase is based on low cost (not always low bid) and availability. Staff estimates transportation cost to compute the lowest cost based on where the material is needed. If material is out of stock from the lowest cost supplier or does not meet county specifications, Public Works will select a different bidder or request additional quotes from others.

**ACTION REQUESTED:**

Accept all quotes and award to all bidders.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$30,000.00"/> <input type="text"/> <b>Total</b> <input type="text" value="\$30,000.00"/> <input type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	
<b>QUOTES OR BIDS OBTAINED:</b> <input checked="" type="text" value="Yes"/>	

**Related Financial/FTE Comments:**

The 2015 asphalt (03-304-000-0000-6515) budget is \$30,000. The purchase of asphalt throughout the year by Carver County will be charged against this account.

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RBA 2015 - 3108

Close

**CARVER COUNTY - ABSTRACT OF BIDS**

**PROJECT NO. 1506**

**PLANT MIXED ASPHALT**

*Bid Letting:*

*Thurs., March 5, 2015  
2:30 P.M.*

	<b>Chard Tiling/Sibley Aggregates 26239 State Hwy. 25 Belle Plaine, MN</b>	<b>Commercial Asphalt 7200 Hemlock Lane Maple Grove, MN</b>	<b>Wm. Mueller &amp; Sons 831 Park Avenue Hamburg, MN</b>	
Plant Mixed Asphalt (ton) 3/4"- for Primary Overlay Mix...	\$55.75	\$46.40	\$50.45	Duffy Pit
Plant Mixed Asphalt (ton) 1/2"- for Leveling, Bit. Walk,...	\$59.10	\$52.10	\$51.70	Carver Pit
Plant Mixed Asphalt (ton) 1/2"- for Patching	\$59.50	\$51.60	\$53.60	Carver Pit
Plant Mixed Asphalt (ton) 3/8"- for Crack Patching/Patching	\$64.35	\$58.40	\$63.40	Carver Pit
Plant Mixed Asphalt (ton) 98% / Crack Filling Mix	no bid	no bid	no bid	
Plant Mixed Asphalt (ton) Curb Mix w/ 4% Mineral Filler	no bid	no bid	no bid	
Plant Mixed Asphalt (ton) Winter Mix	no bid	\$120.00	\$140.00	Carver Pit
Tack Coat (gal.)	\$5.25	\$40/five gallon pail	\$4.95	Hamburg
Bituminous Debris (ton)	n/c	\$75/tandem load - \$100/semi	n/c	
Concrete Debris Clean (ton)	n/c	\$75/tandem load - \$100/semi	n/c	
Concrete Debris w/Rebar (ton)	\$3.50	\$75/tandem load - \$100/semi	\$3.00	Carver Pit
Haul Per Ton Mile	no bid	no bid	\$0.80	
Location of Pit	Intersection of CR 6 and 60 Sibley County/Faxon Road 952-873-6326	12355 Chestnut Blvd. Shakopee, MN 952-445-9206	Duffy Pit 23900 Scenic Byway 952-873-2788	Carver Pit 14060 CR 40 952-448-6565
\$500.00 Bid Bond	yes	yes	yes	

*Recommend Award To:*

All bidders

*Awarded To:*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Project No. 1509 - Rental Equipment**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW Director"/>	Item Type: Consent <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Communities: <input type="text" value="Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this project is to obtain competitive prices from vendors to furnish various types of equipment required on an as needed basis for highway maintenance and operations. Public Works advertises our list of rental equipment needs each year on the County Web Site and interested vendors submit their equipment lists and rental rates.

Portfolios and rental rates are available at Public Works Headquarters.

**ACTION REQUESTED:**

Accept quotes from Lano Equipment and Titan Machinery.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text" value="\$30,000.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$30,000.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

The total 2015 equipment rental (03-304-000-0000-6340) budget is \$30,000. The cost of actual rental use will be charged against this account.

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RBA 2015 - 3109

Close

**CARVER COUNTY - ABSTRACT OF BIDS/QUOTES**  
**PROJECT NO. 1509**  
**RENTAL EQUIPMENT**  
**(5/1/15 - 4/30/16)**

*Bid Letting: Thurs., March 5, 2015 2:30 P.M.*

<b>Bidder's Name</b>	<b>Address</b>	<b>Contact</b>	<b>Email</b>	<b>Phone Numbers</b>	<b>Time Frame (COI) (on file - current)</b>
Titan Machinery Inc.	6340 County Road 101 E, Shakopee, MN	Andrew Bethel		612-741-3321 952-445-5400	
Lano Equipment of Norwood	1015 Highway 212 West, NYA, MN 55368	Bob Cousins	<a href="mailto:BobCousins@lanoequipnya.com">BobCousins@lanoequipnya.com</a>	952-467-2181	
<b>No Bid Bond is Required</b>			New certificates of insurance will be requested for those that have expired (prior to contract period).		

*Recommendation:* Accept quotes

*Awarded To:*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PSA for CSAH 17 and Pleasantview Road Intersection Improvement Project**

Primary Originating Division/Dept: Public Works - Program Delivery	Meeting Date: 3/17/2015
Contact: Darin Mielke Title: Deputy County Engineer	Item Type: Consent
Amount of Time Requested: minutes Presenter: Title:	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities	

**BACKGROUND/JUSTIFICATION:**

Carver County, in collaboration with the City of Chanhassen, is working to improve intersection safety at the intersection of CSAH 17 (Power Blvd) and Pleasantview Road. In recent years, there has been an increase in the number of run off of the road crashes that we believe can be reduced with improvements to the intersection. Due to other projects, our staff are not able to complete this project in-house. The County and City have worked with Kimley-Horn in the past with success. Kimley-Horn will perform the final design construction plans with the County providing surveying and construction engineering in-house. Only Task 1 - Final Design Phase services will be included with the contract with Kimley-Horn at this point in time. This project has been in the County's CIP and the City is fully supportive of the project as well.

This is a professional services proposal and only one was solicited due to their expertise and immediate availability. The cost is appropriate based on past projects and the requested scope of work.

**ACTION REQUESTED:**

Contract with Kimley-Horn for professional services on the CSAH 17 and Pleasantview Road Intersection Improvement Project

<b>FISCAL IMPACT:</b> Included in current budget <i>If "Other", specify:</i>	<b>FUNDING</b> County Dollars = \$59,400.00 Total \$59,400.00
<b>FTE IMPACT:</b> None	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> No	

**Related Financial/FTE Comments:**

The cost of this project will follow our cost share policy since this project being done is collaboration with the City of Chanhassen. A JPA between the City and County will follow in the near future.

*Office use only:*

RBA 2015- 3117

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to contract with Vanguard Appraisals, Inc.**

Primary Originating Division/Dept: <input type="text" value="Property Records &amp; Taxpayer Services - Property"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Angela Johnson"/> Title: <input type="text" value="County Assessor"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

The contract for the CAMA USA software used by the Assessor's office expires at the end of 2016. We have reviewed other vendors and arrived at the most cost effective and best fit for Carver County's Assessor's office. IT has reviewed and approves this product selection. We plan on being converted by October 2015 and using Vanguard CAMAVision for our 2016 assessment and utilizing CAMA USA for verification purposes for the first year and then being independent on Vanguard CAMAVision going forward.

**ACTION REQUESTED:**

Motion to contract with Vanguard Appraisals, Inc. pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$89,947.50"/> <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$89,947.50"/> <input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	
Related Financial/FTE Comments: This has been budgeted in 2015 CIP.	

*Office use only:*

RBA 2015 - 3085

Close



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to amend contract with Vanguard Appraisals, Inc.**

Primary Originating Division/Dept: <input type="text" value="Property Records &amp; Taxpayer Services - Property"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Angela Johnson"/> Title: <input type="text" value="County Assessor"/>	Item Type: Consent <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

This amendment allows the licensing for remote capability in the field. The original contract and scope of this project did not include this licensed feature. Appraisers need the capability to enter data while in the field. This remote editing tool will allow field edits without requiring the dependency of internet access which is critical for the Assessors since there are still areas of Carver County which do not have mobile internet access.

The contract for the business system software in the Assessor's office called CAMA USA, expires at the end of 2016. After review of several RFP requests in conjunction with Scott County, we have chosen the best fit and most cost effective vendor for Carver County's Assessor's office. IT has reviewed the original contract and this amendment. We plan on to convert by October 2015 and use Vanguard CAMAVision for the 2016 assessment, utilizing our old software, for verification purposes for the first year and then being independent on Vanguard CAMAVision going forward.

**ACTION REQUESTED:**

Motion to amend the contract with Vanguard Appraisals, Inc. pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value="\$23,600.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	Total <input type="text" value="\$23,600.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Amount budgeted in the 2015 CIP.  
 Original contract = \$89,947.50.  
 Amendment contract for remote licensing = \$23,600.  
 Total = \$113,547.50.  
 CIP budget = \$132,000.

Office use only:

RBA 2015 - 3087

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Charitable Gambling Application for Exempt Permit-Zoar United Church of Christ**

Primary Originating Division/Dept: <input type="text" value="Property Records &amp; Taxpayer Services"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Sarah Rivers"/> Title: <input type="text"/>	Item Type: Consent <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

A Charitable Gambling application for Exempt Permit was received from Zoar United Church of Christ. They plan to hold a raffle on October 17, 2015 at Zoar United Church of Christ located at 7030 Hwy 212, Chaska, MN 55318.

**ACTION REQUESTED:**

Approval to issue a Charitable Gambling License to Zoar United Church of Christ for a raffle to be held on October 17, 2015.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3095

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution of Support for funding CR 140 Interchange Construction at TH212 utilizing State GO Bonds**

Primary Originating Division/Dept: <input type="text" value="Public Works - Administration"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director"/>	Item Type: Consent <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Growth: Manage the challenges and opportunities resulting from growth and development	

**BACKGROUND/JUSTIFICATION:**

US Highway 212 needs to be improved in Carver County in order to maintain its importance as a freight and commerce route connection to the freeway system to Greater Minnesota, to stimulate economic growth, to ease current and future traffic congestion, and to reduce its high fatal and serious injury crash rate.

**ACTION REQUESTED:**

Adopt a Resolution supporting the submittal of the interchange at County Road 140 and TH 212 in Chaska in the Governor's 2015 Capital Bonding Bill.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	
Related Financial/FTE Comments:	

Office use only:

RBA 2015 - 3088

Close

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

Date: March 17, 2015

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

---

**A RESOLUTION APPROVING SUPPORT FOR APPLICATION TO INCLUDE  
COUNTY ROAD 140 INTERCHANGE IN GOVERNOR’S CAPITAL BONDING BILL  
FOR 2015**

**WHEREAS**, US Highway 212 needs to be improved in Carver County in order to maintain its importance as a freight and commerce route connecting to the freeway system to Greater Minnesota, to stimulate economic growth, to ease current and future traffic congestion, and to reduce its high fatal and serious injury crash rate; and

**WHEREAS**, a critical component of the improvements needed along the US Highway 212 corridor is an interchange at County Road 140;

**WHEREAS**, the interchange has been awarded Planning Approval and Warrant Analysis Approval from both MnDOT and the Met Council; and

**WHEREAS**, the Preliminary Design of the County Road 140 interchange has also been completed and is a low investment, high return project that utilizes the existing bridge overpass; and

**WHEREAS**, the next steps are acquiring right-of-way, final design, and construction; and

**WHEREAS**, construction of the interchange at County Road 140 will mitigate current and future congestion in the region; and

**WHEREAS**, the Southwest Chaska Master Plan, which was approved in 2013 by the City of Chaska and Met Council, relies upon the interchange to boost economic development in the area by providing accessible land for industrial development that would ultimately attract over 4,000 additional jobs and \$100s of millions of dollars in private investment to the region; and

**WHEREAS**, the westward expansion of US Highway 212 and construction of an Interchange at County Road 140 has been a partnership of greater Minnesota and local jurisdictions in the Southwest Metro Area in improve transportation within the corridor and boost commerce throughout the State; and

**NOW, THEREFORE, BE IT RESOLVED** the Carver County Board of Commissioners hereby supports the submittal of the interchange at County Road 140 project in the Governor’s 2015 Capital Bonding Bill.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17<sup>th</sup> day of March, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Dave Hemze

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution of Support for HF#80 for TH 212 Funding**

Primary Originating Division/Dept: <input type="text" value="Public Works - Administration"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

US Highway 212 in Carver County is the only 2-lane High Priority Interregional Corridor. It is a vital Corridor for Commerce in the State. US Highway 212 needs to be expanded to 4-lane between Chaska and Norwood Young America in order to maintain its importance as a freight and commerce route connecting to the freeway system, to stimulate economic growth, to ease current and future traffic congestion, and to reduce its high fatal and serious injury crash rate.

**ACTION REQUESTED:**

Adopt a Resolution supporting House Bill #80 which appropriates \$20,000,000 to expand US Highway 212 between CSAH 11 and CSAH 43 \$8,000,000 to build the interchange at County Road 140.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$0.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3090

Close

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

Date: March 17, 2015

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

---

**A RESOLUTION APPROVING SUPPORT FOR HOUSE BILL #80, A BILL TO  
APPROPRIATE MONEY FOR RIGHT-OF-WAY ACQUISITION AND CONSTRUCTION  
OF MARKED TRUNK HIGHWAY 212 AND COUNTY ROAD 140 INTERCHANGE**

**WHEREAS**, US Highway 212 in Carver County is the only 2-lane High Priority Interregional Corridor; and

**WHEREAS**, US Highway 212 is a vital Corridor for Commerce in the State; and

**WHEREAS**, US Highway 212 needs to be further extended to the west to County Road 43 in Carver County in order to maintain its importance as a freight and commerce route connecting to the freeway system, to stimulate economic growth, to ease current and future traffic congestion, and to reduce its high fatal and serious injury crash rate; and

**WHEREAS**, Preliminary Design and environmental work has been completed on the first phase of the westward expansion; and

**WHEREAS**, the next steps are acquiring right-of-way, final design, and construction; and

**WHEREAS**, the Proposed County Road 140 interchange has received Planning Approval and Warrant Analysis Approval from both MnDOT and the Met Council; and

**WHEREAS**, the Preliminary Design of the County Road 140 interchange has also been completed and is a low investment, high return project that utilizes the existing bridge overpass; and

**WHEREAS**, the next steps are acquiring right-of-way, final design, and construction; and

**WHEREAS**, construction of the interchange at County Road 140 will mitigate current and future congestion in the region; and

**WHEREAS**, the Southwest Chaska Master Plan, which was approved in 2013 by the City of Chaska and Met Council, relies upon the interchange to boost economic development in the area by providing accessible land for industrial development that would ultimately attract over 4,000 additional jobs to the region; and

**WHEREAS**, the westward expansion of US Highway 212 and construction of an Interchange at County Road 140 has been a partnership of greater Minnesota and local jurisdictions in the Southwest Metro Area; and

**NOW, THEREFORE, BE IT RESOLVED** the Carver County Board of Commissioners hereby supports the submittal of House Bill #80 including holding a hearing to consider thereof, which appropriates \$20,000,000 to expand US Highway 212 to the west and \$8,000,000 to build the interchange at County Road 140.

---

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

---

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17<sup>th</sup> day of March, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17<sup>th</sup> day of March, 2015.

---

Dave Hemze County Administrator



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of the 2015-2016 Teamsters Sheriff's Office Non-Licensed Management & PSAP Supervisors Collective Bargaining Agreement**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

Teamsters Non-Licensed Management & PSAP Supervisors Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2015 – 2016 CBA.

Highlights and the major changes in terms and conditions are:

- Pay-for-performance increases at 0% for needs improvement, 2% for solid performer, 3.25% for exceeds expectations, and 4.25% for outstanding overall performance ratings, effective the first full pay period in March 2015. No general adjustment in 2015.
- Pay-for-performance increases at 0% for needs improvement, 2.25% for solid performer, 3.5% for exceeds expectations, and 4.75% for outstanding overall performance ratings, effective the first full pay period in March 2016. No general adjustment in 2016.
- Addition of limited funeral leave.
- Increase on-call provision for which certain positions are eligible if assigned, from five to seven hours of flex time accrual for each week assigned to this duty.
- Addition of mediation as a step in the grievance procedure.
- Language incorporated in CBA consistent with pay-for-performance administrative guidelines – no compounding of increases, no performance pay for months not employed by the County.

**ACTION REQUESTED:**

Motion to approve the Teamsters Non-Licensed Management & PSAP Supervisors 2015 – 2016 Collective Bargaining Agreement.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3119

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Elimination of Four Petty Cash Funds**

Primary Originating Division/Dept: <input type="text" value="Finance"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Financial Services Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value="David Frischmon"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

**BACKGROUND/JUSTIFICATION:**

State Statute 412.271, subd. 5, allows the Board to establish petty cash funds

Financial Services along with the various divisions that have petty cash funds, have analyzed the use of petty cash within their areas. Four petty cash funds have been determined not necessary based on credit card usage, procedure changes, etc.

License Center- \$350  
 Public Health and Environment- \$100  
 Library Administration- \$300  
 Community Social Services Admin- \$800

Divisions/Departments that still have petty cash funds for various reasons:  
 Attorney's Office- \$50; Libraries: Chanhassen- \$50, Western Libraries- \$50; MN Extension- \$30; and 1st Street Center- \$750

**ACTION REQUESTED:**

Approve the elimination of the four petty cash funds.

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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3111

Close

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Accounts Receivable Write-off for "GOP Victory 2004"**

Primary Originating Division/Dept: <input type="text" value="Finance"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Finance Director"/>	Item Type: Regular Session <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Finance Director"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Finances: Improve the County's financial health and economic profile	

**BACKGROUND/JUSTIFICATION:**

In 2004, President George W. Bush came to Carver County to raise funds for his re-election campaign. Sheriff Bud Olson attempted to collect \$18,437.50 from the "GOP Victory 2004" to offset a portion of the County's cost for providing security to the President while he attended a fundraiser in Chanhassen. The Sheriff's and County Attorney's Office have both reviewed the \$18,437.50 "GOP Victory 2004" invoice that was created on 11/23/2004 and have concluded the receivable should be written off as uncollectable. The attached County Board approved Policy describes the process to write-off account receivables that are considered uncollectable.

**ACTION REQUESTED:**

Motion to approve writing-off the \$18,437.50 accounts receivable for "GOP Victory 2004".

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

**Related Financial/FTE Comments:**

This write-off has no impact on the County's 2015 bottom line because Finance recorded an offsetting allowance for doubtful accounts in 2004.

*Office use only:*

RBA 2015- 3110

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## Carver County – Financial Policy Manual

### Accounts Receivable

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**SECTION:** Accounting and Finance      **EFFECTIVE:** 12/13/11  
**AUTHORITY:** Motion 12/13/11      **REVISED:**

---

#### **Purpose**

To ensure sound financial management practices, the proper controls over revenues are imperative in accounts receivable management and general oversight over the various revenues collected. Along with levying for property taxes, Carver County bills for services provided. This generates the need to set up accounts receivables and a process to collect these receivables. This policy ensures proper controls exist over these receivables.

#### **Policy**

Collections should be receipted into the financial system and deposited on a timely basis. When at all possible, funds should be sent directly to Financial Services using the following mailing address:

Financial Services Division  
Governmental Services Administration Building  
P.O. Box 69  
600 East 4<sup>th</sup> Street  
Chaska, MN 55318

In the event funds are collected outside of the Financial Services Division, proper internal controls and safeguards should exist over these revenues. The controls are subject to periodic testing by the Financial Services Division.

**Returned Checks:** All checks returned due to insufficient funds shall be voided and removed from the County's financial software. Financial Services will notify the department of which the check was collected. The department is responsible for rebilling on the returned check along with the additional \$30 charge (or current amount stated in fee-for-service schedule) for non-sufficient funds.

**Interest and Penalties:** Interest and penalties must be established pursuant to state statute and may be applied differently based on the type of transaction and revenue.

**Account Receivables:** Payments for services provided by the County that are received within 60 days after year end are to be considered receivables.

Receipt Processing:

- 1) Identify prior year revenues by writing the prior year in the upper right hand corner of the revenue transmittal form.
- 2) Revenues may be reported as separate lines on the same revenue transmittal, by writing the prior year by the lines containing those revenues.

**Outstanding Invoices:** Sixty (60) days after the end of each fiscal year, divisions are required to notify Financial Services of all outstanding invoices in which payment has yet to be received by the County.

**Accounts Receivable Listing:** An accounts receivable listing will be compiled by Financial Services for all outstanding receivables after the 60 days. These listings will be submitted to each Division Director for review of accuracy and completeness. The Divisions should review all collection options available and establish internal collection procedures tailored to the nature of their receivables in order to maximize collections. Efforts should be made to pursue the timely collection of delinquent accounts. Divisions through request of Financial Services can submit unpaid obligations to the Minnesota Department of Revenue's revenue recapture program (M.S. 270A.01 to 270A.12) in addition to other means of collection. When cost-effective, the utilization of collection agencies that are familiar with all federal, state and local notice requirements and regulations should be considered and reviewed with the Financial Services Director.

**Uncollectable Accounts:** Review of the accounts receivable listing for possible uncollectable accounts should be performed periodically to ensure that accounts receivable balances are not overstated. Accounts should be written off the financial accounting records when all collection procedures have been conducted without results (minimum of 3 years) and the Division deems the accounts uncollectable. The Division Director should submit a list of uncollectable accounts to the Financial Services Director with a brief description of the attempt made to collect, the account, and the reason it is considered uncollectable. All requests are reviewed by the Financial Services Director. The Financial Services Director will submit the requests to the County Administrator, who has the authority to approve or deny all or part of these requests. After the write off, these accounts shall continue to be submitted to the Minnesota Department of Revenue's revenue recapture program as appropriate. A record of accounts written off will be maintained for 6 years from the origination date of the initial receivable. At the discretion of the Financial Services Director, an allowance for doubtful accounts may be established based on historic collections.

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**

Accounts Receivable Write-off for "GOP Victory 2004"

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:

David Frischmon

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Allowance for Doubtful Accounts	<input type="text"/>	\$18,437.50	"GOP Victory Fund" Accounts Receivable	<input type="text"/>	\$18,347.50
<b>TOTAL</b>		\$18,437.50	<b>TOTAL</b>		\$18,347.50

Reason for Request:

The Sheriff and County Attorney's Office believes the "GOP Victory Fund" accounts receivable is uncollectable.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Veterans Service Office Reorganization**

Primary Originating Division/Dept: <input type="text" value="Administrative Services"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Nick Koltavy"/> Title: <input type="text"/>	Item Type: Regular Session <input type="text"/>
Amount of Time Requested: <input type="text" value="15"/> minutes Presenter: <input type="text" value="Nick Koltavy"/> Title: <input type="text" value="Interim Director of Administrative"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

Staff is recommending a reorganization of the Veterans Service Office. The plan calls for the elimination of the vacant 0.5 FTE Veterans Service Clerk position and the creation of a 1.0 FTE Assistant County Veterans Service Officer (ACVSO) position.

The Carver County Veterans Service Office (VSO) has gone through many changes over the past several years: advancements in claims technology; a growing number of veterans served in a widening variety of ways; changes in healthcare needs and legislation; and a new population of recently returning veterans. Since the arrival of our new VSO in September, we have significantly boosted our outreach efforts to ensure that veterans and their families received the aid and care they deserved. Those outreach efforts have exceeded our expectations, yielding a sustained and significantly greater number of veterans and families seeking assistance. With the WWII, Korean War, and Vietnam War Era population getting older and requiring benefits and care that they didn't seek in the past, the VSO has had to raise the quality and volume of its services. The effects of our efforts to raise the levels of service have included sustained overtime and a growing backlog of cases, neither of which shows any sign of abating. Consequently, we recommend this reorganization to confirm this new, higher level of service and to meet the demands of our veterans and families.

Staff has concluded that the most efficient means of tackling the new level of service, both in quality and quantity, would be to create an Assistant County VSO position and eliminate the Clerk position. An ACVSO would be able to handle appointments with veterans and offer counseling and claims and benefits assistance. Our current office manager welcomes the chance to focus on that position's mandate and could easily handle the remaining duties of the former Clerk. Hence, adding an additional 0.5 FTE staff member in the person of an ACVSO would bring the greatest net impact to the level of service we are able to provide to our veterans and their families.

**ACTION REQUESTED:**

Motion to create the full-time position of 1.0 FTE Assistant County Veterans Service Officer and eliminate the vacant position of 0.5 FTE Veterans Services Clerk.

<b>FISCAL IMPACT:</b> <input type="text" value="Commissioner contingency form"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$36,000.00"/>
<b>FTE IMPACT:</b> <input type="text" value="Increase budgeted staff"/>	Total <input type="text" value="\$36,000.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

In 2015, the County budgeted \$21,573 for the 0.50 FTE Clerk. The estimated annual cost, including benefits, of a 1.0 FTE Assistant Veterans Services Officer at grade 12 would be \$82,154. That would equate to an annual budgetary impact of \$60,581. In 2015, if the Board approved this recommendation, we would expect to hire an ACVSO by the end of June. Hence, the 2015 impact of this proposal would entail a net cost of no more than \$36,000.

In 2015, the staff recommends that funding for this increase come from the Commissioner Contingency fund. Ongoing funding for the position will be part of the staff's 2016 budget recommendation.

Office use only:

RBA 2015 - 3097

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# Commissioner Contingency Request Form



Submit AFTER RBA submittal

**Agenda Item:**

Veterans Service Office Reorganization

Department: <input type="text"/>	Meeting Date: 3/17/2015
Requested By: <input type="text"/>	Fund: 01 - General
Nirk Kuktavv	

Description of Revenue Accounts	Acct #	Increase/ (Decrease) Amount	Description of Expenditure Accounts	Acct #	Increase/ (Decrease) Amount
			Commissioners Contingency	01-001.6829	(\$36,000.00)
			Salaries & Wages-Permanent	01-120.6111	\$36,000.00
<b>TOTAL</b>		\$0.00	<b>TOTAL</b>		\$0.00

**Reason for Request:**

Due to increased service demands, a reorganization of the Veterans Service Office is requested. Funding for 2015 will come from the Commissioners Contingency. Ongoing funding will be part of the 2016 budget recommendation.

**Financial Impact**(to be filled out by Finance Director)

Commissioner Contingency Beginning of the Year Balance	\$200,000.00
Commissioner Contingency Current Adjustment	(\$36,000.00)
Commissioner Contingency Previous Adjustment	-30,000.00
Remaining Balance After Adjustment	\$134,000.00

**County Board Decision:**



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2040 Regional Water Resources Policy Plan Review**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Planning &amp; Water"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Paul Moline"/> Title: <input type="text" value="PWM Manager"/>	Item Type: Regular Session <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text" value="PWM Manager"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

The Metropolitan Council has provided a draft plan of the 2040 Regional Water Resources Policy Plan (WRPP). The Planning and Water Management (PWM) staff has reviewed the plan and prepared a draft comment letter for the Board's consideration. This policy plan is the fourth and last policy plan stemming from the regional Thrive MSP document. The Board submitted previous comments on the Transportation, Parks, and Housing policy plans in 2014.

**ACTION REQUESTED:**

Motion to authorize the Board Chair to sign the WRPP comment letter to the Metropolitan Council.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3077

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**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

March 17, 2015

Adam Duinick  
Chair  
Metropolitan Council  
300 Robert Street North  
St. Paul, MN 55101

**RE: *Draft 2040 Water Resource Policy Plan (WRPP)***

Dear Chairman Duinick:

The Carver County Board is pleased to offer comments on the Metropolitan Council's draft Water Resource Policy Plan (WRPP). As stated in its Thrive 2040 comment letter dated April 15, 2014, "the Board and County Staff look forward to continuing discussions, and an open process in the development of regional policy plans and system statements – one that allows for, and accepts, input as the details of regional policy are fleshed out." With this in mind, the Board appreciates the extra time and outreach process for reviewing the components of the WRPP plan. There are some areas of concern that need to be addressed in the Council's regional approach to water management.

Duplication of Effort

The WRPP proposes and continues several areas of Metropolitan Council involvement that are duplicative of efforts conducted by other state agencies or local watershed jurisdictions. Some of these areas are somewhat defined by statute, and others are a reflection of an attempt to integrate water planning and management at the regional level. This duplication causes confusion at the local level, overlapping and uncoordinated efforts at the state level, and, in the end, less efficient and less effective implementation. The plan needs to better define approaches that reduce the level of duplication of effort.

This is evidenced particularly in the area of Local Water Management Planning. This area is currently governed through the Board of Water & Soil Resources (BWSR) and local WMO's and Watershed Districts. It is also governed by the Council through Comprehensive Plan approval. The WRPP should indicate more clearly how the Council's role complements areas governed by BWSR and how duplication will be reduced.

The plan relies heavily on WMO's to ensure out local water plan implementation. There needs to be more clarity on Council expectations for "complete" local comprehensive plans and what expected implementation is at the local level.

Other areas of the plan should also discuss ways in which the Council is working to eliminate duplication by reducing or clarifying efforts. These include Wellhead Protection Planning with the MN Department of Health, Sub-Surface Treatment System (SSTS) involvement with the MN Pollution Control Agency, Water Supply Planning & appropriation with the MN Department of Natural Resources, and monitoring efforts (see comment below).

### Monitoring and Prioritization

The WRPP references areas where the Council will continue to monitor lakes and streams and determine “priority” lakes. Water monitoring activities are currently implemented by local watersheds, the MN Pollution Control Agency, and the MN Department of Natural Resources. The plan should allow flexibility in the approach, particularly when local watersheds have active monitoring programs. It should also strive to reduce duplication and share water quality data in a more timely and transparent fashion. Carver County has had an active monitoring program for nearly 20 years, and the Council could take advantage of this strong local network to accomplish regional monitoring efforts.

### Water Re-Use

The Council should continue to lead by example, in stormwater and wastewater reuse, by helping to remove barriers to more reuse, and consider reuse of water pumped for pollution containment. Technical assistance and leadership on implementing feasible re-use systems that meet state standards would be especially useful.

### Water Supply

The County encourages the Council not to adopt “one-size-fits-all” policies and strategies when it comes to regional water supply. The groundwater supply issues facing Carver County communities are greatly different from those facing eastern areas of the Twin Cities metro area. Technical assistance and facilitation at a more sub-regional level are supported.

The County is supportive of the Met Council’s role in coordination and its provision of technical assistance, financial assistance, and regional facilitation. The Board and County Staff look forward to continuing discussions related to the 2040 WRPP and the other regional policy plans as we continue to define our regional vision and implement Thrive MSP 2040.

Sincerely,

Randy Maluchnik  
Carver County Board Chair

cc: Deb Barber, District 4 Council Member  
Jennifer Munt, District 3 Council Member  
Angela Torres, Sector Representative

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closed Session for Labor Negotiations Strategy**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="3/17/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text" value="45"/> minutes Presenter: <input type="text" value="Pamela Galanter and Kerie An"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The County is currently in negotiations with SMACC and AFSCME bargaining units; and additional collective bargaining agreements will soon be up for discussion of the 2016 contract year including groups represented by AFSCME, LELS, MNPEA and Teamsters. Minn Statute 13D.03 subd 2 allows a public entity to enter into a closed session to plan and discuss labor negotiation strategy. Employee Relations has held several meetings with bargaining units that presently have open contracts, and is requesting an opportunity for discussion with the Board at this time.

The request is to enter into a closed session to discuss strategy relating to contracts for 2015, 2016 and looking forward.

**ACTION REQUESTED:**

Motion to move into closed session to discuss labor negotiation strategy.  
 Upon conclusion of the closed session, a motion to return to regular session.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2015 - 3094

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