

Communities: Create and maintain safe, healthy and livable communities

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

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- 4:05 p.m. **6. CONNECTIONS: Develop strong public partnerships and connect people to services**
- 6.1 Resolution Recognizing Flags & Honor of MN for Carver County's Veterans..... 38-40
- 4:15 a.m. **7. GROWTH: Manage the challenges and opportunities resulting from growth and development**
- 7.1 WM Mueller & Sons, Inc - IUP for an Aggregate Mining Operation ... 41-59
- 7.2 County Fair Building..... 60-69
- 4:50 p.m. **8. CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government**
- 8.1 Resolution Setting 2020 County Attorney and County Sheriff Compensation..... 70-74
- 8.2 Resolution Setting 2020 County Commissioner Compensation..... 75-78
- 5:10 p.m. **9. FINANCES: Improve the County's financial health and economic profile**
- 9.1 2020 Property Tax Levy and Budget..... 79-101
- 9.2 2021 Long Term Financial Plan..... 102-108
- 5:35 p.m. **RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY**
- 9.3 2020 Carver County Regional Rail Authority Levy and Budget..... 109-111
- 5:45 p.m. **ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD**
- 5:45 p.m. **10. CONNECTIONS: Develop strong public partnerships and connect people to services**
- 10.1 Year in Review..... 112
- 5:50 p.m. **ADJOURN AS COUNTY BOARD**

5:50 p.m.

BOARD REPORTS

1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

December 24, 2019	No Work Session
December 31, 2019	No Meeting
January 7, 2020	9:00 a.m. Organizational Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Legislative Update from Lockridge Grindal Nauen

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/17/2019

Contact: Dave Hemze Title: County Administrator

Item Type:
Work Session

Amount of Time Requested: 30 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Alana Petersen and Randy Kelly, representatives from Lockridge Grindal Nauen, will be giving a legislative update on the following:

1. Overview of work that LGN has done for Carver County
2. Plans for engaging with future BUILD grant processes and background on the USDOT's rural initiative ROUTES
3. Areas of interest beyond transportation that the County can engage with federally: Human Services, Public Health, Criminal Justice, Affordable Housing

ACTION REQUESTED:

Information only.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6556

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Introduce IT Client Services Representative Kristi Hiivala**

Primary Originating Division/Dept: Public Services - IT

Meeting Date: 12/17/2019

Contact: Lisa Songle Title: IT Manager - Client Services & C

Item Type:
New Employee Intro

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Lisa Songle Title: IT Manager -- Client Services & O

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Kristi Hiivala started her position as a Client Services Representative on November 25, 2019. She is filling a vacancy within the Information Technology Department.

ACTION REQUESTED:

Welcome Kristi Hiivala to Carver County.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None**Total** \$0.00 Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6555

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 3, 2019. Chair Randy Maluchnik convened the session at 9:00 a.m.

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

Members absent: None.

Under public comments, Karen Johnson Leuthner, 15735 38th Street, Mayer, stated the CUP granted twenty years ago for the radio tower in Hollywood Township should never have been granted. She believed the subsequent sale was unjust enrichment and Minnesota rules were not followed. She pointed out experts agreed with her and they needed to fight CUPs that are hurting people.

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

Ische moved, Degler seconded, to approve the minutes of the November 26, 2019, Regular Session. Motion carried unanimously.

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

Resolution #91-19, Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Highway 50-Bevens Creek Area Project and Highway 50 Bridge Project.

Adopted Findings of Fact and issued Order #PZ20190053 for the issuance of a Conditional Use Permit, William Becker, San Francisco Township.

Adopted Findings of Fact and issued Order #PZ20190050 for the issuance of a Conditional Use Permit Kristopher Hanson, Hollywood Township.

Contact amendment with LeVander Gillen and Miller PA pending finalization of the contract review process.

Approved the 2020-2021 Carver County Feedlot Delegation Agreement Work Plan.

Authorized the County Engineer, or his designee, to approve Supplemental Agreements 14 and 32 for \$68,102.02 for the Flying Cloud Reconstruction Project.

Approved two investigators to travel to Orlando, Florida to attend the Computer Forensic Examiner certification training program March 27-April 8, 2020.

Authorized HH&S acceptance of donation to Encore Adult Day Services.

Approved purchase of the IT Endpoint Security Application.

Authorized the acceptance of \$14,833 donation from the Carver County Veterans Council for Ford Transit Van upgrades and related Public Services budget amendment.

Approved the appointment of the Property Tax Manager as the County Auditor and the License Center Manager as License Center Deputy Registrar.

Delegated authority and responsibility to the County Treasurer to waive penalty for late payment of current property taxes in accordance with the policy presented.

Delegated authority and responsibility to the County Auditor to approve and process property tax abatements as defined in the policy presented.

Approved the delegation of authority for the tax forfeiture process to the County Auditor except for approving the public sale and minimum bids of tax forfeited properties which will remain with the County Board.

Reviewed December 3, 2019, Community Social Services' actions/Commissioners' warrants in the amount of \$393,540.22.

Motion carried unanimously

Chair Maluchnik explained the public hearing on the Mueller IUP request was held during the Planning Commission meeting but it has been the tradition of the Board to allow the audience to speak in the interest of transparency and to ensure the public is heard. He stated they are required to consider the matter in accordance with the facts, Statutes and Ordinance. He requested that the audience sign up if they wished to speak on this issue and limit comments to five minutes.

Jason Mielke, Land Management, stated the Planning Commission recommended approval of the IUP request in November. He indicated the applicant had been operating from this site for the past 16 years and they were requesting to replace the existing CUP with the IUP pursuant to Section 152.081 and 152.082 of the County Zoning Code. Mielke indicated upon the issuance of the IUP, Mueller would be expanding the mining area and reviewed the permitted activities.

He explained the proposed site was 103 acres and allows for expansion over time. Mielke indicated the process started with a mandatory EAW, with the comment period ending on September 18th. On October 8th, the EAW process was concluded with the Board declaring a negative declaration on the need for an Environmental Impact Statement that allowed the applicant to proceed with the IUP request.

Mielke indicated the applicant had met with Public Works staff and have agreed to improvements to be made on the County Road 40 access. He stated the improvements would be done at the applicant's expense and approved by Public Works. He pointed out the CCWMO was the regulatory authority for stormwater management and the applicant would need to submit an application for their review and approval.

Mielke noted the 60-day law requirement and the need for a decision by December 7, 2019 or request an extension. He explained all letters and emails submitted have been entered into the public record and copies were available in the room.

He pointed out the letter provide by Sunde Engineering to the County Board dated November 27th. He stated the letter was a follow up to the Planning Commission public hearing that addresses the neighborhood concerns and modifications the applicant was proposing. Mielke summarized the additional language and proposed additional conditions suggested by Sunde.

Kirsten Pauly, Sunde Engineering, stated they were available to answer any questions or offer clarifications. She added they looked forward to working with the Board and coming up with a permit that is respectful of the neighbors and allows the mining operation to continue. She confirmed this was one of the few locations where there are aggregate resources.

Roger Falkenstein, 15255 Halsey Avenue, stated he understood the need to remove aggregates but wanted to find ways to do it to minimize the impacts. He questioned the timeline to finish the mining so they have can have a plan when they can anticipate the land to be reclaimed. He believed additional time should be spent on the crushing operations and the cumulative effects of silica sand should be looked at. He suggested the crushing operation be kept remote. Falkenstein requested an opportunity to work out further details with the applicant where they can continue to mine but minimize the impacts.

Adam Falkenstein, 15085 Halsey Avenue, pointed out a study done on the effects of silica dust. He noted the economic impacts and what a developer might pay for land in proximity to a mining operation. He requested there be more research on the economic impact of the operation to the surrounding area.

Ted Holsten, Shoreview, stated he owned property south of the operation. He stated he agreed with the points made by Mr. Falkenstein and understood the need. He asked for a timeline to be established of when they could expect the operation to be completed and restored.

Jon West, 14975 Halsey Avenue, indicated the agreed with the points made by Mr. Falkenstein and asked for the Board to look at the hours of operation on Saturdays. He referenced the height of the piles in relation to the berm and impacts of the dust. West pointed out the possible economic impact to his home and the risk of raising kids close to the mining operation. He suggested they sit down and address their concerns so the neighbors are not so heavily impacted.

Susan Keough, 929 Ridgecrest Drive, stated when she purchased her home she was told the mine would only be there three more years. She pointed out the noise and the effects it would have on selling her home. She recommended that they have issues addressed in writing before approving the permit.

Kristen Pauly, Sunde Engineering, pointed out the number of other State and Federal regulations that apply to these operations. She referenced data on silica sand and stated silica sand is an occupational exposure issue vs the general population around a site. She indicated they have worked with Muellers to come up with responses to the concerns. Pauly believed they had addressed the concerns and that this was a needed operation designed to minimize impacts to surrounding neighbors.

Chair Maluchnik recognized the 60-day law requirement and inquired if the applicant would agree to move the final decision to December 17th to review the modifications proposed. Larry Harris, Esq., believed that could be a problem due to contractual issues between the buyer and sellers. He requested time to discuss this with his clients. The Chair directed the Board take a five-minute recess.

Following the recess, Larry Harris, Esq., stated his clients agreed the matter could be moved to December 17th for a final decision.

Jason Mielke, Land Management, reviewed the conditions and language that would be modified or added based on the today's discussions. He referenced the Sunde Engineering letter dated November 27th and the modifications would be added to the Planning Commission's recommended resolution.

Ische moved, Lynch seconded, to direct staff to amend the Findings of Fact to include the proposed changes by Sunde Engineering for final consideration at the regular Commissioners meeting on December 17, 2019. Motion carried unanimously.

David Hemze, Administrator, clarified the amended Findings would be included in the December 17th Board packet and would be available to the public online for review.

Degler moved, Lynch seconded to adjourn the Regular Session at 10:50 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.)

A public hearing on the proposed 2020 budget was held at the Government Center in Chaska on December 5, 2019. Chair Maluchnik convened the meeting at 6:00 p.m.

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

Commissioners absent: None.

Ische moved, Degler seconded, to open the public hearing. Motion carried unanimously.

No member of the public was in attendance.

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

Lynch moved, Degler seconded, to adjourn the 2020 budget public hearing at 6:02 p.m. Motion carried unanimously.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with American Engineering Testing Inc. for the Highway 41/18 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:

Carver County, in collaboration with the Cities of Chaska and Chanhassen, is working to make improvements to Highway 18 (Lyman Boulevard) and Highway 41 as part of the Highway 41/18 Project. Due to other projects, our staff are not able to complete the construction material testing for the project in-house in the desired time frame. Carver County requested proposals to perform construction materials testing for the Highway 41/18 Project in 2020. Carver County received proposals from Braun Intertec Corporation and American Engineering Testing, Inc. After review of these proposals, it is staff's recommendation to accept the proposal from American Engineering Testing, Inc. in the amount of \$79,735.75 and request a contract be entered into with American Engineering Testing to provide these services. The County has worked with American Engineering Testing, Inc. in the past with success. This project is in the County's Capital Improvement Plan and each city is supportive of the project as well.

ACTION REQUESTED:

Motion to approve a professional services agreement with American Engineering Testing Inc. for the Highway 41/18 Project, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
CSAH Regular	\$79,735.75
Total	\$79,735.75

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

*

Office use only:

RBA 2019 - 6152

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlements of Right of Way for the Highway 32 Bridge Project

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Senior Right of Way Agent"/>	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 checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2020 construction season includes the Highway 32 Bridge Replacement Project. In order to complete the project, additional right of way is needed. Minimum damage assessments by Carver County Right-of-Way Agent were completed and the County Board approved the making of offers based on the appraised values at its July 2, 2019 regular board meeting. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. Settlements with two of the property owners located at PID #'s 02.0150700 and 02.0151100 have been reached.

ACTION REQUESTED:

Motion to adopt resolution to approve settlements for right of way acquisitions for the Highway 32 Bridge Project.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><input type="text"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>CSAH Reg. Const. Funds</td> <td style="text-align: right;">\$2,379.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$2,379.00</td> </tr> </table>	<input type="text"/>		CSAH Reg. Const. Funds	\$2,379.00	Total	\$2,379.00
<input type="text"/>							
CSAH Reg. Const. Funds	\$2,379.00						
Total	\$2,379.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

Office use only:
RBA 2019 - 6567

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

Date: December 17th, 2019

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 32 Bridge Project

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

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

WHEREAS, the County proposes to construct highway and related improvements in Carver County for a bridge replacement as part of the Highway 32 Bridge Project (“Project”); and

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

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

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

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

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

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

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

Carver County Public Works No. 148744

Property Tax Identification No. 02.0150700

Fee Owners: Scott & Stephanie Wambeke

Property Address: 8180 County Rd 32, New Germany MN 55367

Temporary Construction Easement contains **3,280 sq. ft.**, more or less;

Settlement Amount: **\$1,225.00**

Property Tax Identification No. 02.0151100

Fee Owners: Michael & Roxanne Rickert

Property Address: 8155 County Rd 32, New Germany MN 55367

Temporary Construction Easement contains **1,626 sq. ft.**, more or less;

Settlement Amount: **\$1,154.00**

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the City of Norwood Young America Local Water Management Plan

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

Carver County is the water management authority (Carver County Water Management Organization-CCWMO) for the area of the County not under jurisdiction by a watershed district. State statute requires local government units within the watershed to prepare a local water management plan (LWMP) that complies with the CCWMO Plan and the general requirements of Minnesota Statutes 103B.235 and Minnesota Rules Chapter 8410. Approval of the local water management plan by the CCWMO is required under MN Statute 103B.235.

The City of Norwood Young America (NYA) is in the CCWMO and therefore must meet the requirements of the CCWMO Watershed Management Plan. The City has submitted a draft LWMP to the CCWMO for review, and a final LWMP for consideration for approval. Staff have reviewed the City of NYA LWMP and found that it complies with the CCWMOs current plan and with state statute and rules.

ACTION REQUESTED:

Motion to adopt a resolution approving the City of Norwood Young America 2019 Local Water Management Plan.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6569



BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 17, 2019

Resolution No.: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

A Resolution to Approve the Local Water Management Plan for the City of Norwood Young America

WHEREAS, Under Minnesota Statute 103B.211 to 255, Carver County is the water management authority (Carver County Water Management Organization-CCWMO) for the area of the County not under jurisdiction by a watershed district, and;

WHEREAS, the CCWMO updated the Water Management Plan in 2010 which meets the requirements defined in MN statute 103B.231 - Surface Water Planning, and MN Statute 103B.255 and;

WHEREAS, MN state statute 103B.235 Local water management plans (LWMP's) requires that local government units having land use planning and regulatory responsibility for territory within the watershed shall prepare or cause to be prepared a local water management plan, capital improvement program, and official controls as necessary to bring local water management into conformance with the CCWMO Plan within two years of the adoption of the WMO Plan. Local Plans must meet the requirements of the CCWMO Comprehensive Water Resources Management Plan (WMO Plan) as well as the general requirements of Minnesota Statutes 103B.235 and Minnesota Rules Chapter 8410, and;

WHEREAS, the entirety of the City of Norwood Young America is in the CCWMO and therefore must meet the requirements of the CCWMO Watershed Management Plan, and;

WHEREAS, the City of Norwood Young America has submitted a draft plan to the CCWMO for review, and a final plan for approval consideration;

WHEREAS, the City of Norwood Young America and the CCWMO have a memorandum of understanding regarding shared implementation of educational and other plan priorities;

THEREFORE, BE IT RESOLVED, THAT the Carver County Board of Commissioners hereby approves the Local Water Management Plan (dated November 2019) for the City of Norwood Young America with the conditional understanding that

- 1) The City will update project lists and priorities within the timeframes listed in the plans and will provide this information to the CCWMO.
- 2) CCWMO approval of the LMWP does not constitute approval of the funding requests listed in the plan as these will be evaluated and approved separately;
- 3) The City has not requested any delegation of authority in this plan and through this approval the CCWMO is not granting any such delegation.

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 17th day of December , 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2019

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval to contract with Northland Excavating, LLC for Bavaria Pond IESF 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 Bavaria Ponds IESF Project will construct filtration benches with iron enhanced sand on an existing stormwater pond that discharges into Lake Bavaria. The goals of the project are increase contact time of stormwater through filter media to increase removal rates of soluble phosphorus, which does not settle to the bottom of a stormwater pond. The City of Victoria is collaborating on this project to ensure a successful outcome.

Staff applied for and received a Watershed Based Funding Grant of \$80,000 from the Board of Water and Soil Resources to cover costs of this project. Matching funds through the Carver County Water Management Organization (CCWMO) levy were approved in the 2019 budget and will cover engineering costs.

The CCWMO requested bids for the construction project and 13 bids were opened on November 25th, 2019. Northland Excavating, LLC submitted the lowest bid. Attached is the engineer's Letter of Recommendation to select low bid and contract with Northland Excavating, LLC for the base bid amount of \$57,515.60. Staff concurs with this recommendation. The alternate bid amount was requested if the City of Victoria pursued pond cleanouts as part of the work. The City has chosen not to pursue the alternate work at this time.

ACTION REQUESTED:

Motion to authorize the Chair to sign the contract with Northland Excavating, LLC pending the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Clean Water Fund (BWSR)

Total

Insert additional funding source

Related Financial/FTE Comments:

Bid Tabulation Summary



Project Name	Bavaria Pond Iron Enhanced Sand Filter	Date	12/05/2019
To / Contact info	Tim Sundby / tsundby@co.carver.mn.us		
Cc / Contact info	Paul Moline / pmoline@co.carver.mn.us Dan Mossing (EOR) / dmossing@eorinc.com		
From / Contact info	Derek R. Lash, PE, CPESC / dlash@eorinc.com		
Regarding	Summary of Bid Tabulation and Recommendation for Award		

The purpose of this memorandum is to provide a summary of the bid tabulation for the Bavaria Pond Iron Enhanced Sand Filter project.

Bid Summary

This project was advertised in multiple locations including the local newspaper and online plan rooms. The online plan room gained a lot of interest, including 16 prime bidders from Minnesota. In the end, a total of thirteen (13) bids were received and the low bid was Northland Excavating, LLC from Buffalo, MN with a Base Bid Amount of \$57,515.60 and an Add Alternate Amount of \$88,850.00. In comparison, the engineers estimate was a Base Bid Amount of \$79,257.00 and an Add Alternate Amount of \$153,825.00.

Table 1. Summary of Bids

CONTRACTOR	BASE BID RESULTS	ADD ALTERNATE RESULTS
Veit & Company; Rogers, MN	\$86,847.00 (+9.58%)	\$163,950.00 (+6.58%)
Meyer Contracting; Maple Grove, MN	\$141,997.27 (+79.16%)	\$171,465.40 (+11.47%)
U.S. Site Work; Elk River, MN	\$104,564.90 (+31.93%)	\$111,442.00 (-27.55%)
Peterson Companies; Chisago City, MN	\$77,694.70 (-1.97%)	\$133,786.60 (-13.03%)
Standard Contracting; Hampton, MN	\$63,295.50 (-20.14%)	\$111,489.41 (-27.52%)
Landwehr Construction; St. Cloud, MN	\$98,008.00 (+23.66%)	\$207,800.00 (+35.09%)
Minger Construction Company; Jordan, MN	\$69,324.50 (-12.53%)	\$164,746.00 (+7.10%)
G. F. Jedlicki; Chanhassen, MN	\$68,367.01 (-13.74%)	\$121,550.00 (-20.98%)
BKJ Land Company; Jordan, MN	\$58,935.00 (-25.64%)	\$138,745.00 (-9.80%)
Newlook Contracting; Rogers, MN	\$83,852.56 (+5.80%)	\$214,777.71 (+39.62%)
Sunram Construction; Corcoran, MN	\$69,731.00 (-12.02%)	\$139,550.00 (-9.28%)
Northland Excavating; Buffalo, MN	\$57,515.60 (-27.43%)	\$88,850.00 (-42.24%)
Rachel Contracting; St. Michael, MN	\$73,597.00 (-7.14%)	\$110,221.00 (-28.35%)
Average Bid	\$81,056.16 (+2.27%)	\$144,490.24 (-6.07%)
Median Bid	\$73,597.00 (-7.14%)	\$138,745.00 (-9.80%)
Engineer's Estimate	\$79,257.00	\$153,825.00

Review of Bids

Review of the submitted bids was performed by Emmons & Olivier Resources, Inc. (EOR). And, Northland Excavating, LLC is the low responsive bidder.

Recommendation

Northland Excavating, LLC is recommended for the Bavaria Pond Iron Enhanced Sand Filter project.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment to Professional Services Agreement with Bolton & Menk, Inc. for the Highway 41 Project - Jonathan Area

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Scott Smith"/> Title: <input type="text" value="Design Engineer"/>	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 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 retained Bolton & Menk, Inc. for construction services for the Highway 41 Project - Jonathan Area between Highway 212 to just north of Highway 14 (Pioneer Trail). Bolton & Menk, Inc. and it's subconsultants provided project management, public outreach and engagement, construction engineering, construction inspection, surveying, staking, materials testing and project schedule reviews on the project.

Bolton & Menk, Inc. is requested a contract amendment for additional requested work to complete the project. As of October 2018, the project was substantially complete. Since that time, there have been additional work tasks and contractual situations that have added design and construction engineering scope to their contract.

Additional Tasks Include:

- Utility relocation and slope grading at the southeast corner of the intersection of Highways 41 and 14
- Median extension on Highway 14 (Pioneer Trail) near Kwik Trip
- Slope repair on Highway 41 near the north end of the noise wall
- Warranty items from the initial construction.

These tasks have prolonged the final completion of the project and added additional cost that require an amendment to the original contract. The additional work to date that have been incurred by Bolton & Menk, Inc. is approximately 200 hours for design and construction administration for the items described above. Bolton & Menk, Inc. will need some budget in 2020 for the final project closeout.

Bolton & Menk, Inc. has already invoiced \$7,095 of the total additional amount as part of the original construction services contract and have reached the do not exceed amount of their original contract. Funds needed for the current and future expenses are estimated to be \$28,995 in addition to the current contract maximum amount of \$724,236.

ACTION REQUESTED:

Motion to approve an amendment to the professional services agreement with Bolton & Menk, Inc. for the Highway 41 Project - Jonathan Area pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING				
If "Other", specify: <input type="text"/>	County Dollars =				
FTE IMPACT: <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>MnDOT TED Funds</td> <td style="text-align: right;">\$28,995.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$28,995.00</td> </tr> </table>	MnDOT TED Funds	\$28,995.00	Total	\$28,995.00
MnDOT TED Funds	\$28,995.00				
Total	\$28,995.00				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

*

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Local Recycling Development Grant Agreement Amendment

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Brad Hanzel"/> Title: <input type="text" value="Environmental Services Acting C"/>	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="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The State provides Local Recycling Development Grants (LRDG) to metropolitan counties for the planning, development, and operation of yard waste composting and recycling programs. The grant must be matched by equal local expenditures.

In 2018, the Department of Administration (DOA) advised the Minnesota Pollution Control Agency (MPCA) to develop specific grant agreements for each county. As a result, all seven metropolitan counties signed LRDG grant agreements in order to receive funding. The original grant agreement was executed on April 4, 2019.

Proposed amendments to the original grant agreement consist of minor changes, including dates and funding amounts.

The funding amount for 2019 is \$179,187.91. The annual amount will vary throughout the term of the contract due to the funding mechanism.

The LRDG grant funding will provide Carver County with the opportunity to improve existing recycling programs and/or develop new programs, to serve Carver County residents at the Environmental Center and throughout the County.

ACTION REQUESTED:

Motion to approve LRDG Agreement Amendment with the Minnesota Pollution Control Agency, and delegate the Assistant County Administrator the authority to sign the amendment on behalf of the County.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING				
If "Other", specify: <input type="text" value=""/>	County Dollars =				
FTE IMPACT: <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">LRDG grant</td> <td style="width: 30%; text-align: right;">\$179,187.91</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$179,187.91</td> </tr> </table>	LRDG grant	\$179,187.91	Total	\$179,187.91
LRDG grant	\$179,187.91				
Total	\$179,187.91				
	<input checked="" type="checkbox"/> Insert additional funding source				

Related Financial/FTE Comments:

The Environmental Services budget included \$145,000.00 for the 2019 grant and we were awarded \$179,187.91. A budget amendment is requested to add the additional \$34,187.91 in grant funds to the 2019 Environmental Services budget. LRDG funding is matched with equal funding derived from the County Solid Waste Service Fee.

Office use only:

RBA 2019 - 6581

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Local Recycling Development Grant Agreement Amendment

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
Professional & Tech. Fees for Services	01-123-130-0-6260	\$15,000.00
Grants - Recycling Programs	01-123-130-0-6919	\$19,188.00
TOTAL		\$34,188.00

CREDIT		
Description of Accounts	Acct #	Amount
Local Recycling Development Grant	01-123-130-0-5391	\$34,188.00
TOTAL		\$34,188.00

Reason for Request:

Increase the amount budgeted for the Local Recycling Development grant per the MPCA grant agreement.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Accept Donation to Parks Department

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 Parks Department was contacted this year to coordinate the installation of two memorialized benches in the park & trail areas for local county residents who had suffered the loss of a family member.

Donated funds of \$2,000.00 (in total) for the purchase of necessary materials and labor to perform the work have been received.

Jennifer Tucci, donated \$1,000.00 for a bench on the Dakota Rail Regional trail located on the north side of Lake Waconia.
Ross & Heidi Kepley, donated \$1,000 for a bench at the Lake Bavaria boat access.

ACTION REQUESTED:

Authorization to accept a donation of \$2000.00 from Jennifer Tucci and Ross & Heidi Kepley.

FISCAL IMPACT:
If "Other", specify:

FUNDING	
County Dollars =	\$0.00
Donated funds	
Total	\$0.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6582

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Drug Testing- Minnesota Monitoring

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

This vendor contract comes as a result of a Request for Proposal (RFP) process. This project included a successful collaboration between the Sheriff's Office, Health and Human Services, and Court Services to secure a central drug testing process at an offsite location. The vendor above, Minnesota Monitoring, submitted a favorable proposal with all-inclusive pricing for a testing location in Cologne, full service sample collection, and full-service laboratory testing. Each department will continue to manage their own budgets with respect to this drug testing service.

ACTION REQUESTED:

Motion to approve the contract with Minnesota Monitoring for drug testing services

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The contract has fixed prices for each type of drug test which range from \$22 (urine) to \$95 (hair test). The actual cost will depend on the volume for each type of drug test. The \$160,000 represents the combined 2020 Budget for drug testing costs in all three departments.

Office use only:

RBA 2019 - 6610

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Benefits JPA with Soil and Water Conservation District (SWCD)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Joint Powers Agreement with Soil and Water Conservation District (SWCD) will allow Carver County to continue it's partnership with SWCD by offering their employees insurance benefits through the County's insurance plans. SWCD reimburses the County for their portion of the costs on a monthly basis, there is no direct fiscal impact to Carver County for this arrangement.

ACTION REQUESTED:

Motion to approve the Joint Powers Agreement with SWCD for continued participation in and administration of group insurance benefits.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

This has been on ongoing partnership for a number of years and SWCD reimburses the County on a monthly basis for their cost of premiums. There is not a direct fiscal impact to Carver County.

Office use only:

RBA 2019 - 6572

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Benefits JPA with Community Development Agency (CDA)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Joint Powers Agreement with Carver County Community Development Agency (CDA) will allow Carver County to continue it's partnership with CDA by offering their employees insurance benefits through the County's insurance plans. CDA reimburses the County for their portion of costs on a monthly basis, and there is no direct fiscal impact to Carver County for this arrangement.

ACTION REQUESTED:

Motion to approve the Joint Powers Agreement with CDA for continued participation and administration of group insurance benefits.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

This has been an ongoing partnership for a number of years and CDA reimburses the County on a monthly basis for their cost of premiums. There is no direct fiscal impact to Carver County.

Office use only:

RBA 2019 - 6573

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Donation for Encore Received

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Encore was fortunate again this month to receive a donation of \$80 form Frontstream. These funds will be used to add updated items to assist in the care for those we serve at Encore.

ACTION REQUESTED:

Approve receipt of donation.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

Total \$0.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6575

Carver County Board of Commissioners Request for Board Action



Agenda Item:

His House Foundation Food Rescue Grant

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Solid Waste Master Plan (SWMP) was completed by staff, approved by the MPCA, and adopted by the Carver County Board in 2018. The Carver County SWMP demonstrates the County's commitment to protect, preserve and improve the environment and the quality of life within our community, while establishing a guide for managing Carver County's solid waste for the next twenty years. Among the programs highlighted for implementation in the SWMP is Food Rescue, which seeks to divert organic materials to individuals and families that are under-fed, due to financial challenges or barriers to access.

This proposed grant agreement between Carver County and His House Foundation (HHF), would allow HHF to collect edible food that is currently disposed, and instead deliver it to those in need. The grant dollars will be used for the purchase of a van, with temperature-controlled storage capabilities, to assure safe storage of food for human consumption. This potential collaborative effort was discussed with the Board at a worksession earlier this year, on September 24.

Multiple positive impacts will be realized from this partnership. A total of 50 Carver County organizations will be donating their unsold food by August 2020. These participating organizations will include restaurants, caterers, event venues, and gleaning partners. It has been estimated that approximately 9,500 tons of food that are currently being thrown away each year could be captured and diverted to people in need within our communities. In addition, those same materials will no longer be placed into landfills, which meets goals specified by the MPCA and the State of Minnesota.

ACTION REQUESTED:

Approve grant funding for Food Rescue efforts and organics diversion within our communities.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	\$20,000.00
Commissioner Contingen	\$20,000.00
Total	\$40,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

It is proposed that \$20,000 of this grant will come from the Environmental Services budget (non-levy dollars), providing organic diversion and meeting expenditures required by the State of Minnesota. The other \$20,000 is requested to come from the Commissioner Contingency Fund.

Commissioner Contingency Request Form



Submit AFTER RBA submittal

Agenda Item: His House Foundation Food Rescue Grant

Department: Public Services - Environ. Svc. Meeting Date: 12/17/2019

Requested By: Greg Boe Fund: 01 - General

Description of Revenue Accounts	Acct #	Increase/ (Decrease) Amount	Description of Expenditure Accounts	Acct #	Increase/ (Decrease) Amount
Grants-Other	01-123-130-1550-6919	\$20,000.00	Commissioner Contingency	01-001.6829	(\$20,000.00)
TOTAL		\$20,000.00	TOTAL		(\$20,000.00)

Reason for Request:

To supplement Environmental Services efforts to promote Food Rescue efforts, thereby helping people and families in need within our communities. Environmental Services will provide \$20,000 from its non-levy budget, but is requesting an additional \$20,000 from the Commissioner Contingency Fund.

Financial Impact(to be filled out by Finance Director)

Commissioner Contingency Beginning of the Year Balance	\$600,000.00
Commissioner Contingency Current Adjustment	(\$20,000.00)
Commissioner Contingency Previous Adjustment	-250,000.00
Remaining Balance After Adjustment	\$330,000.00

County Board Decision:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Purchase IT Security Log Correlation Software

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Information Technology (IT) is requesting to purchase an IT Security Log Correlation software that collects and analyzes computer logs to further bolster the County's IT security posture. The software allows IT to respond to security incidents quickly and efficiently. The software provides intelligence around potential security events and alerts staff of incidents that require immediate attention. This new software would increase efficiency in security event review and increase visibility across the IT enterprise system as it relates to information security. The cost of the annual subscription is \$35,510.00 with no more than a 3% increase every year. Purchasing by the end of the year is providing a onetime \$4,000 cost savings, making the total \$31,510 for the first-year software request.

IT researched different IT Security Log Correlation software and our choice was based on upfront cost, cost of ownership, and functionality. The upfront cost is competitive to other solutions. The cost of ownership is fixed as this solution does not charge based on the amount of data sent. Finally, the system chosen meets the County's needs initially and offers room for expansion if needed in the future.

ACTION REQUESTED:

Motion to approve purchase of IT Security Log Correlation software and to allocate part of the proceeds from the sale of the Chaska Public Works property to cover the cost of the software purchase.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

A budget amendment is requested to transfer \$31,510 from the Capital Projects fund to IT's departmental budget to fund the purchase of the IT Security Log Correlation software. The county completed the property sale in 3rd quarter 2018 and will have funding remaining to cover remediation after making this transfer.

Office use only:

RBA 2019 - 6593

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Purchase IT Security Log Correlation Software

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
Security Software	01-049-046-0000-6263	\$31,510.00
TOTAL		\$31,510.00

CREDIT		
Description of Accounts	Acct #	Amount
Public Works Shed Available Budget	30-959-000-0000-...	\$31,510.00
TOTAL		\$31,510.00

Reason for Request:

Reallocate a portion of the property sale proceeds from the Chaska garage facility into IT's departmental budget to fund the purchase of countywide IT Security Log Correlation software.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Resolution Defining 2020 Non-Bargaining Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="ER 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="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

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

The attached resolution includes the following:

The percentage amount of the performance-based increases determined by each employee's overall rating on their performance evaluation is outlined for 2020: zero percent (0.00%) for needs improvement, one percent (1.00%) for successful, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding. The pay-for-performance matrix incorporates base and lump sum payments above the target rate for 2020.

Eligibility for general adjustment at two and one half percent (2.50%) in 2020 is defined.

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

The action requested is adoption of the Resolution defining the 2020 pay-for-performance compensation system for non-bargaining employees.

ACTION REQUESTED:

Motion to adopt the Resolution defining the 2020 pay-for-performance compensation system for non-bargaining employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$5,128,621.00"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$5,128,621.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6570

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

Resolution Defining 2020 Non-Bargaining Compensation

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

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

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

THEREFORE, BE IT RESOLVED, Carver County shall set forth a pay-for-performance system effective in 2020 for non-bargaining employees, indicating salary payment methods, percentage salary actions based on employee performance evaluation overall ratings, and timing of salary actions:

- A. In 2020, regular non-bargaining employees and probationary employees shall receive a two and one half percent (2.50%) general increase, not to exceed the new range maximum, effective the first full pay period of January 2020.
- B. In 2020, the percentages used to compute pay-for-performance salary actions based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, one percent (1.00%) for successful, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding.
- C. In 2020, pay-for-performance salary actions shall be calculated and applied as follows:
 - 1. For employees whose base pay is at or below the target rate, their pay-for-performance salary actions shall be base pay adjustments, computed on the target rate of the salary range, not to exceed the salary range maximum.
 - 2. For employees whose base pay is above the target rate and below the maximum of the salary range, their pay-for-performance salary actions shall be a combination of base and lump sum payment, as outlined in the 2020 pay-for-performance matrix; and the increase percentage shall be calculated on the employee's base rate not to exceed the salary range maximum.
 - 3. Pay-for-performance salary actions shall be lump sums for any amount of the compensation that exceeds the salary range maximum.
 - 4. For any employee whose current salary is at or above the range maximum, the pay-for-performance salary action shall be calculated based on the salary range maximum.
- D. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance increase that correlates to the overall rating on the probationary or trial period evaluation.
- E. Employees shall only receive pay-for-performance increases based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.

- F. Non-bargaining employees shall be evaluated for all months worked in an eligible position; and there shall be no compounding of pay-for-performance increases; and employees shall only receive pay-for-performance increases based on the months they are actively employed in the eligible group.
- G. The pay-for-performance annual salary adjustments shall be effective for the first full pay period in March 2020, based on the overall performance evaluation rating for 2019 work, with the evaluation completed and signed by all parties, no later than February 15, 2020; and

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

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

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ___ day of December 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December 2019

 County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2020 Pay-for-Performance Salary Range Increase

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 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 the pay-for-performance system include attracting and retaining top talent and rewarding excellence. Certain collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the pay-for-performance salary ranges for classifications of represented employees participating in pay-for-performance.

It is recommended for non-bargaining employees and for bargaining units participating in pay-for-performance in 2020, to increase the 2019 salary ranges by two and one half percent (2.50%), effective January 6, 2020. This salary range increase shall be applied prior to calculating the general adjustment increases due January 6, 2020. The range increase alone does not have a direct immediate impact on individual employees' salaries.

ACTION REQUESTED:

Motion to increase the 2019 salary ranges by two and one half percent (2.50%) for non-bargaining employees and for bargaining units participating in pay-for-performance in 2020, to be effective January 6, 2020.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6596

2020 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 many organizations have transitioned 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 of Carver County (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. Following negotiations for 2016 collective bargaining agreements, the County saw the addition of Teamsters Detention Deputies / 911 / TAC bargaining unit to the pay-for-performance program, leaving just one bargaining unit – MNPEA Licensed Deputies – having negotiated a traditional increase arrangement. With all of the County's applicable collective bargaining agreements settled through 2020, MNPEA Licensed Deputies remain as the only employee group not participating in pay-for-performance.

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 compensation model, a 2.00% range adjustment was applied in 2013, a 2.25% range adjustment was applied in 2014, a 2.50% range adjustment was applied in 2015, a 2.25% range adjustment was applied in 2016. In 2017, the salary structure was updated based on a comprehensive classification and compensation study to provide fair and competitive pay for the County's workforce. A 2.25% range adjustment was applied in 2018, and a 2.50% range adjustment was applied in 2019.

3. Recommendation

Employee Relations has researched comparable public sector and general private sector wage data. Most public sector organizations included in our review adjust their ranges by an amount that matches the organization's general adjustment. In addition to private sector anticipated 2020 pay increases and annual CPI, our review for purposes of determining an appropriate range adjustment included but was not limited to the following organizations: MAC, City of Saint Paul, City of Minneapolis, Met Council, Courts, State of Minnesota, Ramsey County, Hennepin County, Sherburne County, Washington County, and Dakota County. Our analysis of general/range adjustment for these organizations along with the additional data mentioned, reflects a strong pattern of adjustments around 2.50%. In order to maintain market competitiveness and attract and retain top talent, a 2.50% *range adjustment* for 2020, is recommended for the Carver County employee groups participating in the pay-for-performance compensation model.

The range adjustment itself does not have a direct immediate impact on actual employee wages or salaries. The range adjustment affects employees' earning potential and defines the portion of an employee's earned increase that can be applied to their base wages. The recommended range adjustment would increase the range target rate, and thereby allow employees who achieve a performance rating of successful or better, whose base rate is below the target rate of their assigned salary range, to have their increase calculated on a slightly higher

target rate. Finally, it allows for greater flexibility in the hiring process as competition for talent continues to mount. While we have used other organizations' general adjustments to gauge reasonable options for our range adjustment, the impact of the range adjustment is distinct from that of a general adjustment wage increase.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Abatements/Additions

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING

County Dollars =	\$3,258.46
Other	\$6,543.54
Total	\$9,802.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6584



Property & Financial Services
 Government Center - Administration Building
 600 East 4th Street
 Chaska, MN 55318-2102

Property Tax Department
 Phone: (952) 361-1910
 Email: taxsvc@co.carver.mn.us

County Assessor
 Phone: (952) 361-1960
 Email: assessment@co.carver.mn.us

**Abatements presented to the
 Carver County Board of Commissioners
 December 17, 2019**

Abatement approval is recommended by the County Assessor and Property Tax Department Manager on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2019	75.3230050	Mari Anne Van Eerden Kevin Dibbley	Homestead	\$ 5,004.00	\$ 4,918.00	\$ (86.00)	\$ -	\$ (86.00)	\$ (24.76)
2019	30.2170100	Paul & Erin Schmidt	Homestead	\$ 4,138.00	\$ 4,054.00	\$ (84.00)	\$ -	\$ (84.00)	\$ (28.93)
2019	75.2970210	Raymond H & LeAnne K Rindahl	Homestead	\$ 3,604.00	\$ 3,408.00	\$ (196.00)	\$ -	\$ (196.00)	\$ (57.34)
2018	65.3990020	Rodman & Cynthia L Kern	Disaster Credit	\$ 10,046.00	\$ 9,254.00	\$ (792.00)	\$ -	\$ (792.00)	\$ (227.69)
2019	65.3990020	Rodman & Cynthia L Kern	Disaster Credit	\$ 10,558.00	\$ 6,766.00	\$ (3,792.00)	\$ -	\$ (3,792.00)	\$ (1,083.13)
2019	30.1410070	Kelly Jo Nord	Homestead	\$ 2,530.00	\$ 2,326.00	\$ (204.00)	\$ -	\$ (204.00)	\$ (71.92)
2019	25.6390120	Sergey & Viktoriya Romochka	Homestead	\$ 4,144.00	\$ 3,998.00	\$ (146.00)	\$ -	\$ (146.00)	\$ (54.81)
2019	75.4410190	Jennifer L & Mark D Tregarthen	Homestead	\$ 5,098.00	\$ 5,018.00	\$ (80.00)	\$ -	\$ (80.00)	\$ (23.27)
2019	25.8480250	Holli Glendenning	Homestead	\$ 6,610.00	\$ 6,610.00	\$ -	\$ -	\$ -	\$ -
2019	25.5610120	Henry & Sharon Graef	Homestead	\$ 3,266.00	\$ 3,138.00	\$ (128.00)	\$ -	\$ (128.00)	\$ (47.18)
2019	25.2990320	David A & Jackelyn R Viljaste	Homestead	\$ 2,654.00	\$ 2,010.00	\$ (644.00)	\$ -	\$ (644.00)	\$ (240.02)
2019	30.9520029	Osveldo Romero	Homestead	\$ 332.00	\$ 234.00	\$ (98.00)	\$ -	\$ (98.00)	\$ (34.34)
2019	30.9510391	Unoccupied Pad	Exempt	\$ 110.00	\$ -	\$ (110.00)	\$ -	\$ (110.00)	\$ (21.79)
2019	30.9510503	Unoccupied Pad	Exempt	\$ 168.00	\$ -	\$ (168.00)	\$ -	\$ (168.00)	\$ (39.07)
2019	06.0260440	Michael Froman	Homestead	\$ 6,034.00	\$ 5,086.00	\$ (948.00)	\$ -	\$ (948.00)	\$ (411.93)
2019	06.0260430	Michael Froman	Homestead	\$ 3,186.00	\$ 1,596.00	\$ (1,590.00)	\$ -	\$ (1,590.00)	\$ (692.93)
2018	85.5310290	Paul J & Bethanie R L Hinton	Homestead	\$ 4,864.00	\$ 4,722.00	\$ (142.00)	\$ -	\$ (142.00)	\$ (35.21)
2019	85.5310290	Paul J & Bethanie R L Hinton	Homestead	\$ 5,186.00	\$ 5,102.00	\$ (84.00)	\$ -	\$ (84.00)	\$ (22.83)
2019	50.0500130	Brian & Jennifer L Garrison	Homestead	\$ 2,088.00	\$ 1,780.00	\$ (308.00)	\$ -	\$ (308.00)	\$ (87.78)
2019	85.0501451	Linda Mckinney	Homestead	\$ 3,744.00	\$ 3,542.00	\$ (202.00)	\$ -	\$ (202.00)	\$ (53.53)
		Total		\$ 83,364.00	\$ 73,562.00	\$ (9,802.00)	\$ -	\$ (9,802.00)	\$ (3,258.46)

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Resolution Recognizing Flags & Honor of MN for Carver County's Veterans

Primary Originating Division/Dept: <input type="text" value="Public Services - Veterans"/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Dan Tengwall"/> Title: <input type="text" value="VSO"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Dan Tengwall"/> Title: <input type="text" value="Veteran Services Officer"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

The Board would like to recognize Flags & Honor of Minnesota, a non-profit organization based in Chaska, MN. Flags and Honor of Minnesota was formed as a volunteer community organization that endeavors to educate our fellow citizens in PRIDE: Patriotism, Respect, Inspiration, Dedication, Excellence. They strive to be a relief organization for Military Veterans that serve our country, past and present. Members of the organization will be in attendance to be recognized. This short acknowledgement provides an opportunity for the Board to acknowledge the great support Flags and Honor of Minnesota has provided our local veterans.

ACTION REQUESTED:

Approve attached resolution honoring the Flags & Honor of MN for thier efforts in supporting veterans in Carver County.

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

Related Financial/FTE Comments:

N/A

Office use only:

RBA 2019 - 6591

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

Whereas, Chaska-based Flags & Honor of Minnesota is a non-profit with the mission of supporting veterans in and around the communities of Carver County; and

Whereas, Flags & Honor of Minnesota was formed as a volunteer community organization that endeavors to educate our fellow citizens in PRIDE: Patriotism, Respect, Inspiration, Dedication, Excellence - striving to be a relief organization for Military Veterans that serve our country, past and present; and

Whereas, the organization has shown true leadership and support to dozens of Carver County veterans since 2015 with such acts as providing rental relief, automotive repairs, hotel stays, grocery and fuel gift cards, funeral and burial costs, snow plowing and landscape assistance, and many other acts of support to our veteran and military families; and

Whereas, Flags & Honor of Minnesota honors those who have served by conducting drill and ceremony honors at local events and veteran funerals; and

Whereas, since their inception as a non-profit, Flags & Honor of Minnesota has held annual community events including the Flags & Honor Car Show and Halloween 5K fun run; and

Whereas, Carver County is lucky to have such a strong, talented and selfless organization in their community, for Flags & Honor of Minnesota is always looking for opportunities to assist those who have served our country and, by providing effective execution of these opportunities, have established themselves as a very important volunteer organization and partner of Carver County Veteran Services;

Now, Therefore, Be It Resolved, the Carver County Board of Commissioners, recognizes Flags & Honor of Minnesota for their faithful and dedicated service to Carver County Veterans, military families, and our communities.

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

17th day of December, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December 2019.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
WM Mueller & Sons, Inc - IUP for an Aggregate Mining Operation

Primary Originating Division/Dept: <input type="text" value="Public Services - Land Mgmt."/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Jason Mielke"/> Title: <input type="text" value="Land Use Manager"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes Presenter: <input type="text" value="Jason Mielke"/> Title: <input type="text" value="Land Use Manager"/>	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:

File #PZ20190043. WM Mueller & Sons, Inc. (WMS) is requesting replacement of the existing Conditional Use Permit (CUP) (CU-PZ20070005) with an Interim Use Permit (IUP) (#PZ20190043) that would permit an expansion of the mining area pursuant to Section 152.081 and 152.082 of the Carver County Zoning Code. WM has been operating the existing aggregate mining operation on Mr. Lundquist's property, which is located in Section 35 of Dahlgren Township, for the past 16 years.

Upon the issuance of the IUP, WMS would purchase the portion of the Lundquist property which is proposed for the mining activity. The previous Conditional Use Permits (PZ20070005, Document #A462015 and PZ 20030068, Document #A375653) for a mining operation would be terminated. The proposal would encompass an approximate 103 acres and allow for the expansion to the existing impacted area (approximate 20 acres) while establishing ultimate mining limits, phasing and reclamation plans, revision of hours of operation, the ability for processing and recycling as permitted activities and removing limitations of production levels.

The mining operation would be conducted in accordance with the CCWMO standards (i.e. stormwater, erosion/sediment control, grading, reclamation, vegetation, landscaping plan, etc.), as well as the Carver County Public Works standards (i.e. design, construction, etc. for access improvement at Co Rd 40).

Pursuant to the Board's direction at the December 3, 2019 meeting, an Order for approval is attached for consideration. Also attached for the Board's review is an Order, in legislative format, outlining the changes from the December 3, 2019, County Board meeting.

ACTION REQUESTED:

A motion to adopt Findings of Fact and issue Order #PZ20190043 for the issuance of the Interim Use Permit.

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

Related Financial/FTE Comments:

**COUNTY OF CARVER
BOARD OF COMMISSIONERS**

**AN ORDER FINDING CERTAIN FACTS AND ORDERING
THE ISSUANCE OF AN INTERIM USE PERMIT**

DATE: December 17, 2019

ORDER #: PZ20190043

FILE #: PZ20190043

APPLICANT: WM. Mueller & Sons, Inc. (Tim Mueller)

OWNER: Paul & Jeanne Lundquist

SITE ADDRESS: 15125 Co Rd 40

PERMIT TYPE: Mining and/or Land Reclamation

PURSUANT TO: County Code, Chapter 152, Section(s) 152.081 and 152.082

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 04-035-0400

A public hearing was held on this matter on November 19, 2019, by the Carver County Planning Commission, and additional information was heard and submitted at the December 3, 2019, County Board meeting, and all information entered into the public record was duly considered in the issuance of this order.

FINDINGS OF FACT

1. WM. Mueller & Sons, Inc. (WMS) currently operate the Lundquist Sand and Gravel Mine (Lundquist Mine) under a lease agreement of an approximate 20-acre area from the Lundquist family for mining purposes. The Lundquist property (approximately 154 acres) is located in the Northeast Quarter (NE¼) of Section 35, Dahlgren Township. The property is improved with an existing farmstead (i.e. house and associated buildings), agricultural land, an unnamed DNR Protected Wetland (10-40W), an existing pipeline easement (i.e. Northern Natural Gas) and the current gravel mining activity (#PZ20070005). The site is also located in the Agricultural Zoning District, Transition Overlay District for the City of Carver, and the CCWMO (Bevens Creek watershed).
2. On April 10, 2007, Conditional Use Permit (CUP #PZ20070005) was issued to WMS for the mining of aggregate on the property and further terminated and superseded their initial mining permit from 2003 (CUP #PZ20030068). That permit allowed the processing of Class 5 material which was utilized on the MN State Hwy 212 and CSAH 10 projects which were completed Fall/Winter of 2008. After the projects were completed, the processing activity taking place on the Lundquist site would cease, and the mining activity would continue to operate under the previously approved conditions. The amount of material (sand & gravel) excavated and hauled from the site was approved for up to a maximum of 50,000 cubic yards per year.
3. WMS is requesting an Interim Use Permit (IUP) for the expansion of their existing Lundquist mine activities pursuant to Section 152.081 and 152.082 of the Carver County Zoning Code. Upon issuance of the IUP, WMS would purchase the portion of the Lundquist property which is proposed for the mining activity. The request would encompass an approximate 103 acres and allow for the expansion to the existing impacted area over time, while establishing ultimate mine limits, phasing and reclamation plans, revision of the hours of operation, include the potential for processing and recycling as permitted activities and removing limitations of production levels. The project is anticipated to operate for 15-20 years or more. The timeline of the mine would be dependent on market demand as well as the timing of the eventual completion of mining at the Carver Mine located at 14060 County Road 40 in Dahlgren Township. The previously approved Conditional Use Permits (#PZ20070005, Document #A462015 and #PZ20030068, Document #A375653) for mining activities would terminate upon the approval of the new IUP (#PZ201900043).

4. Pursuant to the MN Rules for Environmental Review of Nonmetallic Mineral Mining projects, Carver County Land Management, acting as the Responsible Governmental Unit (RGU), prepared the mandatory Environmental Assessment Worksheet (EAW) for the 103-acre WMS mining expansion project. The EAW process concluded on October 8, 2019, with Carver County Board of Commissioners Resolution No. 79-19 declaring a negative declaration on the need for an Environmental Impact Statement (EIS); therefore, allowing for the IUP process to commence. The applicant has completed a Phase I archeological survey, as recommended by the State Archeologist, to determine if the project could damage unrecorded archaeological sites based on the adjacent unnamed lake to the southwest. The results have been submitted to the State Archeologist and the State Historic Preservation Office for further review. It has further been noted, the Permittee is prepared to follow the recommendations of the Phase I survey results.
5. The applicant's engineer, Sunde Engineering, has provided the IUP application, supporting documentation and site plans for the IUP request. The subject site has been operated primarily to supply material to WMS's existing sand and gravel operation located approximately 1¾ miles to the northeast (Carver Mine). The Carver Mine is located in an area of increasing development activity; therefore, the proposed request could shift a portion of the extraction, processing activity, and sales from the Carver Mine directly to the Lundquist Mine location to reduce the amount of extra hauling activities on Co Rd 40. As indicated, WMS would like to make modifications to the current CUP by removing the existing permit cap of 50,000 cubic yards of materials permitted to be mined per calendar year, change the current hours of operation, and allow for the stockpiling of processed and recycled materials to be utilized at the Carver Mine. The applicant's request meets standards for an IUP pursuant to Section 152.082 of the Carver County Zoning Code. The impacted operational area would not exceed 35 acres at any given time and primarily involve mining, processing and stockpiling activities. The applicant has agreed to modify the hours of operation to include 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturdays. No work would be done on Sundays or federal holidays, unless for emergency related purposes (i.e. flooding, etc.). The applicant would also agree to cease all hauling activities, when notified by East Union Church for functions such as weddings, funerals, etc.
6. The proposed changes would potentially shift processing and selling of some materials from the Carver Mine to the subject property but would not significantly change peak hourly rates of traffic. The consultant engineer, Sunde Engineering, has provided traffic study narrative, showing the average daily trips (ADT) based on the use of the mine from the past four years (2014-2018) were 176 per day, with a peak of 270 ADT. ADT generation was based on the average of 19 tons per load and with hauling occurring on 180 days per year. Future ADT projections assume an increase to reflect an increase in market demand for aggregates and the shifting of production activities from the Carver Mine to the Lundquist Mine. The future estimate total ADT generated for the site is based on average production levels and would be proposed to be 402.
7. Materials would be processed at the floor of the mine to mitigate the noise and dust created by crushing, washing, and screening. After washing the materials, the water would be treated and would not be discharged offsite. Clean water would be reused in the wash plant. Construction equipment on-site would consist of front-end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks. Processing equipment on-site may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment, as well as other equipment as needed.
8. The applicant has requested the ability to allow for the recycling of concrete and aggregate. A limit of up to 100 days of crushing and 100 days of washing annually has been requested by the applicant. WMS has stated they would notify the county (i.e. the Land Management Department) prior to beginning crushing and when the crushing was completed. The days the crusher does operate would be noted by WMS to help the county monitor compliance with conditions. When 40,000-45,000 tons of materials is accumulated, it would be crushed and blended with native materials on the site. WMS has agreed to limit the maximum height of the crushed material. The stockpiles would be maintained at an elevation below the surrounding grade and/or top of the berm elevation. Some of the recycled materials would be hauled to the Carver Mine. At this time, the application does not include a request to operate an

asphalt plant; therefore, if the future asphalt production is desired, an amendment and formal review/approval would be required.

9. The pit would be expanded in phases ranging from five acres to 22 acres radially from the already mined area as shown on the attached site plan. The maximum operational area would consist of 35 acres for mining, processing and stockpiling, at any given time. Mining activity would maintain a 50-foot setback from property lines and the road right-of-way and a 500-foot setback from all homes existing at the time of application of the IUP. Reduced setbacks for adjacent residences would require the approval of a variance from the 500-foot setback standard. The applicant has agreed to a three-year time frame to mine and reclaim the Phase 4 area. The temporary berms would be removed as part of the final reclamation to the Phase 4 area. Prior to mining within 200 feet of the Northern Natural Gas (NNG) pipeline locations in the northeast corner of the property, pipeline locations would be field verified, and appropriate slopes maintained for slope stability and support of the pipeline. The estimated depth of aggregate materials is from two to 20 feet below the water table. The depth of extraction would be at its maximum 25-35 feet to the water table and 10-15 feet excavation below the water table.
10. The operational area(s) would be screened with berms (i.e. topsoil material from the site) around the perimeter of the mining phase. Topsoil would be scraped off and utilized a part of the screening berms, and clean fill material would be hauled back to the site to help reclaim mined areas. Once reclamation is completed the topsoil material would be re-applied to create agricultural production land and at a depth required pursuant to the Zoning Code and/or CCWMO, whichever is more restrictive. The berms would be shaped, seeded and mulched to establish vegetation. SWCD would continue to provide technical assistance on these matters. The final implementation of the seeding plan shall be subject to review/recommendations by the CCWMO. The applicant included a reclamation plan which would include grading at a 5:1 slope for land which is similar topography to the neighboring parcels as well as standards for the reclamation. The applicant would also provide perimeter site screening (i.e. vegetative berming w/approved plantings) along Halsey Avenue at the easterly portion of the property. All berming activities would be reviewed and approved by the Carver County Land Management Department and through the CCWMO's permitting process. It would be the responsibility of the property owner to maintain the berms vegetative cover (including plantings) for the duration of the IUP.
11. The proposed mine expansion is expected to continue utilizing the existing access on Country Road 40 once expanded. Currently, the access location to the site on County Road 40 has been upgraded to a bituminous entrance leading down to the mining activity. The Public Works Department met with the applicant and provided a follow-up memo dated November 6, 2019, detailing their requirements for the site. A second meeting on November 13, 2019, had taken place between County Public Works staff, County Land Management staff, and WMS owners/representatives to further clarify the County Public Works memo standards. Public Works' position changed and requests an access acceleration lane to be constructed for north bound traffic, and an expansion to the existing by-pass lane for south bound traffic. All road improvements would be constructed at the expense of WMS and pursuant to County's standards. Public Works would also require a 110-foot setback for all site related items to accommodate potential future expansion of the roadway. The applicant would be required to secure an access permit from the road authority including, but not limited to grading plans, cross sections of CSAH 40, as well as provide descriptions on the site improvements, design and schedule, etc.
12. A Carver County Water Management Organization (CCWMO) Permit is required and Stormwater Management standards would need to be met for the reclamation of all aggregate mining areas. The applicant would need to secure a permit with the Planning and Water Management Department in order to establish an appropriate restoration phasing plan as well as grading, vegetation (w/maintenance) and landscaping plan(s). Erosion control and stormwater permits are required as well as a financial security of \$25,000, topsoil depth requirements for restoration and preservation, identification of potential wetland or surface water impacts, and links from the restoration plan to the water rules permit and topsoil management.

13. Jason Godwin, Northern Natural Gas Representative, has reviewed the request and provided comments via an email memo (dated: November 11, 2019). NNG does not object to this proposed expansion in principle. However, they would like to make the County aware that NNG does operate two-high pressure natural gas transmission pipelines which traverse the area of proposed expansion. NNG also operates a very short connector line, and natural gas distribution station at this location which requires them to hold a 100-foot wide pipeline easement and a 40' x 15' regulator station easement. NNG stated, "Northern must insist that no development of any mining or sand and gravel pit operations be allowed to be developed within the boundaries of these easements. Northern would also ask the County to consider the following additional concerns that Northern has as this mining project moves forward:
 - (1) Northern will require the mine operator to obtain written permission from Northern in the event that any blasting is to occur within 1,000 feet of Northern's facilities.
 - (2) Northern will require the mine operator to obtain written permission from Northern any time that they wish to drive overweight equipment or vehicles over Northern's pipelines.Northern asks that the County take this comment under advisement as this project moves forward."
14. The Planning Commission added language to condition #2 under General Requirements to include; a change in ownership and/or exhaustion of the aggregate mining (including acceptance of the final reclamation and release of the financial security) shall be cause for permit termination; however, Permit #PZ20190043 shall not be terminated until all reclamation areas have been completed to the satisfaction of the approved CCWMO permit and Zoning Code standards.
15. The applicant has indicated that broad band backup alarms would be installed and maintained on all applicant owned mining equipment operating at the site, as well as establishing circular traffic patterns for loading to reduce backup movements. If processing equipment is operated within 700 feet of a residence, noise testing would be conducted by the Permittee to verify compliance with state noise standards.
16. Public Testimony was received at the Planning Commission meeting (November 19, 2019), and any oral or written information presented prior to the meeting and/or during the public hearing, has been entered into the public record. The County Board has also duly considered any written documentation submitted prior to the County Board meeting, as well as comments presented by the public and the applicant's consultant engineer during the County Board meeting on December 3, 2019.
17. Sunde Engineering, Kirsten Pauly, representing the applicant, submitted a letter dated November 27, 2019, to the Carver County Board providing information as a follow-up addressing what they understand to be the remaining issues and requests that have been brought to the County Board's attention. Ms. Pauly, states that WMS has proposed additional reasonable conditions intended to address remaining neighborhood concerns.
18. During the December 3, 2019, Carver County Board of Commissioners meeting, the Board made the following motion, "to direct staff to amend the Findings of Fact to include the proposed changes by Sunde Engineering for final consideration at the regular commissioner meeting on December 17, 2019, which is a date certain." A "60 Day Law" letter (attached) was sent to the applicant on December 4, 2019, extending the deadline for a final decision until February 5, 2020, at the latest.
19. The Dahlgren Town Board reviewed and recommended approval of the request during their October 14, 2019, Town Board meeting.
20. The Carver County Board of Commissioners has considered all the factors required by Section 152.082 and 152.251 of the Carver County Code and finds that all are either true in this case or can be mitigated by conditions placed on the permit.

IT IS HEREBY ORDERED THAT THE CARVER COUNTY ZONING ADMINISTRATOR SHALL ISSUE INTERIM USE PERMIT #PZ20190043. THIS PERMIT IS ISSUED PURSUANT TO THE CARVER COUNTY CODE, SECTION 152.081 AND 152.082 FOR A MINING ACTIVITY ON PROPERTY LEGALLY DESCRIBED IN EXHIBIT "A." THE PREVIOUS CONDITIONAL USE PERMITS (#PZ20070005, DOCUMENT #A462015 AND #PZ20030068, DOCUMENT #A375653) FOR MINING ACTIVITIES SHALL BE TERMINATED, AND THE FOLLOWING CONDITIONS BE ATTACHED TO THE PERMIT:

GENERAL REQUIREMENTS:

1. The Permittee agrees to defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the certificate holder's performance or failure to adequately perform its obligations pursuant to this permit, or arising out of a dispute as to the ownership of the property.
2. The permit is subject to compliance review. The Interim Use Permit is issued to WMS. The permit allows for extraction limited by the 35-acre operational area at any one time and it is not transferable to another property owner and/or allowed for leasing activity. A change in ownership and/or exhaustion of the aggregate mining, including acceptance of the final reclamation and release of the financial security, shall be cause for permit termination; however, Permit #PZ20190043 shall not be terminated until all reclamation areas have been completed to the satisfaction of the approved Carver County Water Management Organization (CCWMO) permit and Zoning Code standards.
3. A Minor Subdivision application shall be submitted and approved prior to the recording of any deed(s). The parcel(s) shall be subdivided in accordance with the Zoning Code requirements, including but not limited to, a survey and primary septic location for the exiting house.
4. WMS must conduct a Phase I archeological survey over the site. No expansion of the mining area would be allowed until the survey is completed, the results are submitted to the State Archaeologist and the State Historic Preservation Office, and further review completed. The Permittee would be required to follow the recommendations of the Phase I survey results.
5. The Permittee shall comply with all road authority access requirements as determined by the Carver County Public Works Department. The Permittee may be required to obtain Co Rd 40 access approval, maintenance agreement for the mining access, tracking plan, and required signage according to County Public Works' requirements. Mining and/or similar disturbance near the public right-of-way, shall be conducted in accordance with the County Public Works permit review and/or approval standards.
6. The Permittee shall comply with any/all CCWMO rules and regulations including but not limited to, grading, vegetation (w/maintenance) and landscaping plan(s). An erosion/sediment control plan and stormwater management plan for site restoration, screening, vegetation and maintenance shall be prepared and implemented in accordance with the CCWMO Water Management guidelines and the Wetland Conservation Act (WCA) before mining commences, if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management. Permittee shall obtain a National Pollutant Discharge Elimination System (NPDES) permit as required by the Minnesota Pollution Control Agency (MPCA).
7. The Permittee shall always comply 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.

8. The Permittee must notify SWCD and/or the Carver County Land Management Department 24 hours prior to beginning any processing activities. (The Carver SWCD will be monitoring the site and the County will be enforcing implementation of the erosion and sediment control measures.)

OPERATIONAL REQUIREMENTS:

These requirements combined with the Site/Operational Plan shall govern the mining operation.

1. The mining activity shall operate in accordance with the submitted application and supporting documentation (dated: September 30, 2019 and November 27, 2019), Phasing Site Plan (dated: September 26, 2019), approved site plan(s) (dated: September 30, 2019 and November 4, 2019), any/all CCWMO permit approval(s) (i.e. stormwater infiltration, BMPs, screening, site vegetation and plantings, and site reclamation), and any/all Carver County Public Works access requirements/right-of-way standards. If there are any inconsistencies between previously submitted versions, the terms of the most recent shall prevail and shall be considered requirements of this permit. The mining activity shall be operated and maintained in accordance with the Carver County Zoning Code (i.e. screening, noise mitigation, etc.). These plans shall be attached to and be considered part of this permit.
2. The hours of operation shall be from 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturdays. Mining and processing shall not occur on Sundays or Federally observed holidays, unless for emergency related purposes (i.e. flooding, etc.). All truck hauling shall cease when notified by East Union Church for functions (i.e. wedding, funeral, etc.).
3. The construction equipment located on-site includes, but is not limited to: front-end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks, etc. Other processing equipment may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment.
4. The operations shall be conducted so that the required material can be removed while disturbing a minimal area and to permit restoration at the earliest possible time. The operational area for mining, processing, and stockpiling shall not exceed 35 acres at any time.
5. The Permittee shall confine mining operations as much as possible to one area at a time or to the minimum area required to obtain the proper materials required for blending. Exploration may be conducted in unmined areas, but actual mining shall consist only under the conditions of this permit. Exploration shall consist only of boring or excavation required to determine extent and quality of the resource; material disturbed during exploration shall not be processed or removed until actual mining has begun.
6. The Permittee shall be limited to 100 days of crushing and 100 days of washing annually. WMS shall notify the county prior to beginning crushing activities and when the crushing has been completed. The days the crusher operates shall be documented and reported to the county annually. The maximum height of the crushed material stockpiles shall be maintained at an elevation below the surrounding grade and/or top of the berm elevation.
7. Existing drainage patterns shall not be altered if possible; if alteration is unavoidable, the alteration shall not adversely affect surrounding properties and/or cause erosion or sedimentation. Any existing drain tile(s) on the site must be maintained and/or re-routed, such that flow through the property is not hindered or adversely altered.
8. The Permittee is subject to any/all easement agreements with NNG including the following:
 - A. Northern Natural Gas (NNG) is the holder of a 100-foot wide pipeline easement and a 40' x 15' regulator station easement. No development of any mining or sand and gravel pit operations shall be allowed to be developed within the boundaries of these easements.
 - B. WMS must obtain written permission from NNG in the event that any blasting is to occur within 1,000 feet of NNG facilities.

C. WMS must obtain written permission from NNG any time that they wish to drive overweight equipment or vehicles over NNG pipelines.

9. The Permittee shall submit to the Land Management Department quarterly tonnage calculations, in order to document all aggregate material(s) removed from the site.
10. Vertical faces shall be kept to a minimum except during the actual mining operation and pursuant to the County Zoning Code. Mining below the water table shall only be allowed pursuant to MPCA, Minnesota Department of Natural Resources (MnDNR), and/or any other State or Federal regulations.
11. Perimeter berms and restored areas must be seeded, and disc mulched within 72 hours of final grading, except for those areas returned to agricultural production. Weeds and other unsightly vegetation shall be cut and/or sprayed as necessary to present a neat appearance and to prevent seeding of adjacent properties.
12. All storage of equipment and materials used in the operation shall be kept within the interior of the mining area to minimize visual exposure to areas outside the mining area. Screening (i.e. vegetated berms) shall be implemented according to the approved operational plan and site plan(s) as pursuant to IUP application and the CCWMO application. Berming plans utilized for screening shall include an appropriate restoration phasing plan as well as grading, vegetation (w/maintenance) and landscaping plan(s). A three-year time frame shall be allowed to mine and reclaim the Phase 4 area. The temporary berms created as part of the screening shall be removed as part of the final reclamation of the Phase 4 area. It shall be the responsibility of the property owner to maintain the berms' vegetative cover (i.e. screening) for the duration of the IUP.
13. If internal access roads are used to the extent that dust becomes a problem for surrounding properties, the access roads shall be treated with water or other similar dust control measures. Waste oil SHALL NOT be used.
14. The Permittee shall comply with the noise pollution requirements/standards of the Minnesota State Rules Chapter 7030. Broad band backup alarms shall be installed and maintained on all Permittee owned mining equipment operating at the site, as well as establishing circular traffic patterns for loading to reduce backup movements. If processing equipment is operated within 700 feet of a residence, noise testing shall be conducted by the permittee to verify compliance with state noise standards, and results shall be submitted to the Carver County Land Management Department.
15. No trash, garbage, waste, construction debris, or other similar materials shall be deposited in or near the permitted area.
16. The Permittee shall obtain and maintain a Non-generator's Certificate or contact the Environmental Services (E.S.) Department to obtain a Hazardous Waste Generator's License, if required.

RESTORATION REQUIREMENTS:

1. The design of the restored areas must be according to standards of the Zoning Code and the CCWMO Water Management Rules. To the extent possible, restoration shall be staged such that the exhausted phases of the operation are stabilized and have established turf or are returned to agricultural production. Said design may be subject to revisions and modifications by the Land Management Department and Carver County SWCD.
2. The Permittee must maintain existing vegetation wherever possible and implement erosion control as required by the CCWMO Rules permit. The Permittee is responsible for obtaining a CCWMO Permit regarding stormwater management and site reclamation of all aggregate mining areas. If a CCWMO Permit is not obtained within six (6) months of the County Board's approval, PZ20190043 shall be suspended until the appropriate permit is obtained. A

financial security of \$25,000.00 for erosion control/restoration shall be held by the County for the duration of the project/permit.

3. Topsoil and overburden required for restoration shall be maintained and shall be preserved from erosion or other loss. Only material necessary for restoration or asphalt and concrete for recycling may be hauled to the site. Imported topsoil and overburden material shall be incorporated into site restoration immediately or stockpiled according to the site plan.

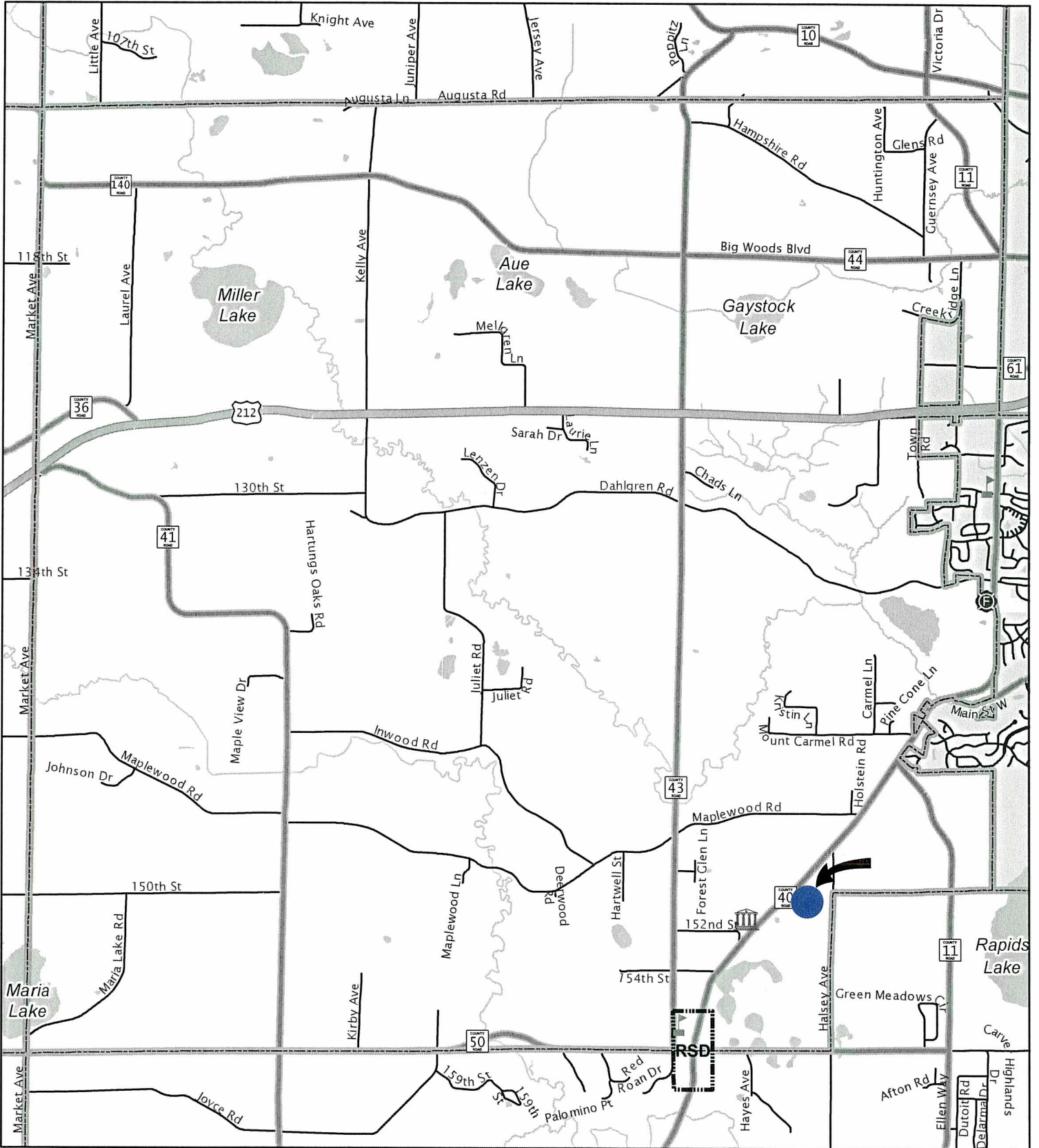
PERFORMANCE SECURITIES & INSURANCE REQUIREMENTS:

1. The Permittee shall provide a performance security in a form acceptable to the County, naming the County as obligee. The security shall be drafted to be effective for at least three months after the final reclamation of this permit.
2. PERFORMANCE SECURITY REQUIRED FOR THIS PERMIT - **\$50,000.**
3. The conditions of the surety shall be that if the Permittee fails to conform to any of the conditions or requirements of this permit or for any reason ceases to operate the facility in accordance with the provisions of this permit and the County is required to expend monies, labor, or material to bring the operation into conformance with the permit or to perform restoration as provided in this permit due to non-performance by the Permittee, the County may utilize the performance security for reimbursement for any and all expenses incurred to remedy such failure of the Permittee.
4. The obligor and their sureties hereby indemnify and save the County harmless from all losses, costs, and charges that may occur to the County because of default.
5. Permittee shall submit a Certificate of Insurance with coverage provided by an insurance company duly licensed by the State of Minnesota indicating that the Permittee has in force coverage for General Liability, Automobile Liability, Loading and Unloading, Completed Operations Liability, Explosion and Collapse of Underground Operations Liability including a minimum limits of liability in the amount of \$2,000,000 for any one occurrence. The Certificate of Insurance shall include Workers' Compensation Insurance or Permittee shall sign an appropriate affidavit regarding employee status and submit it to the Land Management Department. The Insurance Certificate(s) described above shall carry an irrevocable notice to the County by the carrier 30 days prior to any change, modification, lapse, or cancellation of the policies required.
6. Insurance coverage required above shall be kept in effect for the duration of the permit. If the permit is to be terminated, insurance shall be maintained until the completion of restoration and return of the performance security.
7. The Permittee shall submit a copy of Worker's Compensation Insurance to the Carver County Land Management Department annually.

Randy Maluchnik, Chair
Carver County Board of Commissioners

Dave Hemze
County Administrator

DAHLGREN 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.



**COUNTY OF CARVER
BOARD OF COMMISSIONERS**

**AN ORDER FINDING CERTAIN FACTS AND ORDERING
THE ISSUANCE OF AN INTERIM USE PERMIT**

DATE: December 17, 2019

ORDER #: PZ20190043

FILE #: PZ20190043

APPLICANT: WM. Mueller & Sons, Inc. (Tim Mueller)

OWNER: Paul & Jeanne Lundquist

SITE ADDRESS: 15125 Co Rd 40

PERMIT TYPE: Mining and/or Land Reclamation

PURSUANT TO: County Code, Chapter 152, Section(s) 152.081 and 152.082

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 04-035-0400

A public hearing was held on this matter on November 19, 2019, by the Carver County Planning Commission, ~~and the recommendation of the Planning Commission was duly considered in the issuance of this order.~~ and additional information was heard and submitted at the December 3, 2019, County Board meeting, and all information entered into the public record was duly considered in the issuance of this order.

FINDINGS OF FACT

1. WM. Mueller & Sons, Inc. (WMS) currently operate the Lundquist Sand and Gravel Mine (Lundquist Mine) under a lease agreement of an approximate 20-acre area from the Lundquist family for mining purposes. The Lundquist property (approximately 154 acres) is located in the Northeast Quarter (NE¼) of Section 35, Dahlgren Township. The property is improved with an existing farmstead (i.e. house and associated buildings), agricultural land, an unnamed DNR Protected Wetland (10-40W), an existing pipeline easement (i.e. Northern Natural Gas) and the current gravel mining activity (#PZ20070005). The site is also located in the Agricultural Zoning District, Transition Overlay District for the City of Carver, and the CCWMO (Bevens Creek watershed).
2. On April 10, 2007, Conditional Use Permit (CUP #PZ20070005) was issued to WMS for the mining of aggregate on the property and further terminated and superseded their initial mining permit from 2003 (CUP #PZ20030068). That permit allowed the processing of Class 5 material which was utilized on the MN State Hwy 212 and CSAH 10 projects which were completed Fall/Winter of 2008. After the projects were completed, the processing activity taking place on the Lundquist site would cease, and the mining activity would continue to operate under the previously approved conditions. The amount of material (sand & gravel) excavated and hauled from the site was approved for up to a maximum of 50,000 cubic yards per year.
3. WMS is requesting an Interim Use Permit (IUP) for the expansion of their existing Lundquist mine activities pursuant to Section 152.081 and 152.082 of the Carver County Zoning Code. Upon issuance of the IUP, WMS would purchase the portion of the Lundquist property which is proposed for the mining activity. The request would encompass an approximate 103 acres and allow for the expansion to the existing impacted area over time, while establishing ultimate mine limits, phasing and reclamation plans, revision of the hours of operation, include the potential for processing and recycling as permitted activities and removing limitations of production levels. The project is anticipated to operate for 15-20 years or more. The timeline of the mine would be dependent on market demand as well as the timing of the eventual completion of mining at the Carver Mine located at 14060 County Road 40 in Dahlgren Township. The previously approved Conditional Use Permits (#PZ20070005, Document #A462015 and #PZ20030068, Document #A375653) for mining activities would terminate upon the approval of the new IUP (#PZ201900043).

4. Pursuant to the MN Rules for Environmental Review of Nonmetallic Mineral Mining projects, Carver County Land Management, acting as the Responsible Governmental Unit (RGU), prepared the mandatory Environmental Assessment Worksheet (EAW) for the 103-acre WMS mining expansion project. The EAW process concluded on October 8, 2019, with Carver County Board of Commissioners Resolution No. 79-19 declaring a negative declaration on the need for an Environmental Impact Statement (EIS); therefore, allowing for the IUP process to commence. ~~The State Archaeologist recommended that a qualified archaeologist conduct a survey to determine if the project could damage unrecorded archaeological sites based on the adjacent unnamed lake to the southwest. During the November 19, 2019, Planning Commission meeting, the applicant indicated a Phase I archeological survey over the site has been completed and.~~ The applicant has completed a Phase I archeological survey, as recommended by the State Archeologist, to determine if the project could damage unrecorded archaeological sites based on the adjacent unnamed lake to the southwest. The results have been submitted to the State Archaeologist and the State Historic Preservation Office for further review. It has further been noted, the Permittee is prepared to follow the recommendations of the Phase I survey results.
5. The applicant's engineer, Sunde Engineering, has provided the IUP application, supporting documentation and site plans for the IUP request. The subject site has been operated primarily to supply material to WMS's existing sand and gravel operation located approximately 1¼ miles to the northeast (Carver Mine). The Carver Mine is located in an area of increasing development activity; therefore, the proposed request could shift a portion of the extraction, processing activity, and sales from the Carver Mine directly to the Lundquist Mine location to reduce the amount of extra hauling activities on Co Rd 40. As indicated, WMS would like to make modifications to the current CUP by removing the existing permit cap of 50,000 cubic yards of materials permitted to be mined per calendar year, change the current hours of operation, and allow for the stockpiling of processed and recycled materials to be utilized at the Carver Mine. Based on the submitted permit application, The applicant's request appears to meet standards for an IUP pursuant to Section 152.082 of the Carver County Zoning Code. The impacted operational area would not exceed 35 acres at any given time and primarily involve mining, processing and stockpiling activities. ~~The new hours of operation would be from 7:00 a.m. to 7:00 p.m. Monday through Saturday, whereas the previous hours ended at 4:00 p.m. Monday through Friday. No work would be done on Sundays or federal holidays, unless for emergency related purposes (i.e. flooding, etc.).~~ The applicant has agreed to modify the hours of operation to include 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturdays. No work would be done on Sundays or federal holidays, unless for emergency related purposes (i.e. flooding, etc.). The applicant would also agree to cease all hauling activities, when notified by East Union Church for functions such as weddings, funerals, etc.
6. The proposed changes would potentially shift processing and selling of some materials from the Carver Mine to the subject property but would not significantly change peak hourly rates of traffic. The consultant engineer, Sunde Engineering, has provided traffic study narrative, showing the average daily trips (ADT) based on the use of the mine from the past four years (2014-2018) were 176 per day, with a peak of 270 ADT. ADT generation was based on the average of 19 tons per load and with hauling occurring on 180 days per year. Future ADT projections assume an increase to reflect an increase in market demand for aggregates and the shifting of production activities from the Carver Mine to the Lundquist Mine. The future estimate total ADT generated for the site is based on average production levels and would be proposed to be 402.
7. Materials would be processed at the floor of the mine to mitigate the noise and dust created by crushing, washing, and screening. After washing the materials, the water would be treated and would not be discharged offsite. Clean water would be reused in the wash plant. Construction equipment on-site would consist of front-end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks. Processing equipment on-site may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment, as well as other equipment as needed.

8. The applicant has requested the ability to allow for the recycling of concrete and aggregate. A limit of up to 100 days of crushing and 100 days of washing annually has been requested by the applicant. WMS has stated they would notify the county (i.e. the Land Management Department) prior to beginning crushing and when the crushing was completed. The days the crusher does operate would be noted by WMS to help the county monitor compliance with conditions. When 40,000-45,000 tons of materials is accumulated, it would be crushed and blended with native materials on the site. WMS has agreed to limit the maximum height of the crushed material. The stockpiles would be maintained at an elevation below the surrounding grade and/or top of the berm elevation. Some of the recycled materials would be hauled to the Carver Mine. At this time, the application does not include a request to operate an asphalt plant; therefore, if the future asphalt production is desired, an amendment and formal review/approval would be required.
9. The pit would be expanded in phases ranging from five acres to 22 acres radially from the already mined area as shown on the attached site plan. The maximum operational area would consist of 35 acres for mining, processing and stockpiling, at any given time. Mining activity would maintain a 50-foot setback from property lines and the road right-of-way and a 500-foot setback from all homes existing at the time of application of the IUP. Reduced setbacks for adjacent residences would require the approval of a variance from the 500-foot setback standard. The applicant has agreed to a three-year time frame to mine and reclaim the Phase 4 area. The temporary berms would be removed as part of the final reclamation to the Phase 4 area. Prior to mining within 200 feet of the Northern Natural Gas (NNG) pipeline locations in the northeast corner of the property, pipeline locations would be field verified, and appropriate slopes maintained for slope stability and support of the pipeline. The estimated depth of aggregate materials is from two to 20 feet below the water table. The depth of extraction would be at its maximum 25-35 feet to the water table and 10-15 feet excavation below the water table.
10. The operational area(s) would be screened with berms (i.e. topsoil material from the site) around the perimeter of the mining phase. Topsoil would be scraped off and utilized a part of the screening berms, and clean fill material would be hauled back to the site to help reclaim mined areas. Once reclamation is completed the topsoil material would be re-applied to create agricultural production land and at a depth required pursuant to the Zoning Code and/or CCWMO, whichever is more restrictive. The berms would be shaped, seeded and mulched to establish vegetation. SWCD would continue to provide technical assistance on these matters. The final implementation of the seeding plan shall be subject to review/recommendations by the CCWMO. The applicant included a reclamation plan which would include grading at a 5:1 slope for land which is similar topography to the neighboring parcels as well as standards for the reclamation. ~~During the November 19, 2019, Planning Commission meeting the applicant stated, they would provide perimeter site screening (i.e. vegetative berming) along Halsey Avenue at the easterly portion of the property. The applicant would also provide perimeter site screening (i.e. vegetative berming w/approved plantings) along Halsey Avenue at the easterly portion of the property.~~ All berming activities would be reviewed and approved by the Carver County Land Management Department and through the CCWMO's permitting process. It would be the responsibility of the property owner to maintain the berms vegetative cover (including plantings) for the duration of the IUP.
11. The proposed mine expansion is expected to continue utilizing the existing access on Country Road 40 once expanded. Currently, the access location to the site on County Road 40 has been upgraded to a bituminous entrance leading down to the mining activity. The Public Works Department met with the applicant ~~received the application materials and in response, submitted a memo (attached) dated November 6, 2019, detailing their requirements for the site. The applicant noted a follow-up meeting on November 13, 2019, and provided a follow-up memo dated November 6, 2019, detailing their requirements for the site.~~ A second meeting on November 13, 2019, had taken place between County Public Works staff, County Land Management staff, and WMS owners/representatives to further clarify the County Public Works memo standards. Public Works' position changed and requests an access acceleration lane to be constructed for north bound traffic, and an expansion to the existing by-pass lane for south bound traffic. All road improvements would be constructed at the expense of WMS and pursuant to County's standards. Public Works would also require a 110-foot setback for all site related items to accommodate potential future expansion of the roadway.

The applicant would be required to secure an access permit from the road authority including, but not limited to grading plans, cross sections of CSAH 40, as well as provide descriptions on the site improvements, design and schedule, etc.

12. A Carver County Water Management Organization (CCWMO) Permit is required and Stormwater Management standards would need to be met for the reclamation of all aggregate mining areas. The applicant would need to secure a permit with the Planning and Water Management Department in order to establish an appropriate restoration phasing plan as well as grading, vegetation (w/maintenance) and landscaping plan(s). Erosion control and stormwater permits are required as well as a financial security of \$25,000, topsoil depth requirements for restoration and preservation, identification of potential wetland or surface water impacts, and links from the restoration plan to the water rules permit and topsoil management.
13. Jason Godwin, Northern Natural Gas Representative, has reviewed the request and provided comments via an email memo (dated: November 11, 2019). NNG does not object to this proposed expansion in principle. However, they would like to make the County aware that NNG does operate two-high pressure natural gas transmission pipelines which traverse the area of proposed expansion. NNG also operates a very short connector line, and natural gas distribution station at this location which requires them to hold a 100-foot wide pipeline easement and a 40' x 15' regulator station easement. NNG stated, "Northern must insist that no development of any mining or sand and gravel pit operations be allowed to be developed within the boundaries of these easements. Northern would also ask the County to consider the following additional concerns that Northern has as this mining project moves forward:
 - (1) Northern will require the mine operator to obtain written permission from Northern in the event that any blasting is to occur within 1,000 feet of Northern's facilities.
 - (2) Northern will require the mine operator to obtain written permission from Northern any time that they wish to drive overweight equipment or vehicles over Northern's pipelines.Northern asks that the County take this comment under advisement as this project moves forward."
14. ~~During the November 19, 2019, Planning Commission meeting,~~ The applicant has requested additional language to be added to Condition #2 under General Requirements to include; a change in ownership and/or exhaustion of the aggregate mining (including acceptance of the final reclamation and release of the financial security) shall be cause for permit termination; however, Permit #PZ20190043 shall not be terminated until all reclamation areas have been completed to the satisfaction of the approved CCWMO permit and Zoning Code standards.
15. The applicant has indicated that broad band backup alarms would be installed and maintained on all applicant owned mining equipment operating at the site, as well as establishing circular traffic patterns for loading to reduce backup movements. If processing equipment is operated within 700 feet of a residence, noise testing would be conducted by the Permittee to verify compliance with state noise standards.
16. Public Testimony was received at the Planning Commission meeting (November 19, 2019), and any oral or written information presented prior to the meeting and/or during the public hearing, has been entered into the public record. The County Board has also duly considered any written documentation submitted prior to the County Board meeting, as well as comments presented by the public and the applicant's consultant engineer during the County Board meeting on December 3, 2019.
17. Sunde Engineering, Kirsten Pauly, representing the applicant, submitted a letter dated November 27, 2019, to the Carver County Board providing information as a follow-up addressing what they understand to be the remaining issues and requests that have been brought to the County Board's attention. Ms. Pauly, states that WMS has proposed additional reasonable conditions intended to address remaining neighborhood concerns.

18. During the December 3, 2019, Carver County Board of Commissioners meeting, the Board made the following motion, “to direct staff to amend the Findings of Fact to include the proposed changes by Sunde Engineering for final consideration at the regular commissioner meeting on December 17, 2019, which is a date certain.” A “60 Day Law” letter (attached) was sent to the applicant on December 4, 2019, extending the deadline for a final decision until February 5, 2020, at the latest.
- ~~19. During the November 19, 2019, Planning Commission meeting, the Commission directed the applicant to work with the County Public Works Department on creating a tracking plan to further help reduce material on CSAH 40. The applicant has agreed to work with the County Public Works Department as part of their access improvement permitting process.~~
20. The Dahlgren Town Board reviewed and recommended approval of the request during their October 14, 2019, Town Board meeting.
21. The Carver County Board of Commissioners has considered all the factors required by Section 152.082 and 152.251 of the Carver County Code and finds that all are either true in this case or can be mitigated by conditions placed on the permit.

IT IS HEREBY ORDERED THAT THE CARVER COUNTY ZONING ADMINISTRATOR SHALL ISSUE INTERIM USE PERMIT #PZ20190043. THIS PERMIT IS ISSUED PURSUANT TO THE CARVER COUNTY CODE, SECTION 152.081 AND 152.082 FOR A MINING ACTICVITY ON PROPERTY LEGALLY DESCRIBED IN EXHIBIT “A.” THE PREVIOUS CONDITIONAL USE PERMITS (#PZ20070005, DOCUMENT #A462015 AND #PZ20030068, DOCUMENT #A375653) FOR MINING ACTIVITIES SHALL BE TERMINATED, AND THE FOLLOWING CONDITIONS BE ATTACHED TO THE PERMIT:

GENERAL REQUIREMENTS:

1. The Permittee agrees to defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the certificate holder’s performance or failure to adequately perform its obligations pursuant to this permit, or arising out of a dispute as to the ownership of the property.
2. The permit is subject to compliance review. The Interim Use Permit is issued to WMS. The permit allows for extraction limited by the 35-acre operational area at any one time and it is not transferable to another property owner and/or allowed for leasing activity. A change in ownership and/or exhaustion of the aggregate mining, including acceptance of the final reclamation and release of the financial security, shall be cause for permit termination; however, Permit #PZ20190043 shall not be terminated until all reclamation areas have been completed to the satisfaction of the approved Carver County Water Management Organization (CCWMO) permit and Zoning Code standards.
3. A Minor Subdivision application shall be submitted and approved prior to the recording of any deed(s). The parcel(s) shall be subdivided in accordance with the Zoning Code requirements, including but not limited to, a survey and primary septic location for the exiting house.
4. WMS must conduct a Phase I archeological survey over the site. No expansion of the mining area would be allowed until the survey is completed, the results are submitted to the State Archaeologist and the State Historic Preservation Office, and further review completed. The Permittee would be required to follow the recommendations of the Phase I survey results.
5. The Permittee shall comply with all road authority access requirements (~~i.e. acceleration lane and by-pass lane~~), as determined by the Carver County Public Works Department. The Permittee may be required to obtain Co Rd 40 access approval, maintenance agreement for the mining access, tracking plan, and required signage according to County Public Works’ requirements. Mining and/or similar disturbance near the public right-of-way, shall be conducted in accordance with the County Public Works permit review and/or approval standards.

6. ~~A Grading Plan (including restoration), Erosion/Sediment Control Plan and Stormwater Management Plan shall be prepared and implemented~~ The Permittee shall comply with any/all CCWMO rules and regulations including but not limited to, grading, vegetation (w/maintenance) and landscaping plan(s). An erosion/sediment control plan and stormwater management plan for site restoration, screening, vegetation and maintenance shall be prepared and implemented in accordance with the CCWMO Water Management guidelines and the Wetland Conservation Act (WCA) before mining commences, if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management. Permittee shall obtain a National Pollutant Discharge Elimination System (NPDES) permit as required by the Minnesota Pollution Control Agency (MPCA).
7. The Permittee shall always comply 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.
8. The Permittee must notify SWCD and/or the Carver County Land Management Department 24 hours prior to beginning any processing activities. (The Carver SWCD will be monitoring the site and the County will be enforcing implementation of the erosion and sediment control measures.)

OPERATIONAL REQUIREMENTS:

These requirements combined with the Site/Operational Plan shall govern the mining operation.

1. The mining activity shall operate in accordance with the submitted application and supporting documentation (dated: September 30, 2019 and November 27, 2019), Phasing Site Plan (dated: September 26, 2019), approved site plan(s) (dated: September 30, 2019 and November 4, 2019), any/all CCWMO permit approval(s) (i.e. stormwater infiltration, BMPs, screening, site vegetation and plantings, and site reclamation), and any/all Carver County Public Works access requirements/right-of-way standards. If there are any inconsistencies between previously submitted versions, the terms of the most recent shall prevail and shall be considered requirements of this permit. The mining activity shall be operated and maintained in accordance with the Carver County Zoning Code (i.e. screening, noise mitigation, etc.). These plans shall be attached to and be considered part of this permit.
2. ~~The hours of operation shall be from 7:00 a.m. to 7:00 p.m. Monday through Saturday. Mining shall not occur on Sundays or Federally observed holidays. All truck hauling shall cease if East Union Lutheran Church has a function (i.e. wedding, funeral, etc.). The construction equipment located on site includes, but is not limited to: front end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks. Other processing equipment may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment. The hours of operation shall be from 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturdays. Mining and processing shall not occur on Sundays or Federally observed holidays, unless for emergency related purposes (i.e. flooding, etc.). All truck hauling shall cease when notified by East Union Church for functions (i.e. wedding, funeral, etc.). The construction equipment located on site includes, but is not limited to: front end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks. Other processing equipment may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment.~~
3. The construction equipment located on-site includes, but is not limited to: front-end loaders, backhoes, excavators, scrapers, bulldozers, skid steers, mine trucks and water trucks, etc. Other processing equipment may include: crushing and screening plants, wash plant, conveyors, stackers and other ancillary equipment.
4. The operations shall be conducted so that the required material can be removed while disturbing a minimal area and to permit restoration at the earliest possible time. The operational area for mining, processing, and stockpiling shall not exceed 35 acres at any time.

5. The Permittee shall confine mining operations as much as possible to one area at a time or to the minimum area required to obtain the proper materials required for blending. Exploration may be conducted in unmined areas, but actual mining shall consist only under the conditions of this permit. Exploration shall consist only of boring or excavation required to determine extent and quality of the resource; material disturbed during exploration shall not be processed or removed until actual mining has begun.
6. The Permittee shall be limited to 100 days of crushing and 100 days of washing annually. WMS shall notify the county prior to beginning crushing activities and when the crushing has been completed. The days the crusher operates shall be documented and reported to the county annually. The maximum height of the crushed material stockpiles shall be maintained at an elevation below the surrounding grade and/or top of the berm elevation.
7. Existing drainage patterns shall not be altered if possible; if alteration is unavoidable, the alteration shall not adversely affect surrounding properties and/or cause erosion or sedimentation. Any existing drain tile(s) on the site must be maintained and/or re-routed, such that flow through the property is not hindered or adversely altered.
8. The Permittee is subject to any/all easement agreements with ~~adjacent property owners~~ NNG including the following:
 - A. Northern Natural Gas (NNG) is the holder of a 100-foot wide pipeline easement and a 40' x 15' regulator station easement. No development of any mining or sand and gravel pit operations shall be allowed to be developed within the boundaries of these easements.
 - B. WMS must obtain written permission from NNG in the event that any blasting is to occur within 1,000 feet of NNG facilities.
 - C. WMS must obtain written permission from NNG any time that they wish to drive overweight equipment or vehicles over NNG pipelines.
9. The Permittee shall submit to the Land Management Department quarterly tonnage calculations, in order to document all aggregate material(s) removed from the site.
10. Vertical faces shall be kept to a minimum except during the actual mining operation and pursuant to the County Zoning Code. Mining below the water table shall only be allowed pursuant to MPCA, Minnesota Department of Natural Resources (MnDNR), and/or any other State or Federal ~~approval~~ regulations.
11. ~~Stockpiles~~ Perimeter berms and restored areas must be seeded, and disc mulched within 72 hours of final grading, except for those areas returned to agricultural production. Weeds and other unsightly vegetation shall be cut and/or sprayed as necessary to present a neat appearance and to prevent seeding of adjacent properties.
12. All storage of equipment and materials used in the operation shall be kept within the interior of the mining area to minimize visual exposure to areas outside the mining area. Screening (i.e. vegetated berms) shall be implemented according to the approved operational plan and site plan(s) as pursuant to IUP application and the CCWMO application. Berming plans utilized for screening shall include an appropriate restoration phasing plan as well as grading, vegetation (w/maintenance) and landscaping plan(s). A three-year time frame shall be allowed to mine and reclaim the Phase 4 area. The temporary berms created as part of the screening shall be removed as part of the final reclamation of the Phase 4 area. It shall be the responsibility of the property owner to maintain the berms' vegetative cover (i.e. screening) for the duration of the IUP.
13. If internal access roads are used to the extent that dust becomes a problem for surrounding properties, the access roads shall be treated with water or other similar dust control measures. Waste oil SHALL NOT be used.

14. The Permittee shall comply with the noise pollution requirements/standards of the Minnesota State Statute Rules Chapter 7030. Broad band backup alarms shall be installed and maintained on all Permittee owned mining equipment operating at the site, as well as establishing circular traffic patterns for loading to reduce backup movements. If processing equipment is operated within 700 feet of a residence, noise testing shall be conducted by the permittee to verify compliance with state noise standards, and results shall be submitted to the Carver County Land Management Department.
15. No trash, garbage, waste, construction debris, or other similar materials shall be deposited in or near the permitted area.
16. The Permittee shall obtain and maintain a Non-generator's Certificate or contact the Environmental Services (E.S.) Department to obtain a Hazardous Waste Generator's License, if required.

RESTORATION REQUIREMENTS:

1. The design of the restored areas must be according to standards of the Zoning Code and the CCWMO Water Management Rules. To the extent possible, restoration shall be staged such that the exhausted phases of the operation are stabilized and have established turf or are returned to agricultural production. Said design may be subject to revisions and modifications by the Land Management Department and Carver County SWCD.
2. The Permittee must maintain existing vegetation wherever possible and implement erosion control as required by the CCWMO Rules permit. The Permittee is responsible for obtaining a CCWMO Permit regarding stormwater management and site reclamation of all aggregate mining areas. If a CCWMO Permit is not obtained within six (6) months of the County Board's approval, PZ20190043 shall be suspended until the appropriate permit is obtained. A financial security of \$25,000.00 for erosion control/restoration shall be held by the County for the duration of the project/permit.
3. Topsoil and overburden required for restoration shall be maintained and shall be preserved from erosion or other loss. Only material necessary for restoration or asphalt and concrete for recycling may be hauled to the site. Imported topsoil and overburden material shall be incorporated into site restoration immediately or stockpiled according to the site plan.

PERFORMANCE SECURITIES & INSURANCE REQUIREMENTS:

1. The Permittee shall provide a performance security in a form acceptable to the County, naming the County as obligee. The security shall be drafted to be effective for at least three months after the final reclamation of this permit.
2. PERFORMANCE SECURITY REQUIRED FOR THIS PERMIT - **\$50,000**.
3. The conditions of the surety shall be that if the Permittee fails to conform to any of the conditions or requirements of this permit or for any reason ceases to operate the facility in accordance with the provisions of this permit and the County is required to expend monies, labor, or material to bring the operation into conformance with the permit or to perform restoration as provided in this permit due to non-performance by the Permittee, the County may utilize the performance security for reimbursement for any and all expenses incurred to remedy such failure of the Permittee.
4. The obligor and their sureties hereby indemnify and save the County harmless from all losses, costs, and charges that may occur to the County because of default.
5. Permittee shall submit a Certificate of Insurance with coverage provided by an insurance company duly licensed by the State of Minnesota indicating that the Permittee has in force coverage for General Liability, Automobile Liability, Loading and Unloading, Completed Operations Liability, Explosion and Collapse of Underground Operations Liability including a minimum limits of liability in the amount of \$2,000,000 for any one occurrence. The Certificate of Insurance shall include Workers' Compensation Insurance or Permittee shall sign an appropriate affidavit regarding employee status and submit it to the Land Management Department. The Insurance Certificate(s) described above

shall carry an irrevocable notice to the County by the carrier 30 days prior to any change, modification, lapse, or cancellation of the policies required.

6. Insurance coverage required above shall be kept in effect for the duration of the permit. If the permit is to be terminated, insurance shall be maintained until the completion of restoration and return of the performance security.
7. The Permittee shall submit a copy of Worker's Compensation Insurance to the Carver County Land Management Department annually.

Randy Maluchnik, Chair
Carver County Board of Commissioners

Dave Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
County Fair Building

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/17/2019

Contact: David Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 20 minutes

Attachments: Yes No

Presenter: David Hemze Title:

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

BACKGROUND/JUSTIFICATION:

Members of the Carver County Fair Board will present the latest plans and projected costs for the proposed new County Fair building that will replace the current Sheriff's Building. The Fair Board has requested financial assistance to construct the building. Project specifications are attached.

ACTION REQUESTED:

Motion to approve \$250,000 grant allocation to the Fair Board to assist with a new County Fair Building.

Motion to roll over \$330,000 remaining in 2019 Commissioner Contingency Fund to 2020 to be allocated at a later date.

FISCAL IMPACT: Commissioner contingency form

If "Other", specify:

FUNDING

County Dollars = \$250,000.00

FTE IMPACT: None

Total \$250,000.00

Insert additional funding source

Related Financial/FTE Comments:

Total project cost is estimated at \$430,000. Costs above \$250,000 will be the responsibility of the Fair Board.

2019 Commissioner contingency original amount is \$600,000. The only other expenditure from 2019 Commissioner Contingency to-date is the His House Food Rescue Grant placed on today's consent agenda in the amount of \$20,000.

Office use only:

RBA 2019 - 6571

Commissioner Contingency Request Form



Submit AFTER RBA submittal

Agenda Item: County Fair Building

Department:

Meeting Date:

Requested By:

Fund:

Description of Revenue Accounts	Acct #	Increase/ (Decrease) Amount	Description of Expenditure Accounts	Acct #	Increase/ (Decrease) Amount
Ag Society (Fair Board)	01-820-905.6914	\$250,000.00	Commissioner Contingency	01-001.6829	(\$250,000.00)
TOTAL		\$250,000.00	TOTAL		(\$250,000.00)

Reason for Request:

The Fair Board has requested financial assistance to construct a new County Fair Building to replace the current Sheriff's Building.

Financial Impact(to be filled out by Finance Director)

Commissioner Contingency Beginning of the Year Balance	\$600,000.00
Commissioner Contingency Current Adjustment	(\$250,000.00)
Commissioner Contingency Previous Adjustment	
Remaining Balance After Adjustment	\$350,000.00

County Board Decision:



P.O Box 660 • Winsted, MN 55395
Office: (320) 485- 2844 • Fax: (320-485-3625)

Project Specifications

December 2, 2019

The following specifications are per preliminary floor plans dated 11/22/2019.

Project: Carver County Fairgrounds

60' x 96' x 16' Cold Storage Building
60' x 24' x 10' Office Building
Waconia, MN

The estimated costs of these Specifications are reflected in the Allowances dated 12/2/2019. Any changes to the items listed or on the preliminary floor plans dated 11/22/2019 may result in a change to the Construction Costs listed on the Allowance sheet.

SCOPE OF WORK:

EXCAVATION

- Mobilization
- Silt Fencing/Erosion Control
- Strip topsoil/prep for building pads
- 8" Gravel under all interior concrete areas
- Trucking, spreading, leveling, and compaction of all gravel materials
- (120') 6" Schedule 40 PVC sewer line to stub outside of building
- (120') 1-1/4" Plastic waterline brought into Mechanical Room – Domestic line
- (120') 6" Cast waterline brought into Mechanical Room – Fire Suppression
- Final grading and seeding (approximately 10' around perimeter of building)

CONCRETE

- (7,200 sq.ft.) Interior floor slabs – 5" thick with 1/2" #4 rebar 24" o.c. square
- 6 Mil poly vapor barrier beneath interior concrete slab
- 2" Rigid foam around perimeter of office building (including common wall to cold storage building)
- Control/Construction joints
- Sealer – L&M Dress n Seal or equal at all interior slabs
- Furnish & Install (6) Bollards, 6" diameter x 7' long steel pipe with yellow sleeve (2 at each overhead door)
- (4) 5' x 4' x 5" Stoops at exterior walk doors
- (248 sq. ft.) of 5" apron, with 1/2" #4 rebar, 18" o.c square
 - (1) 22' x 4'
 - (2) 12' x 4'
 - (2) 8' x 4'

Initialed by: Owner____ Contractor____

Page 1 of 6

RAM LABOR & MATERIAL PACKAGE

- Post frame building designed for 50 psf ground snow load, with 6' o.c. bay spacing
- Sidewall columns to be 4 ply 2" x 8" .6 treated M29 Southern Yellow Pine
- Endwall columns to be 3 ply 2" x 8" .6 treated M29 Southern Yellow Pine
- Roof trusses spaces 6' o.c. with slope of 4:12
- (2) 24' Valley sets
- (2) 6' x 3' Mansards
- 29 Gauge RAM Classic Rib roof and wall steel
- Metal trims, flashings, and screws to match
- 24" Overhangs, with profile vent at ridge
- 18' Commercial building wrap
- 32" Steel wainscot on exterior perimeter
- (2) 3068 Series 5100 solid walk door with keyed lockset
- (6) 3068 Series 5100 9 Lite walk door with keyed lockset
- (2) 10' x 8' Commercial Non-Insulated overhead doors with openers and remotes
- (1) 20' x 14' Commercial Non-Insulated overhead door with opener and remote
- (4) 4' x 3' Vinyl siding windows

INTERIOR FINISHES

Cold Storage (60' x 96' x 16')

- Unfinished walls – no insulation or poly
- Open ceiling

Office (60' x 24' x 10')

- Vertical frame 2x6 24" o.c. between columns
- 2" x 6" Interior framing with R-19 sound Insulation
- R-19 batt wall insulation with 4-mil poly vapor barrier
- R-44 blown ceiling insulation with 4-mil poly vapor barrier.
- Backers/Blocking for bathroom accessories and mech/elec equipment in Mechanical Room

Meeting Room & Hallway

- 1/2" sheetrock on walls
- 5/8" sheetrock on ceilings
- Dropped ACT ceiling at 8'0" – White ceiling grid with 2' x 2' x 5/8" revealed edge panel
- Drywall returns at all windows and interior doors
- (168 ln. ft) 6" Vinyl base trim

Bathrooms

- (592 sq. ft) ceramic tile on floor and 4' tall on walls
- 1/2" sheetrock on walls - above ceramic tile to ceiling
- 5/8" sheetrock on ceilings
- Dropped ACT ceiling at 8'0" – White ceiling grid with 2' x 2' x 5/8" revealed edge panel
- Composite toilet stall partitions
- (2) Bathroom Accessories
 - (1) Set of ADA grab bars
 - (1) ADA handicap accessible restroom sign
 - (1) Toilet tissue holder
 - (1) Paper towel dispenser
 - (1) 24" x 36" Mirror above restroom sink with 1/4" tempered glass

Mechanical and Storage Rooms

- 1/2" CDX Plywood walls
- 29 gauge RAM Rib steel ceiling

PAINTING

- Drywall walls and returns – 1 coat of primer, 2 coats of latex finish coat, sprayed and back rolled
- No painting on Office ceiling (drywall covered by ACT)

PLUMBING

- Furnish & Install (3) ADA toilets
- Furnish & Install (1) Urinal with screen
- Furnish & Install (2) ADA wall hung lavs
- Furnish & Install (1) electric water heater
- Furnish & Install (1) water softener
- Furnish & Install (3) 4" Floor drains (2-Bathrooms, 1-Mechanical Room)
- Furnish & Install necessary PVC waste, drain, and vent lines
- Engineered Drawings
- State Review/Permits

HVAC

- Furnish & Install (1) High Efficiency Forced Air unit heater in office
- Furnish & Install (1) A/C unit in office
- Furnish & Install (1) Thermostat
- Furnish & Install (1) CO2 detector
- Furnish & Install (2) Ceiling mount exhaust fans for Bathrooms
- Furnish & Install necessary gas lines
- Connect low voltage wiring (wires excluded)
- Engineered Drawings
- Permits

ELECTRICAL

Cold Storage

- (15) 20,000 lumens T-bay lights
- (3) Overhead doors wired
- (1) Single pole switch
- (12) Receptacles with 4 circuits
- (4) Exit/Emergency lights

Office

- (1) Furnace wired
- (1) A/C unit wired
- (1) Furnace/AC thermostat wired
- (1) Water heater gas 120V receptacle
- (1) Softner receptacle
- (1) C.O. system wired
- (2) Exit/Emergency lights
- (18) 2 x 4 LED flat panel lights – Meeting Room and Bathrooms

Initialed by: Owner____ Contractor____

- (2) 4' LED lights – Mechanical and Storage Rooms
- (7) Single pole occupancy sensors
- (8) Receptacles – Meeting Room
- (2) Exhaust fans (wired only) – Bathrooms
- (2) Hand dryers (wired only) – Bathrooms
- (1) GFI Receptacle – Mechanical Room

Exterior

- (3) Large wall packs (250W equal) on photocell
- (2) Recessed cans over main doors on photocells

Service

- (1) 100 Amp single phase off of existing pole adjacent to new building

Misc.

- Permit
- Horn/strobe wired
- Riser wired
- Fire alarm panel receptacle/power

FIRE ALARM SYSTEM

- Addressable fire alarm system equipment and installation. Proposal includes all material and labor for code-compliant, design-build fire alarm system. Includes (1) year of monitoring (required)

FIRE SUPPRESSION

- Furnish the necessary material, labor, tools, and equipment to provide wet ESFR fire sprinkler system in the structure reference above. Electric fire pump included. Pricing is based on bracing, mechanical, HVAC, lights, etc. being closely coordinated around sprinkler locations.
- Provide design drawings for approval and permit. Systems to be designed, fabricated, and installed in accordance with NFPA pamphlets 13 and applicable codes and ordinances. AutoCAD compatible backgrounds to be provided to Summit at no additional cost.
- This budget is based on the availability of an adequate water supply for the systems
- Fire sprinkler work stats at a flange set one foot above finished floor or away from the wall in the area indicated on the drawings. Flushing and chlorination certificate from the installing contractor will be required prior to connection of the fire sprinkler system.
- Sprinkler in areas of exposed construction will be brass finished, those in finished areas will be semi-recessed, chrome pendant and/or sidewall.
- One exterior horn/strobe, mounting and wiring by others
- One fire department connection will be provided. Connection to be located on the building at the sprinkler service entry.
- UL listed black light wall steel pipe throughout

ALSO INCLUDED

- Material
- Labor
- Delivery
- Building Permit
- Design Fee
- Builder's Risk Insurance
- Fire Extinguishers (3)
- Knox Box (1)
- Portable Toilet
- Dumpsters (2)
- Continuous clean up and removal of debris

NOT INCLUDED

- Demolition
- Drain Tile
- Site Utilities
- Site Testing/Special Inspections
- Temp Utilities
- Temp Heat
- Utility Hookups
- Winter Concrete Charges
- Cabinets/Countertops
- Appliances
- Epoxy Flooring
- Security System
- Gutters/Downspouts
- Landscaping Allowance
- Final Jobsite Cleaning

Initialed by: Owner _____ Contractor _____

These Specifications are part of the Contract Documents stated in the Contract dated 12/2/2019. Any changes to the items listed above or to the preliminary floor plans dated 12/2/2019 may result in a change to the Allowances dated 12/2/2019.

60' X 96' X 16' POST FRAME BUILDING (COLD STORAGE)
60' X 24' X 10' POST FRAME BUILDING (OFFICE)

Subtotal:	\$	397,116.00
10% Contracting Fee:	\$	39,712.00
3% County Discount:	\$	-11,913.00
Design Fee:	\$	<u>5,000.00</u>
GRAND TOTAL:	\$	429,915.00

OPTION 1:

Furnish & Install 29 gauge RAM Rib Steel Ceiling in Cold Storage
(Includes (1) Attic draft stop and (2) attic access hatches)

ADD: \$ (16,505.00) Y OR N

OPTION 2:

Furnish & Install Full Flake Epoxy Floor in Office
(Excludes Mechanical and Storage Rooms)

ADD: \$ (7,062.00) Y OR N

Carver County Fairgrounds (Owner)

By: _____
Carver County Fairgrounds

Date: _____

RAM General Contracting, Inc. (Contractor)

By: _____
Rawelin J. Radtke

Date: _____

Initialed by: Owner_____ Contractor_____

**CARVER COUNTY FAIRGROUNDS
60' x 96' x 16' COLD STORAGE 60' x 24' x 10' OFFICE**

12/2/19

Task	Allowances
Building Permits (Exempt)	N/A
Demolition	\$0.00
Site Improvements	\$0.00
Excavation	\$43,300.00
Erosion Control / Silt Fencing	Included
Site Utilities	Included
All Concrete	\$48,065.00
Vapor Barrier Under Slab	Included
Foundation Insulation	Included
Bollard Posts (6)	\$2,700.00
RAM Building Labor & Material Package	\$171,180.00
Insulation (Wall, Roof, & Ceiling in Office only)	Included
Overhead Doors	Included
Doors/Frames/Hdw	Included
Windows	Included
Finish Carpentry	\$1,800.00
Toilet / Bath Accessories (Mat'l)	\$750.00
Composite Toilet Partitions (Mat'l)	\$2,888.00
Sheetrock	\$4,979.00
Painting	\$2,794.00
Ceramic Tile	\$6,512.00
Vinyl Base Trim - 6"	\$420.00
Acoustical Ceilings	\$4,620.00
Utility Hookups	\$0.00
Electrical	\$23,000.00
Plumbing	\$14,000.00
HVAC	\$16,400.00
Fire Suppression	\$36,288.00
Fire Panel and Alarm	\$10,000.00
Fire Extinguishers	\$400.00
Knox Box	\$500.00
General Conditions	\$6,520.00
Jobsite Supervisor	Included
Mini Biff	Included
Dumpster (2)	Included
Signage	Included
Sub-Total Estimate for Construction Costs	\$397,116.00
10% Contracting Fee	\$39,712.00
3% County Discount	(\$11,913.00)
Design Fee	\$5,000.00
Pre-Construction Estimate for Construction Costs & Coordination	\$429,915.00

These Allowances are part of the Contract Documents stated in the Contract Agreement dated 12/2/19. Any changes to the above or to the Specifications dated 12/2/19 or to the Drawings dated 11/22/19, may result in a change order.

Carver County Fairgrounds (Owner)

RAM General Contracting, Inc. (Contractor)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2020 County Attorney and County Sheriff Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/17/2019"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	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="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications and performance. In addition, court rulings indicate that Commissioners are responsible to ensure the salaries are in line with similarly situated counties in the state. The attached Resolution addresses the 2020 compensation for these two elected officials.

The County's settled collective bargaining agreements establish a 2020 pay-for-performance and general adjustment increase pattern. Based on actual performance rating data for recent years, where the greatest percentage of County employees received "exceeds expectations," the typical 2020 increase including general adjustment and performance based pay would be approximately 4.50%. Individuals with "outstanding" performance ratings would receive 5.50%. For employees who have not yet reached the target rate for the salary range associated to their classification, the performance based increase percentage is calculated on the target rate of their assigned salary range. This helps to accelerate movement toward the target rate. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay and reward top talent and employee initiative.

County Attorney Salary:

County Attorney Mark Metz' 2019 salary is set at \$176,891. Market data is attached for the County Attorney position, reflecting current year (2019) data. It is anticipated that the metro counties cited for comparison purposes will also be increasing salaries for 2020.

The Board may wish to consider following an approach similar to countywide employee salary adjustments, when setting the 2020 salary for the County Attorney. For example, the Board could increase the County Attorney's salary by an amount just above the "exceeds expectations" percentage, at approximately 4.70% calculated on the metro (2019) average salary amount. Following this approach, an increase of \$8,500 for the County Attorney would be applied to the 2019 annual salary. The resulting 2020 annual salary for County Attorney Metz would be \$185,391. The salary increase outlined would recognize the high level of performance County Attorney Metz has demonstrated in his role and maintains a competitive salary in relation to those provided by comparable counties for this significant leadership position.

County Sheriff Salary:

Market data for the County Sheriff position, reflecting current year (2019) data is also attached. Upon entry into the position of County Sheriff, the Board set Sheriff Kamerud's initial 2019 salary at \$150,000, which reflects a salary somewhat lower than peers in the metro area market. Sheriff Kamerud has demonstrated an effective transition into his role and has shown a high level of performance while fulfilling the critical responsibilities of the County Sheriff position.

At this time, taking demonstrated performance into account, the Board may wish to consider an approach that will appropriately advance Sheriff Kamerud's salary toward the metro average. The Sheriff's salary of \$150,000 is approximately \$13,300 below the average metro sheriff salary based on current year (2019) figures. The Board could consider providing an annual increase of \$8,500 for 2020, matching that recommended for the County Attorney. This reflects a slightly higher percentage increase of approximately 5.20% calculated on the metro average sheriff salary, and reflects consideration of relevant factors for this position. The resulting 2020 salary would be \$158,500.

The action requested is to adopt the Resolution defining the 2020 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the 2020 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as other County employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Attorney</td> <td style="width: 30%; text-align: right;">\$232,554.00</td> </tr> <tr> <td>County Sheriff</td> <td style="text-align: right;">\$213,804.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$446,358.00</td> </tr> </table>	County Attorney	\$232,554.00	County Sheriff	\$213,804.00	Total	\$446,358.00
County Attorney	\$232,554.00						
County Sheriff	\$213,804.00						
Total	\$446,358.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2020 budget allocates funding for County Sheriff and County Attorney salaries. The budgeted amounts are sufficient to cover the recommended salaries.

County Attorney	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$160,330	\$141,000	\$131,840	\$128,000			\$120,000	\$140,293
2013 Base Salary	\$163,004	\$141,000	\$135,795	\$138,432			\$127,000	\$144,558
2014 Base Salary	\$165,500	\$143,811	\$142,590	\$145,590			\$135,000	\$149,373
2015 Base Salary	\$170,283	\$154,999	\$149,720	\$146,728			\$143,000	\$155,433
2016 Base Salary	\$170,623	\$155,000	\$154,960	\$154,501	\$173,254	\$166,608	\$152,000	\$162,491
2017 Base Salary	\$176,595	\$155,000	\$159,609	\$158,146	\$177,585	\$170,940	\$162,491	\$166,313
2018 Base Salary	\$184,542	\$155,000	\$171,580	\$163,424	\$182,025	\$175,214	\$169,191	\$171,964
2019 Base Salary	\$192,846	\$179,001	\$180,159	\$170,078	\$182,025	\$179,594	\$176,891	\$180,617
Start Date of Incumbent	1987	2011	2011	2015	2007	2011	2011	

County Sheriff	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$132,700	\$128,500	\$132,600	\$117,872			\$120,000	\$127,918
2013 Base Salary	\$136,735	\$132,555	\$135,795	\$121,408			\$127,000	\$131,623
2014 Base Salary	\$139,600	\$137,342	\$142,590	\$128,692			\$132,000	\$137,056
2015 Base Salary	\$137,284	\$140,102	\$149,720	\$137,886			\$137,000	\$141,248
2016 Base Salary	\$144,986	\$142,903	\$154,960	\$141,027	\$165,002	\$151,972	\$142,000	\$150,142
2017 Base Salary	\$150,061	\$147,191	\$149,394	\$146,212	\$169,127	\$155,924	\$150,142	\$152,985
2018 Base Salary	\$156,814	\$151,607	\$153,876	\$149,198	\$173,356	\$159,822	\$156,342	\$157,446
2019 Base Salary	\$163,871	\$162,397	\$161,570	\$154,660	\$173,356	\$163,818	\$150,000	\$163,279
Start Date of Incumbent	2015	2011	2017	2016	2019	2019	2019	

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

Resolution: 2020 County Attorney and County Sheriff Compensation & Benefits

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2020 elected staff salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2020 insurance benefits for elected staff within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide elected staff with the following compensation in 2020:

- A. The County Attorney’s salary shall be increased by \$8,500, from \$176,891 in 2019 to \$185,391 for 2020.
- B. The County Sheriff’s salary shall be increased by \$8,500 from \$150,000 in 2019 to \$158,500 for 2020.
- C. Insurance benefits for the County Attorney and County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, these elected officials shall receive a monthly cafeteria contribution amount based on their health insurance elections: waiver, \$150.00; single \$735.00; employee + child(ren) \$895.00; employee + spouse \$1,220.00; or family, \$1,495.00 throughout 2020, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall also provide elected officials selecting HRA Plan health insurance with a 2020 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide elected officials selecting HSA Plan health insurance with a 2020 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary 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 17th day of December, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2019

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2020 County Commissioner Compensation

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County Board is charged with the responsibility to set compensation, including salary and benefits, for the County Commissioners.

Several factors should be considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, listing Carver County Commissioners' current annual salary which is set at \$68,664 in comparison to the metro county average of \$80,687. The attached market data reflects the current year (2019) data. It is anticipated that the metro counties cited for comparison purposes will also be increasing salaries for 2020.

The County's settled collective bargaining agreements establish a 2020 pay-for-performance and general adjustment increase pattern. Based on actual performance rating data for recent years, where the greatest percentage of County employees received "exceeds expectations," the typical 2020 increase including general adjustment and performance based pay would be approximately 4.50%. Individuals with "outstanding" performance ratings would receive 5.50% including both the general adjustment and pay-for-performance increase. For employees who have not yet reached the target rate for the salary range associated to their classification, the performance based increase percentage is calculated on the target rate of their assigned salary range. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay and reward top talent and employee initiative.

When setting Commissioner salaries for 2020, the Board may wish to consider following an approach similar to countywide employee salary adjustments. For example, the Board could increase commissioner salaries by approximately 4.50% calculated on the metro (2019) average salary amount. Following this approach, an increase of approximately \$3,630, moving the Carver County commissioner salary toward the average metro figure. The resulting Carver County Commissioner 2020 annual salary would be \$72,294.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as other employees; and expense allowances of \$715.00 for the Chair, \$640.00 for the Vice-Chair, and \$615.00 for the other Commissioners.

The action requested is to adopt the Resolution establishing Carver County Commissioner salaries and monthly expense allowances for 2020, and providing benefits consistent with other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the County Commissioner annual salaries and monthly expense allowances for 2020, and providing benefits consistent with other County employees.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2020 budget allocates funding for Commissioner salary increases. The budgeted amounts are sufficient to cover the recommended increases.

County Commissioners	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$66,400	\$59,945	\$52,713	\$47,480			\$43,346	\$56,635
2013 Base Salary	\$68,000	\$59,945	\$52,713	\$48,904			\$44,105	\$57,391
2014 Base Salary	\$70,100	\$61,144	\$52,713	\$50,860			\$45,428	\$58,704
2015 Base Salary	\$72,300	\$60,015	\$52,713	\$57,346			\$46,564	\$60,594
2016 Base Salary	\$74,830	\$63,614	\$52,713	\$57,919	\$108,093	\$87,884	\$48,564	\$74,176
2017 Base Salary	\$77,450	\$65,522	\$52,713	\$59,930	\$110,796	\$90,801	\$62,064	\$76,202
2018 Base Salary	\$80,160	\$67,488	\$52,713	\$62,627	\$113,566	\$92,423	\$65,164	\$78,163
2019 Base Salary	\$82,966	\$69,498	\$69,000	\$66,381	\$113,566	\$94,734	\$68,664	\$80,687

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2020 County Commissioner Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2020 County Commissioner salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2020 insurance benefits for Commissioners within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide County Commissioners with the following compensation in 2020:

- A. The County Commissioner annual salary amount shall be increased by \$3,630, from \$68,664 in 2019 to \$72,294 for 2020.
- B. County Commissioner monthly expense allowances shall be set at \$715.00 for the Board Chair, \$640.00 for the Vice-Chair and \$615.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: waiver, \$150.00; single \$735.00; employee + child(ren) \$895.00; employee + spouse \$1,220.00; or family, \$1,495.00 throughout 2020, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall provide County Commissioners selecting HRA Plan health insurance with a 2020 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide Commissioners selecting HSA Plan health insurance with a 2020 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to Commissioner 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 17th day of December, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2019

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2020 Property Tax Levy and Budget

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2020 Property Tax Levy and Budget fulfills the County Board's direction to connect financial strategies to the County's short-term strategic goals and objectives.

The 2020 Budget process began at the May 28th workshop where the County Board directed staff to implement the Administrator's Recommended 2020 Budget Strategy.

The County Board and staff have had several workshops, Board meetings, and held a Public Hearing on December 5th, 2019 to discuss the 2020 Property Tax Levy and Budget.

ACTION REQUESTED:

Motion to Adopt the 2020 Property Tax Levy and Budget Resolution

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

The County Administrator's recommended 2020 levy of \$59,073,855 is a 4.99% increase compared to 2019. Consistent with the County Board's 2020 Budget Strategy, by capturing the tax base created by new construction, this levy increase has a county tax impact on the average value home of an inflationary 3.34% increase and a decreasing county tax impact on agricultural properties.

Within the resolution, the Carver County Water Management Organization (CCWMO) levy and budget is included. The County Administrator's recommended CCWMO levy of \$802,802 is a 4.9% increase compared to 2019. Based on the increased tax base projected for 2020, this requested CCWMO levy will result in an actual change (increase) in County (WMO) tax on an average home of 4.07% equivalent to an annual increase of \$1.25.

Office use only:

RBA 2019 - 6589



Carver County Government Center

600 East Fourth Street, Chaska, MN 55318

The Honorable Chair and Members
of the Board of County Commissioners
600 East Fourth Street
Chaska, MN 55318

Dear Commissioners and Citizens of Carver County:

I am pleased to present the Recommended 2020 Budget.

The budget recommendations included in this document respond to a variety of fiscal challenges and continue Carver County's history of providing a stable level of service to our citizens. The prudent decisions included within these budget recommendations are meant to continue our fiscal stability, personnel investments and Carver County's long history of maintaining a AAA bond rating.

Economic benchmarks, including property market values and new construction, show improved growth over the past year. For example, the County's \$360,700 average value home increased in value by 7% compared to last year. The budget recommendations for 2020 utilize new revenues obtained by this growth ultimately resulting in a 3.34% County tax impact on the average-valued residential property.

The 2020 Preliminary Budget totals \$147,016,165 which is a \$313,596 (-0.21%) decrease from 2019 Budget of \$147,329,761. The net decrease is primarily the result of two significant changes that offset each other, a \$4.8M decrease in capital outlay mainly in the Road and Bridge Capital Improvement Budget and a \$3.8M increase in personnel services. The recommended preliminary 2020 levy increases by \$2,809,000 (4.99%) to \$59,073,855 compared to the 2019 property tax levy of \$56,264,855.

The County Board held the public hearing on the 2020 Budget on Thursday, December 5th, 2019. The Board is being asked to adopt the final 2020 levy and budget on Tuesday, December 17th, 2019. The 2020 Budget Book will provide a broad overview of the budget, as well as narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is being asked to approve the 2021 Long-Term Financial Plan on Tuesday, December 17th, 2019. The County uses the Long-Term Financial Plan along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. Long-term financial planning establishes a roadmap for funding significant capital

projects, facilities, vehicles and equipment replacement, and significant operating budget financial challenges. The 2021 Long-Term Financial Plan will be used as a strategy planning tool to fund significant capital projects and operating challenges beyond the 2020 Budget.

The 2020 Recommended Budget was developed over the past several months through staff meetings, Board work sessions and public hearings. The hard work County staff provided in assisting with the preparation of this budget should be acknowledged. In particular, division directors, managers, Employee Relations and Financial Services staff were instrumental in preparing this budget recommendation, and their assistance is greatly appreciated.

The Budget Overview that follows forms the basis of the recommended preliminary 2020 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2019-2020 budget comparison summary, budget strategies, and trend data used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and replacement cost for facilities, vehicles and equipment also factor into the final budget recommendation.

Thank you for your continued support and cooperation as we move toward completion of the 2020 Annual Budget process.

Sincerely,



David Hemze
County Administrator

Budget Overview

Budget Summary

The 2020 Preliminary Budget totals \$147,016,165 which is a decrease of \$313,596 from the 2019 Budget.

2019-2020 Budget Comparison		
Revenue	2019 Budget	2020 Budget
Taxes & Penalties	\$62,813,374	\$65,168,297
Licenses & Permits	1,336,613	1,401,935
Intergovernmental	63,618,673	60,176,200
Charges for Services	14,717,867	15,323,255
Fines & Forfeitures	216,486	218,486
Investment Earnings	1,546,522	1,587,447
Other Revenues	3,080,226	3,140,545
Total Revenues	\$147,329,761	\$147,016,165
Expenditures		
Public Assistance	\$5,950,731	\$6,177,414
Personnel Services	73,247,625	77,003,533
Services & Charges	11,773,465	12,552,620
Material & Supplies	4,490,925	4,639,476
Capital Outlay	47,401,220	42,586,128
Debt Services	5,032,200	5,032,200
Other Expenses	(2,827,887)	(3,327,887)
Transfers	2,261,482	2,352,681
Total Expenditures	\$147,329,761	\$147,016,165
Reserves Used	-	-

This chart compares the revenue and expenditure amounts for 2019 and 2020.

The most significant changes in the 2020 Budget are in Intergovernmental, Personnel Services, and Capital Outlay.

The decrease in intergovernmental revenues is primarily due to the state and federal funds that were included in the 2019 Budget to finance Road and Bridge capital projects. The 2020 Road and Bridge Capital Improvement Budget decreased by \$4.8 million compared to 2019. Personnel services (costs) are budgeted to increase to remain competitive in the market.

Strategies to Close the Budget Gap

2020 Budget Gap: Executive Summary	
Tax Levy Increase: 3.34% Impact on Average Value Home	(\$2,809,000)
Salary and Benefit Projection:	2,897,592
Attachment A: County-wide Levy Adjustments	(807,000)
Attachment A: Net Division Levy Adjustments	297,435
Attachment B: Staffing Changes	120,973
Attachment C: Capital Projects	100,000
Attachment D: Facilities, Vehicles, and Equipment Replacement	100,000
Attachment E: Redirect CPA from operating to capital	100,000
Budget Gap: Reserves Used	\$0
Attachment E: Projects Funded by Non-Tax Levy Revenue	\$1,919,000

Following the Board’s direction to have a minimal county tax impact on the average-value home, the Recommended 2020 Budget was developed using the strategies that are summarized in this chart and then described in the following paragraphs.

- **Capture tax base from new construction so the County's tax impact on the average value home reflects an inflationary increase.**

The County Administrator's Recommended 2020 Tax Levy increase is **\$2,809,000** which is a 4.99% increase over the 2019 Levy. However, by capturing the tax base from new construction the county's tax impact on the average value home is reduced to 3.34% increase.

- **Invest in salary and benefits to remain competitive with the market.**

The salary and benefits for 2020 are recommended to increase **\$2,897,592**, 3.68%, compared to 2019. The salary projection is based on market trends, pay-for-performance, health insurance, PERA changes, and overtime increases. The other benefit projections are estimated respectively based on the projected salary increases.

- **Analyze trends to identify revenue increases/decreases and areas for spending needs/cuts.**

The budget process identified proposed changes in spending and revenue based on trends, best practices, and reprioritizing line-item spending.

The 2020 Budget identifies **\$807,000** in County-wide levy savings primarily from the reduction in Commissioner Contingency of \$489,000 that was temporarily increased during the 2019 budget and an additional County Program Aid (CPA) of \$438,000 to be received in 2020.

The 2020 Budget also identifies **\$297,435** in net Division levy adjustments. Divisional expenditure levy adjustments totaled \$676,496 with the majority coming from Health and Human Services negative trends within TCM and State Operating Budget related to offenders. Several operating budget line items were adjusted due to increasing costs related to utility costs, professional services, software fees, etc. The Divisional revenue adjustments totaling \$379,061 were largely from revenue generated from Health and Human Services staff related to increased personnel costs, increased contract revenue in the Sheriff's Office offset by \$100,000 decrease in inmate revenue from ICE contracts.

See Attachment A for a summary of the recommended \$807,000 in County-wide levy savings and \$297,435 in net Division levy adjustments.

- **Invest in staffing changes to respond to the growing demand for services.**

The recommended staffing changes are primarily funded by non-levy sources along with **\$120,973** of the 2020 tax levy. *See Attachment B for recommended 2020 Staffing Changes*

- **Fund new capital projects without increasing the property tax levy.**

New capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state, regional grants, and County Program Aid

(CPA). Following past County Board direction an additional tax levy of **\$100,000** is being allocated to the Road Preservation Plan in the 2020 Budget. *See Attachment C for the list of recommended 2020 Capital Projects.*

This recommended budget also includes one-time projects funded by **\$1.45 million** of Highway Reimbursement Funds, a \$110K transfer of Year-End Savings in 2019, \$159K of State reimbursement for MNLARS, and \$200,000 in CPA redirection. The State is reimbursing the County for advance-funding \$20 million of the State's contribution to the Southwest Reconnection Project in 2014. This funding is planned to end in 2022. *See Attachment E for the list of recommended 2020 Capital Projects funded by 2020 Highway Reimbursement Funds and other financing sources.*

- **Funding for a five-year schedule to replace facilities, vehicles and equipment.**

Board direction in the County's Long-Term Financial Plan is to have a five-year schedule to strategically replace facilities, vehicles and equipment. The 2020 Budget recommends \$1,927,615 million to replace facilities, vehicles and equipment, which is a \$171,004 increase from the 2019 Budget. The 2020 levy needed to fund these purchases is \$1,435,000, which is an increase of **\$100,000** from 2019. *See Attachment D for the recommended 2020 facilities, vehicles and equipment replacement schedule.*



FY 2020

Budget Resolutions

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

Date: December 17, 2019 Resolution: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**CERTIFYING
2020 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2020.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2020, to wit:

GENERAL FUND	\$33,882,722
Road and Bridge Fund	5,119,635
Health & Human Services Fund	13,339,298
Road & Bridge Capital Improvement Fund	2,190,000
Debt Services Fund	4,247,200
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$59,073,855
Carver Watershed Management Organization	802,802
Total Combined Levy	\$59,876,657

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 17th day of December, 2019, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2019.

County Administrator

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

Date: December 17, 2019

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2020 BUDGET
FOR CARVER COUNTY**

WHEREAS, the annual operating and capital budgets (the "Budget") for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the above-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2020 budget year; and

WHEREAS, the Budget fulfills the County Board's direction to "connect financial strategies to the County's short-term strategic goals and objectives"; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

2020 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$56,568,750	\$56,568,750
Road and Bridge Fund	9,665,869	9,665,869
Health and Human Services Fund	32,518,883	32,518,883
Buildings CIP Fund	273,540	273,540
Road & Bridge CIP Fund	41,784,776	41,784,776
Parks & Trail CIP Fund	359,539	359,539
Debt Service Fund	4,857,200	4,857,200
County Ditch Fund	42,431	42,431
Carver County Water Management Organization	850,302	850,302
Self-Insurance Revolving Fund	<u>945,177</u>	<u>945,177</u>
Total	\$147,866,467	\$147,866,467

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2020 operating and capital budgets are hereby adopted and placed on file in the Carver County Auditor's Office.

BE IT FURTHER RESOLVED, individual Division Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit (“OPEB”) trust, held in an Irrevocable trust account with the Public Employees Retirement Association (“PERA”), reported in the Other Post-Employment Benefits Internal Service Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property & Financial Services Division Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2020 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600’s) greater than \$25,000 must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2020 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2020 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the Financial Services Department.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2020 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2020 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to division directors of Carver County.

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 17th day of December, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2019.

County Administrator

2020 Budget: Net Levy Adjustments/Trends

12/9/2019

	Item	Division Request	County Administrator's Preliminary Recommendation
Attachments C-E			
	Attachment C - 2020 Capital Projects - Road Preservation	100,000	100,000
	Attachment D - 2020 Equipment Replacement	100,000	100,000
	Attachment E - CPA redirected from Operating Budget to One-Time Projects	100,000	100,000
	<i>Subtotal accounted for in Attachment C-E</i>	300,000	300,000
County-wide:			
	Reduction in Commissioner Contingency	(489,000)	(489,000)
	LTFP driven- IT cost increases	30,000	30,000
	State PERA Aid sunsets in 2019	90,000	90,000
	Additional 2020 CPA	(438,000)	(438,000)
	Vacancy Savings Adjustment - 4.9% of 2020 Salary & Benefit Projection	-	-
	<i>Subtotal</i>	(807,000)	(807,000)
Divisions Expenditure Levy Adj:			
Public Services- IT	\$1,500 *3.9 per approved FTE for software licensing, hardware, etc.	5,850	5,850
Public Services- Facilities	Increased cost in utility costs across all facilities (Hollywood, GC, etc.)	15,000	15,000
Public Services- Library	Operational cost increases (Admin lease, etc.)	10,000	10,000
Public Services- Library	Increased Material need (eResources, collections, etc.)	10,000	10,000
Court Admin	CHIPS law enforcement service documents	3,000	3,000
PFS- Licensing & Elections	Increased costs for elections professional services and equipment maintenance	20,000	20,000
PFS- Finance	Governmental custody agreement- custody of investments	9,000	9,000
PFS- Land Records	Land Records County Fees and Tech \$ Decreasing	40,000	40,000
Employee Relations	Medical costs- screenings and tests	26,000	26,000
Employee Relations	Software needs (HRIS yearly onsite cost, other)	15,000	15,000
PW - Admin	Federal Lobbyist Contract	40,000	-
PW - Operations	Fleet Telematics/MDSS Weather Services	12,000	12,000
PW - APM	Software: Cartegraph and Zapier	25,600	25,600
PW- Parks	Need to be ADA compliant (funding for ADA satellites)	10,000	10,000
PW - Admin	Professional Services	65,000	65,000
PS- Facilities	Utility price and volume increases	75,000	75,000
Public Services- SWCD	Increase cost of staffing, based on County projection (County portion)	12,638	12,638
Public Services- Historical Society	Increase cost of staffing, based on County projection	6,837	6,837
Public Services- Extension	MOA increase for 2020	2,571	2,571
Public Services- Library	Additional operational cost increases (renewal system, RFID tags, etc.)	23,000	23,000
Public Services- Library	Additional increase to e-Resources	10,000	10,000
Sheriff's Office	Jail Medical increase	12,400	12,400
Sheriff's Office	Southwest Metro Drug Task Force (SWMDT) reimbursement is being eliminated	36,000	36,000
Sheriff's Office	SWMDT membership dues are being eliminated	(8,400)	(8,400)
HHS	Mental Health TCM revenue reduction, Vulnerable Adult TCM revenue reduction, and increase to State operated budget related to offenders	388,343	388,343
HHS	Operational budget savings to offset revenue reductions and offender cost increases	(148,343)	(148,343)
	<i>Subtotal - Expenditure Levy Adj.</i>	716,496	676,496
Divisions - Revenue Levy Adj.:			
HHS	Revenue increases from 2020 Wage & Benefit Projection	(250,000)	(250,000)
Public Services-Env Services	Revenue increases to offset general levy amt	(52,274)	(52,274)
Public Services- PWM	Personnel cost allocation to WMO	(15,767)	(15,767)
PFS- License Center	DMV ongoing financial impact related to MNLARS, REAL ID, etc.	60,000	60,000
Sheriff's Office	Pay for Stay Revenue Increase	(40,000)	(40,000)
Sheriff's Office	Inmate Revenue decrease	200,000	100,000
Sheriff's Office	Revenue increases from Contract Revenue	(181,020)	(181,020)
	<i>Subtotal - Revenue levy adj.</i>	(279,061)	(379,061)

Net Division Levy Adjustment

437,435 297,435

Net County Wide and Division Levy Adjustment

\$ (369,565) \$ (509,565)

Net Attachments C-E, County Wide and Division Levy Adjustments

(69,565) (209,565)

Attachment B: Recommended Staffing Changes

as of 12/9/19

Division/Department	Division priorities	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2020:										
Attorney's Office	1	1.00	Levy	-	Civil Attorney	\$ 114,011	\$ -	\$ -	\$ 114,011	
Attorney's Office	1	(0.50)	Levy	-	Paralegal	(54,731)	-	-	(54,731)	
HHS/Behavioral Health	4	1.00	Partial Levy	-	Case Aide	75,009	6,001	33,000	36,008	
HHS/Child and Family	3	1.00	Partial Levy	-	Case Aide	75,009	6,001	-	69,008	
HHS/Home & Community Based	2	1.00	Partial Levy	-	Case Aide	75,009	6,001	41,309	27,699	
HHS/Home & Community Based	1	1.00	Partial Levy	1.00	Social Worker	104,365	8,349	89,110	6,906	6,906
HHS/Public Health	5	1.00	Partial Levy	-	Public Health Nutritionist (WIC)	105,306	75,000	-	30,306	
Property and Financial Services	2	0.50	Non Levy	0.50	Appraiser Intern	25,666	-	25,666	-	-
Public Services/ Library	3	0.70	Levy	-	Associate Librarian	47,898	-	-	47,898	
Public Services/ Library	4	1.00	Levy	-	Library Assistant	75,016	-	-	75,016	
Public Services/ Library	4	(0.65)	Levy	-	Library Assistant	(36,284)	-	-	(36,284)	
Public Services/ Library	5	0.35	Levy	-	Library Shelves	15,094	-	-	15,094	
Public Services/ IT	2	1.00	Levy	1.00	IT Solutions Architect	114,067	-	-	114,067	114,067
Public Services/ Administration	1	1.00	Non Levy	1.00	Communications Manager	104,278	-	104,278	-	-
Public Works/ Asset & Performance Mgmt	2	0.58	Levy	-	GIS Intern	17,217	-	-	17,217	
Public Works/ Program Delivery	4	(1.00)	Levy	-	Civil Engineer	(102,322)	-	-	(102,322)	
Public Works/ Program Delivery	4	1.00	Levy	-	Senior Civil Engineer	110,442	-	-	110,442	
Public Works/ Program Delivery	1	1.00	Non Levy	1.00	Transportation Operations Specialist	87,125	-	87,125	-	-
Public Works/ Parks	3	0.10	Non Levy	0.10	PT Seasonal- STOC	2,770	-	2,770	-	-
Subtotal:		11.08		4.60		954,945	101,352	383,258	470,335	\$ 120,973

Attachment C: Capital Projects by Fund for 2020

as of 12/9/2019

DEPT.	CIP #	DESCRIPTION	2019	2020	2020	Inc./Dec
			Board Approved	Recommended	Board Approved	
Parks & Trails Capital Improvements						
	522-512	TH5 Arboretum Trail (Municipal / State Participation)	256,000	-	-	(256,000)
	522-512	TH5 Arboretum Trail (CPA)	73,539	73,539	73,539	-
	529-517	Lake Waconia Regional Park/Coney Island (State Participation)		286,000	286,000	286,000
		34-000-XXX-XXXX-66xx	329,539	359,539	359,539	30,000
Fund 34 Total	34-XXX-XXX-XXXX-66XX		329,539	359,539	359,539	30,000
Levy Dollars - Fund #34			-	-	-	-
Building and Other Capital Improvements						
		Contribution to Agricultural Society 2013/2014 Building Projects (CPA)	60,000	60,000	60,000	-
		Building Security Improvement Plan- (CPA)	13,540	13,540	13,540	-
		30-XXX-XXX-XXXX-6630	73,540	73,540	73,540	-
Fund #30 Total	30-XXX-XXX-XXXX-66XX		73,540	73,540	73,540	-
Levy Dollars - Fund #30			-	-	-	-
Regional Rail Authority Right-of Way Capital Improvements						
		Contribution to County for FTE (levy)	63,202	63,202	63,202	-
		Ditch Drainage, Culvert Cleaning, Tree Removal, Trail Crack Sealing & Sealcoating	102,798	110,798	110,798	8,000
		15-XXX-XXX-XXXX-66XX	166,000	174,000	174,000	8,000
Fund #15 Total	15-XXX-XXX-XXXX-66XX		166,000	174,000	174,000	8,000
Levy Dollars - Fund #15			162,000	170,000	170,000	8,000
Road & Bridge Capital Improvements						
Transfers		State Aid Regular transfer for FTEs	320,000	386,139	424,278	66,139
		Transportation Sales & Use Tax to Fund 3 for FTEs and 212 professional services	319,970	344,970	344,970	25,000
		CSAH Regular funds transfer to Fund 03	25,000	-	-	(25,000)
		Wheelage tax funds transfer to Fund 35	315,000	315,000	315,000	-
		03-304 & 35-814	979,970	1,046,109	1,084,248	66,139
Professional Services						
	307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (State Aid)	546,000	-	-	(546,000)
	307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (Mun / St)	234,000	-	-	(234,000)
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (CSAH Reg)	-	51,649	51,649	51,649
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (Sales Tax)	-	5,893	5,893	5,893
	307-8786	Highway 212 / CSAH 44 Interchange Phase I (State Aid)	220,000	-	-	(220,000)
	307-8786	Highway 212 / CSAH 44 Interchange Phase I (Mun / State Participation)	120,000	-	-	(120,000)
		CSAH 44 Reconstruction from CSAH 11 to TH212 (City Lead)	-	-	-	-
	307-8787	(MUN/STATE)	-	100,000	100,000	100,000
		CSAH 44 Reconstruction from CSAH 11 to TH212 (City Lead)	-	-	-	-
	307-8787	(CSAH Reg)	-	225,000	225,000	225,000
	307-8788	CSAH 44 and TH 212 Interchange (Mun / State Participation)	875,000	-	-	(875,000)
	307-8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	-	397,260	397,260	397,260
	307-8813	CSAH 61 Reconstruction (TH41 - East Chaska Creek (Mun / State Participation)	340,000	-	-	(340,000)
	307-8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (MUN/STATE)	-	255,500	255,500	255,500
	307-8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (Sales Tax)	-	577,000	577,000	577,000
	307-8846	CSAH 17 at Lake Lucy Road Pedestrian Crossing (MUN/STATE)	-	54,900	54,900	54,900
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (MUN/STATE)	-	301,104	301,104	301,104
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (CSAH Reg)	-	33,541	33,541	33,541
	307-8861	CSAH 11 at Deer Run Dr. Pedestrian Crossing (MUN/STATE)	-	53,100	53,100	53,100
		32-307-000-0000-6680	2,335,000	2,054,947	2,054,947	(280,053)
Construction						
	307-8015	Safety Set Aside (County Levy)	85,701	175,000	175,000	89,299
	307-8016	Traffic Marking / Signs / Signals (County Levy)	315,000	315,000	315,000	-
	307-8016	Traffic Marking / Signs / Signals (County Program Aid)	-	147,078	147,078	147,078
	TBD	Additional Wheelage Tax funded projects	859,396	-	-	(859,396)
	TBD	Transportation Sales & Use Tax funded projects	3,256,829	-	-	(3,256,829)
	307-8637	CSAH 18 Reconstruction (TH41 - CSAH 15) (State Aid)	1,972,180	-	-	(1,972,180)
	307-8637	CSAH 18 Reconstruction (TH41 - CSAH 15) (Mun / State Participation)	2,657,820	-	-	(2,657,820)
	307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (State Aid)	4,460,000	-	-	(4,460,000)
	307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (Mun / St)	2,340,000	-	-	(2,340,000)
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (MUN/STATE)	-	14,257,044	14,257,044	14,257,044
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (CSAH Reg)	-	1,525,000	1,525,000	1,525,000
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (Sales Tax)	-	174,000	174,000	174,000
	307-8744	CSAH 32 Bridge over Crow River (10514) (CSAH Reg)	-	1,183,686	1,183,686	1,183,686
	307-8744	CSAH 32 Bridge over Crow River (10514) (Bridge Bonds)	-	916,004	916,004	916,004
	307-8749	CSAH 50 Bridge #L2787 over Bevens Creek. (CSAH Reg)	-	1,707,703	1,707,703	1,707,703
	307-8749	CSAH 50 Bridge #L2787 over Bevens Creek. (Bridge Bonds)	-	639,754	639,754	639,754
	307-8750	Bridge #10503 on CSAH 53 over Bevens Creek (CPA)	147,078	-	-	(147,078)
	307-8750	Bridge #10503 on CSAH 53 over Bevens Creek (Bridge Bonding)	241,000	-	-	(241,000)
	307-8751	Bridge #L2826 on 154th Street over Bevens Creek (Bridge Bonding)	571,000	-	-	(571,000)
	307-8752	Bridge #3569 on 53rd Street over Joint Ditch 1 (Bridge Bonding)	571,000	-	-	(571,000)
	307-8786	Highway 212 / CSAH 44 Interchange Phase I (State Aid)	1,250,000	-	-	(1,250,000)
	307-8786	Highway 212 / CSAH 44 Interchange Phase I (Mun / State Participation)	1,200,000	-	-	(1,200,000)
	307-8788	CSAH 44 and TH 212 Interchange (Mun / State Participation)	8,750,000	-	-	(8,750,000)
	307-8822	CSAH 11/18/43 Intersection Improvements (MUN/STATE)	-	50,000	50,000	50,000
	307-8822	CSAH 11/18/43 Intersection Improvements (CSAH Reg)	-	400,000	400,000	400,000
	307-8822	CSAH 11/18/43 Intersection Improvements (Sales Tax)	-	50,000	50,000	50,000
	307-8830	TH41 Reconstruction (TH41 / CSAH 18 Roundabout) (Mun / State Participation)	1,610,000	-	-	(1,610,000)
	307-8834	TH41 Reconstruction (MN River - Walnut Court) (Mun / State Participation)	1,135,200	-	-	(1,135,200)
	307-8845	CSAH 50 CIR & SW from CSAH 41 to CSAH 40 (CSAH Reg)	-	2,413,993	2,413,993	2,413,993
	307-8845	CSAH 50 CIR & SW from CSAH 41 to CSAH 40 (Wheelage Tax)	-	212,507	212,507	212,507

Attachment C: Capital Projects by Fund for 2020

as of 12/9/2019

DEPT.	CIP #	DESCRIPTION	2019	2020	2020	Inc./Dec
			Board Approved	Recommended	Board Approved	
307-8846		CSAH 17 at Lake Lucy Road Pedestrian Crossing (MUN/STATE)	-	274,500	274,500	274,500
307-8847		Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (MUN/STATE)	-	1,632,537	1,632,537	1,632,537
307-8847		Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (Fed)	-	1,346,400	1,346,400	1,346,400
307-8847		Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (CSAH Reg)	-	909,134	909,134	909,134
307-8858		TH 212 Resurfacing from TH 5 to CSAH 36 (W) (CSAH Reg)	-	100,000	100,000	100,000
307-8861		CSAH 11 at Deer Run Dr. Pedestrian Crossing (MUN/STATE)	-	295,000	295,000	295,000
32-307-000-0000-6681			31,422,204	28,724,340	28,724,340	(2,697,864)
Right of Way						
307-8726		TH101 Reconstruction (CSAH 61 - CSAH 14) (Muni/ State Participation)	5,900,000	2,742,956	2,742,956	(3,157,044)
307-8793		CSAH 10 shoulder widening TH 25 to Wright County Line (Land Acq.) (Wheelage Tax)	-	10,240	10,240	10,240
307-8794		CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	-	310,000	310,000	310,000
307-8811		CSAH 11 - Reconstruction From 6th Street to TH 212. (MUN/STATE)	-	400,000	400,000	400,000
307-8811		CSAH 11 - Reconstruction From 6th Street to TH 212. (CSAH Mun)	-	400,000	400,000	400,000
307-8825		TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (MUN/STATE)	-	1,850,000	1,850,000	1,850,000
307-8825		TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (Sales Tax)	-	1,850,000	1,850,000	1,850,000
307-8813		CSAH 61 Reconstruction (TH41 - East Chaska Creek (Mun / State Participation)	10,000	-	-	(10,000)
32-307-000-0000-6685			5,910,000	7,563,196	7,563,196	1,653,196
Resurfacing/ Rehab/ Maintenance						
307-8000		Resurfacing/ Rehab/ Maintenance (County Levy)	1,689,299	1,700,000	1,700,000	10,701
307-8000		Resurfacing/ Rehab/ Maintenance (Wheelage)	583,936	696,184	696,184	112,248
307-8000		Resurfacing/ Rehab/ Maintenance (State Aid)	3,711,160	-	-	(3,711,160)
32-307-000-0000-6684			5,984,395	2,396,184	2,396,184	(3,588,211)
Fund #32 Total	32-307-XXX-XXXX-66XX		46,631,569	41,784,776	41,822,915	(4,846,793)
Road & Bridge Levy Dollars - Fund #32			2,090,000	2,190,000	2,190,000	100,000

Attachment D: Facilities, Vehicles and Equipment Replacement Schedule (County-wide)

as of 9/10/19

DEPT.	DESCRIPTION	2019	2020	2020	2020	Inc./Dec
		Board Approved	Initially Rolled Forward from 2020 LTFP	County Administrator's Preliminary Recommendation	Board Approved	
Public Services - Facilities						
Building Improvements - 6640						
	Facilities - Manager Initiatives	330,000	330,000	330,000	330,000	-
Dept. Total	01-110-XXX-2001-66XX	330,000	330,000	330,000	330,000	-
Public Services - Information Technology						
Capital Initiatives						
	IT Capital Initiatives	334,400	107,400	107,400	107,400	(227,000)
	Moved to operations budget, based on usage and need	(250,000)	-	-	-	250,000
	Software: 01-049-046-0000-6660	84,400	107,400	107,400	107,400	23,000
Infrastructure Technolc						
	Scanner/Printer Replacement	20,000	15,000	15,000	15,000	(5,000)
	Equipment: 01-049-046-0000-6660	20,000	15,000	15,000	15,000	(5,000)
CarverLink						
	CarverLink buildout*	55,000	105,000	105,000	105,000	50,000
	CarverLink equipment replacement*	30,000	30,000	30,000	30,000	-
	Equipment: 02-048-000-130x-666x	85,000	135,000	135,000	135,000	50,000
Dept. Total		189,400	257,400	257,400	257,400	68,000
Public Services - Library						
Administration						
	Furniture/Equipment replacement	10,000	20,000	20,000	20,000	10,000
Dept. Total	01-014-XXX-XXXX-66XX	10,000	20,000	20,000	20,000	10,000
Public Services - Planning & Water						
WMO						
	Carver County Water Mgmt. Organization Project Fund*	186,611	207,615	207,615	207,615	21,004
	16-XXX-XXX-XXXX-6630	186,611	207,615	207,615	207,615	21,004
Dept. Total	16-XXX-XXX-XXXX-66XX	186,611	207,615	207,615	207,615	21,004
Sheriff's Office						
Admin						
	Sheriff Priorities	25,000	30,000	30,000	30,000	5,000
	Equipment: 01-201-201-0000-66xx	25,000	30,000	30,000	30,000	5,000
Patrol						
	Vehicles	293,600	305,600	305,600	305,600	12,000
	Vehicles: 01-201-236-0000-6670	293,600	305,600	305,600	305,600	12,000
Communication						
	MDC Replacement and Mobile Radio Replacement	60,000	60,000	60,000	60,000	-
	Portable Radio Replacement Planning	35,000	35,000	35,000	35,000	-
	Equipment: 01-201-240-0000-6660	95,000	95,000	95,000	95,000	-
Division Total	01-201-XXX-XXXX-66XX	413,600	430,600	430,600	430,600	17,000
Public Works						
Highway Operations						
	County-wide Fleet	425,000	480,000	480,000	480,000	55,000
	Public Works Equipment (CSAH)*	150,000	150,000	150,000	150,000	-
	Equipment: 03-304-000-0000-6660	575,000	630,000	630,000	630,000	55,000
Park Administration						
	*Restated * Park Maintenance Projects (prior to 2019, this was funded by Park Permit Fees)	52,000	52,000	52,000	52,000	-
	Site Improvements: 01-520-000-0000-6610	52,000	52,000	52,000	52,000	-
Division Total		627,000	682,000	682,000	682,000	55,000
County Totals		1,756,611	1,927,615	1,927,615	1,927,615	171,004
		(421,611)	(492,615)	(492,615)	(492,615)	(71,004)
		1,335,000	1,435,000	1,435,000	1,435,000	100,000

2020 Budget - One-Time Projects: Building maintenance, capital projects, equipment, software, etc.

as of 11/21/2019

	Division Priority	Item	2020 LTFP/Division Director Request	County Administrator Recommendation	2020 Board Approved
2020 Long Term Financial Plan- PW	1	Bridge Replacement thru 2021 (CSAH 50 Bridge #L2787 over Bevens Creek)	650,000	650,000	650,000
2020 Long Term Financial Plan- PS	3	\$1M Cologne Parking Lot Replacement in 2024 (Fund \$1M project from 2021 Turnback \$)	200,000	-	-
2020 Long Term Financial Plan- PS	2	County Wide Carpet and Furniture Replacement thru 2024	125,000	125,000	125,000
2020 Long Term Financial Plan- Sheriff	1	Sheriff Emergency Management Incident Command Unit (Pushed back from 2019)	150,000	-	-
2020 Long Term Financial Plan-PS	1	Roofs & Recaulk: Encore & PW	360,000	360,000	360,000
2020 Long Term Financial Plan- PS	5	Sheriff Office Elevator	60,000	60,000	60,000
Public Services- IT	6	Meeting Room upgrades (EOC-\$85k, Oak Lake-\$40k, Computer lab-\$40k)	165,000	85,000	85,000
Public Works- Parks	2	TH 5 Regional Trail Contingency	250,000	250,000	250,000
Public Works-Parks	4	Lake Waconia Regional Park Phase II: Plaza/Restroom/Picnic Shelter/Playground (County to sell \$4.3M bonds if 2020 Legislature approves \$4.3M State grant)	4,300,000	-	-
Public Works- Operations	5	Mini-Excavator- it would provide for more versatility than the tractor backhoe.	80,000	-	-
Public Works- Operations	5	Equipment reduction- selling a tractor backhoe and rubber tire loader.	(40,000)	-	-
Public Works-Parks	6	Watercraft for Waconia RP to transport personnel and equipment to/from Coney Island	100,000	100,000	100,000
Public Works- HHS	7	2019 vehicle count of 14. This new vehicle would bring them to 15.	25,000	25,000	25,000
Public Works- PFS- Assessor	8	Increasing fleet to 8 for the Assessing Dept with zero cost.	-	-	-
Public Works- Operations	9	A-B epoxy crack fill machine for bridge maintenance	15,000	15,000	15,000
Public Works- Operations	10	Verizon Fleet Telematics	15,000	14,000	14,000
Public Works- Program Delivery	11	2019 vehicle count of 10. 2 new vehicles would bring them to 12.	50,000	50,000	50,000
Public Works - Parks	12	Coney Island Restrooms/Vault Latrine	100,000	-	-
Public Works- Operations	13	Flex arm Mowing attachment	30,000	-	-
Public Works- Operations	14	Stacking conveyor for salt and bulk material	100,000	-	-
Public Works- Operations	15	Snow Pusher for loader	10,000	-	-
Public Works- Operations	16	Grinder pulverizer bucket for loader	50,000	-	-
Public Works- Program Delivery	17	ATR Equipment (traffic counters)	100,000	-	-
Public Works - Parks	18	Kayak fleet & trailer for Coney Island services	20,000	-	-
Public Works- Parks	19	Portable climbing wall unit	85,000	-	-
Employee Relations	1	Benefit Enrollment Solution	35,000	35,000	35,000
County Fair Board	1	2019 Capital Allocation increase	17,500	-	-
Property & Finance - Elections	1	2020 Election Presidential Primary (\$60K: ballots, supplies, prof. srvs. and \$15K: STOC)	75,000	75,000	75,000
CarverLink- PS	4	Fiber installed in 2020 Road projects	75,000	75,000	75,000
One Time Projects Total =			7,202,500	1,919,000	1,919,000
Initial Project Funding +over/(under)			(5,283,500)	-	-
One-Time Funding Sources:					
State Turnback Reimbursement			\$ 1,450,000	\$ 1,450,000	\$ 1,450,000
\$100,000 redirected from 2019 CPA and 2020 CPA			200,000	200,000	200,000
Y.E.S. Funding for 2020 projects			110,000	110,000	110,000
2019 State MNLARS Reimbursement			159,000	159,000	159,000
Total One-Time Funding Sources:			\$ 1,919,000	\$ 1,919,000	\$ 1,919,000

State Turnback estimates by year		
1,450,000	2020	
3,210,000	2021	
1,910,000	2022	
-	2023 & Beyond	

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2020**

as of 11/27/19

DIVISION - DEPT.	DESCRIPTION	2019	2020	2020	Inc./Dec
		Adopted	Requested	Recommended	
Commissioners					
District 1		4,000	5,000	5,000	1,000
	AMC and miscellaneous instate				
District 2		4,000	5,000	5,000	1,000
	Transportation Alliance Fly-in-Washington				
	Washington- (2) Outstate travel trips re: transportation funding				
	Waste Expo-Outstate location TBD				
	AMC/Midwest Regional Rail and miscellaneous instate				
District 3		4,000	5,000	5,000	1,000
	Transportation Alliance Fly-in-Washington				
	Washington- (2) Outstate travel trips re: transportation funding				
	NACO Legislative-Washington				
	NACO Annual Conference-Florida				
	Various NACO Outstate Conf Locations TBD				
	Western Interstate Conference- Outstate location TBD				
	RAC Outstate Location TBD				
	NAWB Forum Washington				
	AMC and miscellaneous instate				
District 4		4,000	5,000	5,000	1,000
	AMC and miscellaneous instate				
	Washington Transportation Fly-In				
District 5		4,000	5,000	5,000	1,000
	NACO Annual Conference-Florida				
	Washington- (2) Outstate travel trips re: transportation funding				
	Washington Transportation Fly In				
	Western Interstate Conference- Outstate location TBD				
	AMC and miscellaneous instate				
Total- Commissioners	01-001-XXX-0000-6332	20,000	25,000	25,000	5,000
County Administration					
	AMC Annual Conference	700	700	700	-
	MCMA/MACA Annual Conference	725	725	725	-
	MACA Fall	475	475	475	-
	Washington, DC Transportation Funding	2,000	2,000	2,000	-
	Misc.- Administrator/staff	200	200	200	-
Total- County Administration	01-030-000-0000-6332	4,100	4,100	4,100	-
Public Services - Administration					
	MCMA Annual Conference - Minnesota - 2	1,500	1,500	1,500	-
	ICMA National Conference - Out of State	1,800	1,800	1,800	-
	MACA Fall - Minnesota	650	650	650	-
	Webinars and In State Training	1,500	1,500	1,500	-
	Staff Professional Training	100	100	100	-
Total- Public Services Admin	01-048-000-0000-6332	5,550	5,550	5,550	-
Public Services - Facilities					
Facilities Management					
	IFMA & EDAM - Local	1,100	1,100	1,100	-
	IFMA National	1,000	1,000	1,000	-
Total- Facilities	01-110-000-0000-6332	2,100	2,100	2,100	-
Public Services - Information Services					
Manager	Microsoft Ignite Conference (out of state training - 1)	3,500	3,500	3,500	-
	In state training	500	500	500	-
	01-049-000-0000-6332	4,000	4,000	4,000	-
Infrastructure					
	Security Supervisor - Security Conference (out of state - 1)	5,000	5,000	5,000	-
	IT Manager IT Solutions Conference (out of state - 1)	5,000	5,000	5,000	-
	In state training	18,400	18,400	18,400	-
	01-049-046-0000-6332	28,400	28,400	28,400	-
Client Services					
	Records Management Conference (ARM, MER, etc.) (out of state - 1)	4,000	4,000	4,000	-
	In state training	1,600	1,600	1,600	-
	01-049-xxx-0000-6332	5,600	5,600	5,600	-
GIS & Software					
	ESRI International Conf. (out of state - 2)	4,000	4,000	4,000	-
	ESRI Developers Summit (out of state - 1)	2,300	2,300	2,300	-
	Microsoft Ignite Conf. (out of state -1)	4,000	4,000	4,000	-
	Web and SharePoint (out of state - 1)	3,500	3,500	3,500	-
	In state training	5,700	5,700	5,700	-
	01-049-062-0000-6332	19,500	19,500	19,500	-
Project Management Office					
	Onbase National Conference (out of state - 1)	3,500	3,500	3,500	-
	PM/BA Conference (out of state - 2)	7,000	-	-	(7,000)
	Business Analysis Conference (out of state - 1)	-	3,500	3,500	3,500
	PMO Conference (out of state - 1)	-	3,500	3,500	3,500
	In state training	4,000	4,000	4,000	-
	01-049-064-0000-6332	14,500	14,500	14,500	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2020**

as of 11/27/19

DIVISION - DEPT.	DESCRIPTION	2019	2020	2020	Inc./Dec
		Adopted	Requested	Recommended	
CarverLink	In state training	2,300	2,300	2,300	-
	02-048-000-0000-6332	2,300	2,300	2,300	-
Total- Information Tech	01-049-XXX-XXXX-6332 & 02-048.6332	74,300	74,300	74,300	-
Public Services - Library					
	IUG conference (2020) - (Out of State - 1 conference attendee)	4,000	2,000	2,000	(2,000)
	PLA Annual Conference (2020) - (Out of State - County funding budgeted for 1 attendee)	-	2,000	2,000	2,000
	Library Marketing Conference	2,000	-	-	(2,000)
	Internet Librarians Conference (Monterey, CA - 1 conference attendee)	-	2,000	2,000	2,000
	01-014-500-0000-6332	6,000	6,000	6,000	-
	NACo Leadership Academy (MELSA pays for 2 attendees)	-	-	-	-
	ALA Conference - Out of State (MELSA pays for 1 attendee)	-	-	-	-
	ALSC Conference - Minneapolis (MELSA pays for 3 attendees)	-	-	-	-
	01-014-500-0000-6332 Reimbursed by MELSA	-	-	-	-
Law Library	In State Training	500	500	500	-
	02-508-000-0000-6332	500	500	500	-
Total- Library	01-014-500-0000-6332 & 02-508.6332	6,500	6,500	6,500	-
Public Services - Veteran Services					
	MN DVA Spring Training/Conference (Four staffers @ \$350/staffer)	600	1,400	1,400	800
	Nat'l County Veteran Service Officer Conf (Out of State - Two staffers @ \$1700/staffer)	3,600	3,400	3,400	(200)
	MN County Veterans Service Officer Conference (Three staffers @ \$800/staffer)	3,000	2,400	2,400	(600)
Total- Veteran Services	01-120-000-0000-6332	7,200	7,200	7,200	-
Public Services - Land Management					
	Planning/Zoning Administrators workshop or conference (e.g. MACPZA, APA, etc.)	900	900	900	-
	Tuition Reimbursement	200	-	-	(200)
	Continuing Education (e.g. Building Plan Technician Certification, etc.)	300	300	300	-
	CRM Training	200	-	-	(200)
	Professional Development or work related Tuition Reimbursement (In State)	-	400	400	400
	01-123-160-0000-6332	1,600	1,600	1,600	-
Public Services- Environmental Services					
Administration					
	Annual Agricultural Inspectors Conference	250	250	250	-
	Annual MPCA Sewage Treatment System Cont. Education (3)	1,900	1,900	1,900	-
	Annual MPCA County Feedlot Officers Training	300	300	300	-
	Misc. professional conferences or work related tuition reimbursement	900	900	900	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	500	-
Solid Waste					
	RAM/SWANA Annual Conference [4]	950	950	950	-
	SWAA Annual conference	200	200	200	-
	Misc. special issue conferences	1,150	1,500	1,500	350
	US Composting Council Conference [Out of State]	1,300	1,300	1,300	-
Industrial Hazardous Waste					
	National Hazardous Waste Conference - Out of State	1,000	2,000	2,000	1,000
	Misc. special issue conferences	300	300	300	-
	OSHA/Safety Training	300	300	300	-
	01-123-130-XXXX-6332	9,050	10,400	10,400	1,350
Public Services - Planning & Water Management					
	ESRI Annual User Conference (Out of State)	1,500	1,500	1,500	-
	Misc. Professional conferences or Tuition Reimbursement	250	250	250	-
	MN Water Resource conference: MNAPA Annual Conference, other water related conferences, other planning related conferences.	1,650	1,650	1,650	-
	In state GIS, CRM or other software conference & training	850	850	850	-
	Wetland Certification and related training	1,800	2,300	2,300	500
	National (Out of State) potential conferences: Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., National LID Symposium, Nat. ESRI Water conference, Center for Watershed Protection Nat. Conf.	1,550	1,550	1,550	-
	01-123-XXX-XXXX-6332 & 16.6332	7,600	8,100	8,100	500
AIS					
	Nat AIS conference, International AIS conference (Out of State) or State AIS conferences and training: State of Water, AIS Summit, AISRC center, Upper Midwest Invasive Species Conference, Invaders Summit, WI AIS ID Training or related trainings	1,500	1,625	1,625	125
	01-123-120-5021-6332	1,500	1,625	1,625	125
Total- Public Services		115,400	117,375	117,375	1,975
Attorney					
	IMLA (La Quinta, CA) & NDAA- (TBD - Out of State)	6,000	6,000	6,000	-
	Various training courses- continuing education credits for Attorneys	10,500	10,500	10,500	-
Total- Attorney	01-090-000-0000-6332	16,500	16,500	16,500	-
Court Services - Probation					
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	500	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2020**

as of 11/27/19

DIVISION - DEPT.	DESCRIPTION	2019	2020	2020	Inc./Dec
		Adopted	Requested	Recommended	
	APPA National Probation Training Institute (Out-of-State)	1,400	1,400	1,400	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,500	1,500	1,500	-
	MACPO Regional Training for Probation Officers	250	250	250	-
	Miscellaneous Mental Health Training Opportunities	500	500	500	-
	Minnesota Corrections Association (MCA) - Fall Institute	1,350	1,350	1,350	-
Total- Court Services	01-252-XXX-XXXX-6332	5,500	5,500	5,500	-

Employee Relations - Personnel Services

	MCHRMA Spring Conference	300	300	300	-
	MCHRMA Fall Conference	400	400	400	-
	MPELRA Summer Conference	500	500	500	-
	MPELRA Winter Session	200	200	200	-
	ADA, WC, FMLA, COBRA, ACA	500	500	500	-
	SHRM Seminars	600	600	600	-
	Support, MCIT Seminars	600	600	600	-
	Legal Update Seminars	2,400	2,400	2,400	-
	NPELRA, SHRM or IPMA or NEOGOV Out-of-State Conference	4,000	4,000	4,000	-
	IPMA Local, Regional or National Conference	700	700	700	-
	PRIMA National Conference - Out-of-State	2,000	2,000	2,000	-
	01-050-000-0000-6332	12,200	12,200	12,200	-
	Wellness Conference	1,000	1,000	1,000	-
	01-050-050-0000-6332	1,000	1,000	1,000	-
Total- Employee Relations	01-050-XXX-0000-6332	13,200	13,200	13,200	-

Property & Finance

Finance

	National GFOA Conference- New Orleans, LA (OUT OF STATE) (2)	4,200	4,200	4,200	-
	National APA Congress- Orlando, FL (OUT OF STATE)	3,000	3,000	3,000	-
	Minnesota GFOA Conference (2)	1,500	1,500	1,500	-
	MCCC Annual Conference	1,000	1,000	1,000	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	750	-
	01-045.6332	11,700	11,700	11,700	-

Property Tax

	MN Assoc. of County Officers	750	750	750	-
	MN Assoc. of County Auditors	1,600	1,600	1,600	-
	Tax Training /Dept. Revenue	1,500	1,500	1,500	-
	MCCC Conference	1,500	1,500	1,500	-
	Staff Training	2,150	2,150	2,150	-
	01-040-040-0000-6332	7,500	7,500	7,500	-

License Centers

	MN Assoc. of County Officers	600	600	600	-
	Deputy Registrar Annual Meeting	600	600	600	-
	Staff Training	800	800	800	-
	01-040-055-0000-6332	2,000	2,000	2,000	-

Elections & Licensing

	MN Assoc. of County Officers	600	600	600	-
	Sec. of State Training	600	600	600	-
	Staff Training	600	600	600	-
	01-040-065-0000-6332	1,800	1,800	1,800	-

County Assessor

	MAAO Fall Conference	1,250	1,250	1,250	-
	MAAO Seminars	1,500	1,500	1,500	-
	CLE Seminars	750	750	750	-
	MCCC Annual Conference	1,500	1,500	1,500	-
	MAAP Training	200	200	200	-
	Appraisal Training	4,000	4,000	4,000	-
	01-047.6332	9,200	9,200	9,200	-

Land Records and Vitals

	MN Association of County Officers	2,000	2,000	2,000	-
	PRIA National Conference Colorado Springs, CO (OUT OF STATE) (2)	4,000	4,000	4,000	-
	Recorder's Conference	2,000	2,000	2,000	-
	Examiner of Titles Training	500	500	500	-
	MCRA Conference (Vitals)	300	300	300	-
	Staff Training	1,000	1,000	1,000	-
	01-100.6332	9,800	9,800	9,800	-

Total- Property & Finance		42,000	42,000	42,000	-
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Public Works - Road & Bridge

Administration

	MCEA Institute	500	850	850	350
	Highway Accountants Conference (2)	1,050	1,150	1,150	100
	AMC Annual Conference	600	550	550	(50)
	NACE Annual Conference (Orange Beach, AL) OUT OF STATE	1,500	2,400	2,400	900
	MTA Fly In (Washington DC) OUT OF STATE	1,300	1,300	1,300	-
	MTA Annual Meeting	100	100	100	-
	SWCTC Fly-In (Washington DC) OUT OF STATE (2)	1,500	-	100	(1,500)
	DC Congressional Visit - 212 OUT OF STATE	-	1,000	1,000	1,000

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2020**

as of 11/27/19

DIVISION - DEPT.	DESCRIPTION	2019	2020	2020	Inc./Dec
		Adopted	Requested	Recommended	
	MAPA (MN Asphalt Pavement Assoc.)	100	100	100	-
	PM Web Users Conference OUT OF STATE	1,000	2,000	2,000	1,000
	Miscellaneous	-	500	500	500
	03-301-000-0000-6332	7,650	9,950	9,950	2,300
Asset & Performance Mgmt.					
	MN GISLIS Conference	3,475	2,225	2,225	(1,250)
	ESRI User Conference (San Diego) OUT OF STATE	3,400	1,600	1,600	(1,800)
	Transportation Research Board National Conference OUT OF STATE	600	2,100	2,100	1,500
	GIS Transportation Asset Management Conference	1,650	1,000	1,000	(650)
	iAM North American Conference OUT OF STATE	1,300	2,500	2,500	1,200
	Cartograph Conference (Colorado) OUT OF STATE (3)	5,000	4,700	4,700	(300)
	Leadership Training	1,000	-	-	(1,000)
	Drone Training & Testing	1,600	1,600	1,600	-
	03-302-000-0000-6332	18,025	15,725	15,725	(2,300)
Program Delivery					
	MCEA Institute	2,505	3,400	3,400	895
	MCEA Summer Conference	650	650	650	-
	MSPS Conference	950	950	950	-
	MSPS Winter Conference	-	300	300	300
	MACS Seminars	-	300	300	300
	GIS Seminars	1,125	400	400	(725)
	MN-Dot Survey Technical Conference	1,050	1,050	1,050	-
	Frontier Precision	1,000	1,000	1,000	-
	CTC AutoCad	-	3,000	3,000	3,000
	MN Transportation Conference	600	1,500	1,500	900
	Toward Zero Deaths Conference	800	800	800	-
	MN-Dot and U of M certificates	550	5,100	5,100	4,550
	MN-Dot and U of M re-certificates	4,000	7,050	7,050	3,050
	HECRAS Training	-	1,500	1,500	1,500
	MN-Dot R-O-W Conference	500	1,000	1,000	500
	Project Management Training	1,000	1,000	1,000	-
	Project Management Institute Days Conference	1,700	1,700	1,700	-
	NACE Annual Conference (Orange Beach, AL) OUT OF STATE	2,250	2,400	2,400	150
	ATTSA How To Conference OUT OF STATE	-	1,200	1,200	1,200
	IMSA TS Tech 2-year Re-certification	-	1,400	1,400	1,400
	IMSA Signs and Marking Tech 2 year Re-certification	-	1,400	1,400	1,400
	MN-Dot Pavement Marking Design &App (every other year)	-	350	350	350
	MN-Dot TS Design (every other year)	-	700	700	700
	MN-Dot Signal & Lighting Certification	-	350	350	350
	MN APA Conference & Workshop	-	500	500	500
	Miscellaneous	695	-	-	(695)
	03-303-000-0000-6332	19,375	39,000	39,000	19,625
Highway Operations					
	Equipment Training, Pesticide	1,500	4,000	4,000	2,500
	APWA Snow Conference, (out of state)	5,500	4,500	4,500	(1,000)
	APWA National Conference, (out of state)	-	3,000	3,000	3,000
	U of W Snow and Ice Management (out of state)	2,000	-	-	(2,000)
	Fleet National Conference (out of state)	-	3,000	3,000	3,000
	Asset Works Academy (2 staff) (out of state)	3,350	4,500	4,500	1,150
	03-304-000-0000-6332	12,350	19,000	19,000	6,650
Equipment Operations					
	Hydraulic, Electrical, & Welding Training	2,000	2,000	2,000	-
	Mack Class OUT OF STATE	5,500	5,500	5,500	-
	03-306-000-0000-6332	7,500	7,500	7,500	-
Total- Public Works	03-XXX-XXX-XXXX-6332	64,900	91,175	91,175	26,275
Public Works - Parks					
	MRPA Annual Conference	1,500	1,400	1,400	(100)
	MN Shade Tree Short	100	-	-	(100)
	MRPA Seminars	100	-	-	(100)
	Park Supervisor Seminars	100	-	-	(100)
	National Park Institute (Out of State)	2,500	2,300	2,300	(200)
	Outdoor Recreation Curriculum Standards	-	-	-	-
	Miscellaneous	700	1,300	1,300	600
Total- Parks	01-520-000-0000-6332	5,000	5,000	5,000	-
Sheriff's Office					
Administrative Services Unit		20,000	20,000	20,000	-
	Clerical Support (15)				
	MSA Summer Conference				
	MSA Winter Conference				
	Administrative Services Manager (PLEAA Conference)				
	Sheriff MSA Jail Conference				
	Chief Deputy				
Jail Services Unit		9,000	9,000	9,000	-
	Jail Training-Conf, Mgmt. Training, etc. From SS Other				
Operation Services Unit		10,005	10,005	10,005	-
	Investigation Division				
	Crime Technician				
	School Resource Officer/Gangs/Bike Patrol				
	SERT				
Patrol Services Unit		-	-	-	-
	Training - State POST, OSHA mandated,				

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2020**

as of 11/27/19

DIVISION - DEPT.	DESCRIPTION	2019	2020	2020	Inc./Dec	
		Adopted	Requested	Recommended		
Support Services Unit	Elective, 1st Responder, PRISIM, ADA, etc.					
	Traffic Safety/Criminal Interdiction/Weights/Scales					
	K-9 Trials and Certifications					
	Supervisor Development					
			59,375	59,375	59,375	-
	ATV					
	Civil Process					
	Conceal and Carry					
	Warrants					
	Dive Team					
	Community Service Officers (CSO)					
	Court/Bailiffs					
	Reserves					
	Volunteer Services- Chaplain					
	Rec Services - Water Patrol					
Snowmobile						
Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid						
Instructor Courses-recertification, etc.						
Supervisory - Sgt & Cpl						
Licensed Personnel Training						
ILEETA Conference Outstate (1)						
EVOOC, 1st Aid, SPSC						
01-201-XXX-XXXX-6332		98,380	98,380	98,380	-	
Emergency Management Unit	AMEM Emergency Management Conference	3,900	3,900	3,900	-	
	Governor's Emergency Mgmt. Conf.	1,000	1,000	1,000	-	
	Emergency Management Training	1,000	1,000	1,000	-	
	Hazardous Materials Training	2,600	2,600	2,600	-	
	01-201-280-0000-6332	8,500	8,500	8,500	-	
Conceal & Carry	Conceal & Carry- reserve fund	1,700	1,700	1,700	-	
	02-202-000-0000-6332	1,700	1,700	1,700	-	
Reserves-	Reserves	1,000	1,000	1,000	-	
	02-204-000-0000-6332	1,000	1,000	1,000	-	
Explorers	Explorers	2,750	2,750	2,750	-	
	02-205-000-0000-6332	2,750	2,750	2,750	-	
Posse	Posse Training	3,750	3,750	3,750	-	
	02-203-000-0000-6332	3,750	3,750	3,750	-	
Communications	Communications	637	637	637	-	
	01-201-240-0000-6332	637	637	637	-	
911 Communication	Communications	4,200	4,200	4,200	-	
	APCO/NENA MSA State Conference-(6)	3,480	3,480	3,480	-	
	02-911-000-0000-6332	7,680	7,680	7,680	-	
Total- Sheriff	01-201-XXX-XXXX-6332	124,397	124,397	124,397	-	
Health & Human Services- Social Services	National Youth Conference - Out of State	1,800	1,800	1,800	-	
	Workforce Conference - Out of State	1,800	1,800	1,800	-	
	National Eligibility Workers Assoc Conf - Out of State	4,800	4,800	4,800	-	
	National Child Support Assoc Conf Out of State	1,800	1,800	1,800	-	
	National Child Support Assoc Conf - Out of State - County Attorney	1,800	1,800	1,800	-	
	National Human Services Conference - Out of State	1,500	1,500	1,500	-	
	International Signs of Safety Gathering - Out of State	3,500	3,500	3,500	-	
	International Conference on Child & Family Maltreatment - Out of State	2,000	2,000	2,000	-	
	CWLA National Conference - Out of State	2,000	2,000	2,000	-	
	National Adult Protective Services Association Conference - Out of State	3,600	3,600	3,600	-	
	Credible Conference - Out of State	2,382	4,764	4,764	2,382	
	Conferences within State	54,700	66,673	66,673	11,973	
	11-XXX-XXX-XXXX-6332	81,682	96,037	96,037	14,355	
	Public Health Public Health Department - Leadership Public Health Nursing Unit	TB Clinical Intensive Conference - Out of State	3,500	3,500	3,500	-
		National Conference - Out of State: focused on Family Health and Family Home Visiting - Out of State	3,500	3,500	3,500	-
Vaccinology Research Conference - Out of State		3,500	3,500	3,500	-	
NACCHO Emergency Preparedness Conference - Out of State		3,500	3,500	3,500	-	
NACCHO/APHA Annual Conference - Out of State		3,500	3,500	3,500	-	
GIS Conference & Training - Out of State		3,500	3,500	3,500	-	
Conferences within State		11,990	15,050	15,050	3,060	
11-460-XXX-XXXX-6332		32,990	36,050	36,050	3,060	
Total- Health & Human Services		11-XXX-XXX-XXXX-6332	114,672	132,087	132,087	17,415
County Totals			525,669	576,334	576,334	50,665

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2021 Long Term Financial Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

ACTION REQUESTED:

Motion to approve the 2021 Long Term Financial Plan

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The Long Term Financial Plan is a planning tool so projects listed in the Plan are financial placeholders only. Actual financing for the projects are not approved until they are included in the Annual Budget process.

Office use only:

RBA 2019 - 6586



2021 Long Term Financial Plan

*Presented for Adoption
December 17, 2019*

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

Date: December 17, 2019
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2021 LONG TERM FINANCIAL PLAN
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2021 Long Term Financial Plan is hereby adopted and placed on the County's website.

BE IT FINALLY RESOLVED, that copies of this resolution be forwarded to division directors of Carver County.

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 17th day of December, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2019.

David Hemze
County Administrator

EXECUTIVE SUMMARY

This 2021 Long Term Financial Plan, (the “Plan”) along with the 2020 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will systematically be rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

The Plan focuses on the four areas which will significantly impact future property tax levy and budgets:

- A. Capital Improvement Plans (CIPs) for New Capital Projects
- B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Personnel Costs

A. Capital Improvement Plans (CIPs) for New Capital Projects:

CIP Revenue Summary:

County ½ cent Sales Tax: In 2017, the County Board approved a ½ cent sales tax that is expected to generate approximately \$9 million annually for County road and bridge projects.

Wheelage Tax: In 2017, the County Board approved increasing the wheelage tax to \$20 effective January 1st, 2018 which is expected to annually generate \$1.8 million from auto and motorcycle license renewals for County road and bridge projects.

Request for State Bonding: The 2018 Legislature approved a \$1.5M grant from the State which will be matched with \$1.5M in County funds for a \$3M Phase I Infrastructure only project. A \$8.6M Phase II project for a park shelter, bathrooms, playground equipment, etc. funded by \$4.3M from the State and \$4.3M from the County is a 2020 Legislative priority for Carver County.

Road & Bridge Tax Levy: The County Board has directed that the \$2.2M tax levy for road and bridge annual maintenance be increased \$100K for the next 5 years to finance the Road Preservation Plan.

State, Federal and Local funds: New road and bridge construction projects are financed from the Minnesota Highway Users Tax Distribution Fund (Fuel Tax, License Fees and Motor Vehicle Sales Tax), Sales Tax on Leased Vehicles, as well as Federal and State grant programs, City funds, and proceeds from County Bonds.

State County Program Aid (“CPA”): The Recommended 2020 Budget has approximately \$494,000 in 2020 CPA that is not allocated to the operating budget. \$200,000 is being directed to fund one-time capital projects listed on 2020 Budget Attachment E and the remaining \$294,000 will be directed to the CIPs according to the percentages below:

50%	Road & Bridge CIP
25%	Park & Trail CIP
<u>25%</u>	Building CIP
100%	Total State CPA

State Sales Tax “Legacy Funds”: The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to be approximately \$350,000. These funds commonly referred to as “Parks and Trails Legacy Funds,” are being used for the local match to Federal Grants for the Extension of the MN River Bluffs Regional Trail and trail pavement resurfacing.

Metropolitan Council Reimbursement for Park Land Acquisition: The County is currently reimbursed 100% from the Metropolitan Council for parkland acquisitions that are included in the County’s Regional Park Master Plan. The reimbursement formula is currently up to \$1.7M of the purchase price reimbursed at the land acquisition closing and then a biannual reimbursement of up to \$470,000. Based on the current reimbursement formula, the County will be waiting until 2024 for full reimbursement from the Met Council for previous land acquisitions.

CIP Project Summary:

Buildings CIP: Building projects related to ongoing maintenance, increasing security and expanding square footage are included in the Building CIP. These projects include:

- Furnishing a new Chaska library
- Building Master Space Plan Study

Funding for these building projects has not been identified at this time.

Roads & Bridges CIP: The County completed a 2014 amendment to the 2030 Road system Plan (RSP). The RSP identifies \$860 million of road and bridge projects to meet the needs of the projected growth in population and employment by 2040. This includes \$670 million for County road and bridges and \$190 million for critical State highway projects.

Road and bridge needs include preservation (overlays), bridge replacement, safety enhancements (turn lanes, traffic signals, roundabouts, etc.), system expansion (added lanes), system connectivity (new roads and bridges), and reconstruction (rebuilding existing roads without adding lanes). A 6 year Road and Bridge Plan has been updated to recognize the additional funding from the ½ cent sales tax and increased wheelage tax which were approved in 2017 by the County Board.

The plan funds traditional preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. The CIP identifies projects that are either traditional or development driven as the County has a cost participation policy that differs for each.

Parks and Trails CIP: This CIP focuses on sustainability projects to maintain the County's existing park and trail system as well as the next round of park and trail development projects. Additional resources may need to be identified in order to complete park and trail development projects on a timely basis. Options to address this potential financing gap are being developed by the Park Board and County staff.

B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2019 Budget includes \$1.6 million in levy funding to replace facilities, vehicles and equipment. This Plan includes a five year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2021 thru 2025. These capital replacement requests will be rolled forward each year until they become part of current year Budget process. The five year replacement schedule relies on a \$100,000 a year increase to the \$1.6 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Other than the potential match to the \$8.6M State Bonding request for a Lake Waconia Regional Park development project, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

The 2021-2025 Road and Bridge CIP has been updated to reflect the additional funding from the ½ cent sales tax and wheelage taxes that were approved in 2017. Depending on the success of various State and Federal grant applications, County bonds may be necessary to provide matching grant dollars for high priority projects. Most of the projects in the Road & Bridge CIP are funded by external funding sources that have been secured.

D. Personnel Costs

Personnel costs are the largest and have been the fastest growing portion of the County's operating budget. This Plan identifies strategies for addressing the two major drivers of personnel costs:

1. Requests for Additional Levy Funded Staffing
2. Employee Health Insurance

The County Board carries the ultimate budget authority. The 2020 Annual Budget and the 2021 Long Term Financial Plan are expected to be approved at the December 17, 2019 County Board meeting.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2020 Carver County Regional Rail Authority Levy and Budget

Primary Originating Division/Dept: Public Works

Meeting Date: 12/17/2019

Contact: Lyndon Robjent Title: Public Works Director

Item Type:
Ditch/Rail Authority

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

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

BACKGROUND/JUSTIFICATION:

The CCRRA is requesting a \$170,000 2020 levy which is a 4.9% increase compared to 2019. The requested \$8,000 increase in the 2020 CCRRA levy is primarily due to an anticipated increase in stewardship costs related to the aquisition of the MN River Bluffs Regional Trail.

The CCRRA levy is used to fund administrative, maintenance staff, and law enforcement related costs for day to day operations and stewardship. These duties included planning, permitting and capital improvement projects, patrol services, as well as corridor maintenance work of mowing, weed control, tree trimming, debris and trash removal, drainage corrections and site inspections for the Dakota Rail and Union Pacific Rail corridors.

ACTION REQUESTED:

Motion to adopt the 2020 Carver County Regional Rail Authority Tax Levy and Budget Resolution

FISCAL IMPACT: Other
If "Other", specify: See comment below

FUNDING

County Dollars =
Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

The Regional Rail Authority's tax levy impact on the average value home will be an approximate 3% increase in 2020 compared to 2019.

Office use only:

RBA 2019 - 6590

**CARVER COUNTY REGIONAL RAIL AUTHORITY
CARVER COUNTY, MINNESOTA**

Date: December 17, 2019 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

CERTIFYING 2020 PROPERTY TAX LEVY

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2020.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2020, to with:

CARVER COUNTY REGIONAL RAIL AUTHORITY \$170,000

ADOPTION OF 2020 BUDGET

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by Public Works Director and reviewed by the Carver County Regional Rail Authority Board, provided the basis for determining the property tax levy necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for the Public Works director and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2020 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

	<u>Revenues</u>	<u>Expenditures</u>
Carver County Regional Rail Authority	<u>\$174,000</u>	<u>\$174,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2020 budget is hereby adopted and placed on file in the Carver County Auditor's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the 2020 budget.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property and Financial Services Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2020 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including, but not limited to, the payment and approval of Regional Rail Authority claims and invoices, adjusting the annual fee schedule and signing contracts consistent with the authority delegated to County staff in the County's Administrative Policy Manual.

BE IT FINALLY RESOLVED, that copies of this resolution be forwarded to the applicable Carver County division directors.

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 Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 17th day of December, 2019, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2019.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2019 Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/17/2019

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 10 minutes

Attachments: Yes No

Presenter: Randy Maluchnik Title: Board Chair

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

BACKGROUND/JUSTIFICATION:

Carver County Board Chair Randy Maluchnik will highlight Carver County accomplishments and events in 2019.

ACTION REQUESTED:

No action required.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 6602