

Committee of the Whole Meeting  
 April 15, 2014  
 2:30 p.m. – Oak Lake Conference Room



Carver County Board of Commissioners  
 April 15, 2014  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

4:00 p.m.	1.	a)	<b>CONVENE</b>		
		b)	<b>Pledge of allegiance</b>		
		c)	<b>Public comments (limited to five minutes)</b>	<i>Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.</i>	
		d)	<b>New Employee Introduction</b>	.....	1
	2.		Agenda review and adoption		
	3.		Approve minutes of April 1, 2014, Regular Session.....		2-5
	4.		Community Announcements		
4:05 p.m.	5.		<b>CONSENT AGENDA</b>		
			<i>Communities: Create and maintain safe, healthy and livable communities</i>		
	5.1		Convert one licensed FTE to two .5 licensed FTE's.....		6
			<i>Culture: Provide an organizational culture which fosters individual accountability to achieve goals</i>		
	5.2		Correction of SMACC Memorandum of Agreement Regarding Salary Range Exceptions.....		7
	5.3		Approval of donations for Carver County 2014 Health & Safety Fair.....		8-9
			<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>		
	5.4		Letter of Understanding with State for Southwest Reconnection Project .....		10-14
	5.5		Revised Metropolitan Council 2040 Forecasts .....		15-17
	5.6		Metropolitan Council Draft Regional ThriveMSP Plan.....		18-24
	5.7		Approval to contract with Board of Water & Soil Resources for CWL grant funds.....		25-28
			<i>Finances: Improve the County's financial health and economic profile</i>		
	5.8		Review Social Services/Commissioners Warrants .....		NO ATT

4:05 p.m.	<b>6. CONNECTIONS: Develop strong public partnerships and connect people to services and information</b>	
	6.1 Sexual Violence Center Annual Update .....	29
4:25 p.m.	<b>7. FINANCES: Improve the County's financial health and economic profile</b>	
	7.1 Financial Policy Manual Proposed Changes .....	30-38
4:40 p.m.	<b>8. COMMUNITIES: Create and maintain safe, healthy and livable communities</b>	
	8.1 <b><i>Closed Session</i></b> - Land Acquisition for CSAH 18 (Lyman Blvd) Reconstruction Project # SP 010-618-013 .....	39
5:15 p.m.	ADJOURN REGULAR SESSION	
5:15 p.m.	<b>BOARD REPORTS</b>	
	1. Chair	
	2. Board Members	
	3. Administrator	
	4. Adjourn	

David Hemze  
County Administrator

<b>UPCOMING MEETINGS</b>
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April 22, 2014	7:30 a.m. Carver County Leaders Meeting
April 22, 2014	9:00 a.m. Board Work Session
April 29, 2014	No Meeting
May 6, 2014	9:00 a.m. Board Meeting
May 13, 2014	No Meeting
May 20, 2014	2:30 p.m. Committee of the Whole Meeting
May 20, 2014	4:00 p.m. County Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Tom Vellenga, Assistant County Administrator Introduction**

Primary Originating Division/Dept: Administration (County)

**Meeting**

Date: 4/15/2014

**Item Type:**

New Employee Intro

Contact: Dave Hemze

Title: County Administrator

Amount of Time Requested: 5 minutes

Attachments:  Yes  No

Presenter: Dave Hemze

Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Tom Vellenga most recently held the position of founder and President at Heartland Democracy. Prior to working at Heartland Democracy, Tom worked for the University of Minnesota's Humphrey School of Public Affairs as the Director of International Outreach and Public Programs. He also spent a number of years at the federal level including experience as a senior policy advisor for former Secretary of Energy Federico Peña and former Chief of Staff Leon Panetta. Tom earned a Master of International Economics & Strategic Studies from John Hopkins University and a Bachelor of Political Science from Williams College.

**ACTION REQUESTED:**

Introduction.

**FISCAL IMPACT:** Included in current budget

**FUNDING**

If "Other", specify:

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

**Related Financial/FTE Comments:**

Office use only:

RBA 2014 - 2460

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on April 1, 2014. Chair Gayle Degler convened the session at 9:00 a.m.

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

Members absent: None

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

Ische moved, Workman seconded, to approve the minutes of the March 18, 2014, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved charitable gambling license to Waconia Knights of Columbus #2506 for a raffle to be held on June 20, 2014.

Issued charitable gambling license to Pheasants Forever Minneapolis Metro Chapter 11 for a raffle to be held on September 18, 2014.

Approved request for renewal of the consumption and display permit for Marsh Lake Hunting Preserve, Inc.

Approved application for a one day to four day temporary on-sale liquor license for St. Peter Lutheran Church, Watertown for May 18, 2014.

Approved application for a seasonal on-sale liquor license for Parley Lake Winery LLP d/b/a Parley Lake Winery.

Approved application for on sale and Sunday liquor license for WJVA, Inc. d/b/a Timber Creek Golf Course.

Resolution #19-14, National County Government Month – April 2014 “Ready and Resilient Counties: Prepare. Respond. Thrive.”

Resolution #20-14, Authorizing Court Services to Purchase Services and Collect Funds from Responsible Parties for Delinquency Prevention, Rehabilitation and Social Services for Juvenile Probation Costs.

Accepted all quotes and award to all bidders, Carver County Project 1403, culverts and polyethylene pipe.

Accepted all quotes and award to all bidders, Carver County Project 1404, mineral aggregates.

Awarded Carver County Project No. 1405, limestone rock, to Bryan Rock Products.

Accepted all quotes and award to all bidders, Carver County Project No. 1406, plant mixed asphalt.

Accepted all quotes, Carver County Project No. 1409, rental equipment.

Approved the 2014-2015 County Feedlot Delegation Agreement with the MN Pollution Control Agency.

Approved the donation of 20+ clothing bags and blankets for children entering foster care.

Resolution #21-14, Authorizing Acquisition of Easement Areas Encumbering Parcel 6 and Purchase of the Remainder Required for the TH 101 Bridge and CSAH 61 "Y" Intersection Project, also known as the Southwest Reconnection Project.

Adopted Findings of Fact and issue Order #PZ20140009 for the issuance of Conditional Use Permit #PZ20140009, Chris Neaton/Neaton Brothers Erosion, LLC, Hollywood Township.

Approved reducing the contract retainage for Project SP 010-611-006 to \$90,926.86 and allow the release of the corresponding retainage amount of \$212,162.68 to Duininck, Inc.

Adopted Findings of Fact and issued Order #PZ20140008 for the issuance of Conditional Use Permit #PZ20140008, Matt Oscarson, Waconia Township.

Adopted Findings of Fact and issued Order #PZ20140005 for the issuance of Conditional Use Permit #PZ20140005, Glenn and Gail Cozine, Waconia Township.

Adopted Findings of Fact and issued Order #PZ20140007 for the issuance of Conditional Use Permit #PZ20140007, Shirdi Saibaba Prayer Center, Inc., Laketown Township.

Approved the Minnesota Public Employees Association Licensed Deputies 2014-2015 Collective Bargaining Agreement.

Reviewed March 25, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$643,083.60 and reviewed April 1, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$183,530.44.

Motion carried unanimously.

Gary Bork, Social Services, requested the Board approve hiring a behavioral health manager and a transition period with the incumbent. He noted the incumbent has tendered his resignation later this year.

He identified the programs the incumbent would continue to work on. He stated he was requesting that he be allowed to hire a replacement as soon as possible and have a transition period until the incumbent's retirement.

Ische moved, Maluchnik seconded, to approve hiring a behavior health manager and a transition period between the new behavior health manager and the incumbent until August 31, 2014. Motion carried unanimously.

Peter Henschel, GIS, requested the Board adopt a Resolution supporting free and open GIS data. He noted the initiative came out of the Metro GIS Policy Board and reviewed their recommendations. He explained the current GIS data distribution, recommended changes and benefits in providing the data open and free. He stated Hennepin, Ramsey and Dakota have passed the Resolution and the other three metro counties are working on passing a Resolution.

Maluchnik offered the following Resolution, seconded by Workman:

Resolution #33-14  
Free and Open GIS Data

On vote taken, all voted aye.

Sheriff Olson requested the Board adopt proclamations to honor and pay tribute to the men and women that serve the County. He stressed public safety was not an easy profession and the proclamations were a way of saying thank you.

He highlighted the work done by the dispatchers, jail staff, jail nurses and police officers.

Ische moved, Lynch seconded, to adopt the 2014 proclamations recognizing National Public Safety Telecommunications Week; National Correctional Officers Week, National Nurses Week and National Police Week. Motion carried unanimously.

Randy Wolf, Public Health and Environment, requested the Board recognize Public Health Week and Public Health employees. He stated the work they do is recognized in the State and they have top notch professionals working for the County.

Marcee Shaughnessy, Public Health, highlighted some of the programs that occurred in 2013 and work they had planned in 2014. She noted the theme for this year was "Public Health: Starts Here" and stated they focus on being healthy from the start.

She added every five years they do a local public health assessment and were in the middle of that. Shaughnessy also noted they will be developing an internal strategic plan.

Ische moved, Degler seconded, to adopt the proclamation to recognize National Public Health Week as the Community Health Board. Motion carried unanimously.

Martin Walsh appeared before the Board for an update on the AIS program and introduced Sam Pertz who oversees the program.

Pertz explained they provided 19 weeks of service in 2013, with 21 staff hired. He indicated over 15,000 inspections were conducted and they found five cases of zebra mussels. Pertz reviewed 2013 and 2014 outside funding sources. He noted the 2014 DNR grant was reduced as there were more applicants for those funds this year. He indicated they were recommending the use of WMO funds to provide the same level of service in 2014.

Pertz reviewed the planned services for 2014. He stated they would utilize the same amount of staff to administer the program and the program would run 19 weeks. He stated \$50,000 in County fund would be used and \$69,500 in outside funds. He stated the next step would be to continue and complete the hiring process and begin inspections May 10<sup>th</sup>.

Maluchnik moved, Workman seconded, to approve the 2014 aquatic invasive species inspection program; to authorize the Chair to sign agreements upon review and approve of County Attorney/Risk Management and to approve the related budget amendment. Motion carried unanimously.

Maluchnik moved, Ische seconded, to go into closed session according to Minnesota Statute Section 13D.05 to review confidential appraisal data and to develop counteroffers for the purchase of real property within PIDS #85.0503400 in Watertown and to go into closed session to develop or consider offers or counteroffers for the purchase or sale of real property to the County, PID #09.3000081. Motion carried unanimously.

Ische moved, Lynch seconded, to adjourn the closed sessions. Motion carried unanimously

Lynch moved, Maluchnik seconded, to adjourn the Regular Session at 11:18 a.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Convert one licensed FTE to two .5 licensed FTE's.**

Primary Originating Division/Dept: Sheriff

**Meeting**

Date: 4/15/2014

Contact: Paul Tschida Title: Commander

**Item Type:**

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Carver County is nearing the completion of a building modification enabling the County to install and staff an ENTRY POINT SCREENING area for the courts building. The EPS requires additional staff. The County Board recently approved one additional FTE beginning in 2014 to assist in those staffing needs. After further review of the staffing plan and needs, it is prudent to replace that FTE with two .5 positions. Doing so will offer much more flexibility in the staffing of the EPS.

**ACTION REQUESTED:**

Approve replacing one Carver County Sheriff's Office licensed FTE with two .5 licensed FTE's.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars = \$71,730.00

**FTE IMPACT:** None

**Total** \$71,730.00

**Related Financial/FTE Comments:**

Office use only:

RBA 2014 - 2498



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Correction of SMACC Memorandum of Agreement Regarding Salary Range Exceptions**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="4/15/2014"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The County and the Supervisors & Managers Association of Carver County are parties to a Labor Agreement in effect from January 1, 2012 through December 31, 2014. Information regarding 2014 salary range exceptions was inadvertently omitted in preparing the 2012 through 2014 Labor Agreement and related MOA. Based on record of the agreement previously reached between the parties that 2014 range extensions included in the Salary Range Exceptions MOA were to increase by the same percentage applied by the County Board to other pay ranges, the 2014 SMACC salary range extension amounts have been increased by 2.25%.

**ACTION REQUESTED:**

Motion to approve the correction to the SMACC Memorandum of Agreement Regarding Salary Range Exceptions.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2014 - 2507

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Donations for Carver County 2014 Health & Safety Fair**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="4/15/2014"/>
Contact: <input type="text" value="Kathy Paulsen"/> Title: <input type="text" value="Wellness Program Manager"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The Health Break Team and the Safety Committee are organizing and sponsoring a Health & Safety Fair for all County employees on Wednesday, April 23, 2014 from 9AM – 1PM in the lower level of the Courts Building. The event occurs every two years. The purpose of the Fair is to assist employees in increasing their awareness of, and participation in activities that improve their health & wellbeing; and to improve work practices to avoid accidents and injuries.

The Fair includes displays and informational booths from a variety of vendors that offer skills and services consistent with the purpose of the Fair. Several of the external vendors will be providing miscellaneous handouts and small token gifts with a value of \$5 or less. For example, Health Partners will be providing toothbrushes, toothpaste and snack containers. Midwest Vending will be providing healthy snack samples. Other vendors providing small gifts include: Sand Creek EAP, Health Source Chiropractic of Chaska, 2<sup>nd</sup> Wind Exercise Equipment, Chan SNAP Fitness, Chaska Family Chiropractic, Sacred Health Family Chiropractic, Weight Watchers, Staples, Norwood Dental, Victoria Park and Rec Center, and possibly a few others.

Carver County will be providing health and safety related items for drawings for employees that include items such as: first aid kits, exercise DVDs, yoga mats, resistance bands, Arboretum passes, a weather radio, etc. These items were purchased for the Health & Safety Fair and total approximately \$566 from the total budgeted amount for the Fair of \$2,000.

**ACTION REQUESTED:**

Motion to approve donations for the 2014 Health & Safety Fair.

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

Related Financial/FTE Comments:

Office use only:

## 2014 Incentives For Health Safety Fair

### Donations for 2014 Carver County Health & Safety Fair

4/9/2014

<u>Items from Vendors</u>		Value
2nd Wind Exercise Equipment	Water Bottles	\$5
Chan SNAP Fitness	Water bottles, small items	less than \$5 each
Farmers Market	jam, pickles	less than \$5 each
Sand Creek	dental floss	\$1 each
Staples	coffe, ear plugs, purell, etc	less than \$5 each
Victoria Park & Rec Center	Day passes	\$5 each
Health Partners	toothbrushes, toothpaste	less than \$5 each
Health Source Chiropractic	wristbands	\$2.50 each
Midwest Vending	healthy snacks	less than \$5 each
Norwood Dental	toothbrushes	less than \$5 each
St. Francis Regional Medical Center	chapstick	less than \$1 each
there may be a few more, not yet confirmed.		

<u>Items from Carver County</u>	<u>Cost per Item</u>	<u>Units</u>	<u>Total Cost</u>
Weather Radio	\$ 35.00	1	\$ 35.00
First Aid Kits	\$ 20.00	5	\$ 100.00
Pilates, Yoga & Walk DVDs	\$ 12.00	3	\$ 32.08
Cabin Fever gift certif	\$ 25.00	2	\$ 50.00
Park Passes	\$ 42.00	3	already approved
Lunch Cart Gift cards	\$ 10.00	10	\$ 100.00
Compost Bin	\$ 35.00	1	already approved
Wellness Book	\$ 20.00	1	\$ 21.40
Pilates / Yoga Mats	\$ 20.00	1	\$ 20.00
Resistance Bands	\$ 50 per roll	2	\$ 100.00
Larry Lights	\$ 12.00	5	\$ 60.00
MN Landscape Arboretum passes	\$ 12.00	4	\$ 48.00
<b>Total</b>			<b>\$ 566.48</b>

# Carver County Board of Commissioners

## Request for Board Action



**Agenda Item:**

**Letter of Understanding with State for Southwest Reconnection Project**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="4/15/2014"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Division Director/County Eng..."/>	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:**

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

**BACKGROUND/JUSTIFICATION:**

Carver County along with several partners have joined together to design and construct improvements to Highway 101 and 61 to improve the safety of the traveling public particularly from seasonal flooding in the Minnesota River Valley. Improvements to Highway 101 and 61 include the construction of a new Highway 101 bridge over the Minnesota River Valley and reconstruction of Highway 61 between Bluff Creek Drive and east junction Highway 101 including the "Y" intersection area. These improvements are collectively known as the Southwest Reconnection Project.

Carver County is the lead agency for the project and has entered into agreements with MnDOT, Chanhassen and Scott County for funding and maintenance. The total project cost is estimated at \$58,956,973 (with contingency) and is broken down as follows:

- \$4,000,000 - Carver County Cash Reserves
- \$14,893,538 - Carver County Bond for State Turnback Share
- \$5,106,462 - Carver County Bond for County Share
- \$1,655,072 - Available State Turnback Funds
- \$21,335,000 - State Funds (Lump Sum and includes \$1,200,000 for overruns)
- \$8,684,887 - Local Road Improvement Program (LRIP) Funds (State GO Bonds through Scott County)
- \$831,633 - City of Chanhassen
- \$2,450,381 - Scott County

Carver County is responsible to finance approximately \$14,893,538 which is expected to be paid back in increments from the State by 2023. MnDOT will not enter into an official agreement with the County for these funds as they cannot be guaranteed as the Turnback Fund is tied to potential legislative action every 6 years. However, MnDOT is willing to sign a letter of intent describing the anticipated payback terms. The letter is attached and needs to be signed by the County Engineer. The letter also defines the eligibility terms for the turnback share and the estimated total payment (available \$ and future \$). It should be noted that if the future turnback payments cannot be made by the State that the County can utilize its County State Aid Highway (CSAH) Fund if it chooses to do so.

**ACTION REQUESTED:**

Authorize the County Engineer to sign a letter with MnDOT defining the eligibility and use of County Turnback Funds for the Southwest Reconnection Project.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

Office use only:



## Minnesota Department of Transportation

1500 West County Road B-2  
Roseville, MN 55113

March 27, 2014

Lyndon Robjent  
Public Works Director—County Engineer  
Carver County  
11360 Highway 212 West Suite 1  
Cologne, MN 55322-8016

RE: CSAH 61—Highway 101  
State Aid Designation  
and  
Flexible Highway Account  
Scope of Eligibility  
Payment of Funds

Dear Lyndon Robjent:

The purpose of this letter is to define intent and expectations for state aid designations, and for eligibility and use of County Turnback Account and County Excess Sum funds by Carver County for segments of County State Aid Highway (CSAH) 61 and Highway 101. The subject roadway segments are:

- 1) Highway 101 (future CSAH 101) from Scott County line at City of Shakopee to the junction of CSAH 61 in City of Chanhassen;
- 2) CSAH 61 (former US 212) from east junction of Highway 101 to west junction of Highway 101, approximately.

The CSAH 61 segment is currently under county jurisdiction and designated County Turnback Account eligible. The Highway 101 segment is currently under state jurisdiction. Transfer of jurisdiction to Carver County is planned for April of 2014. Reconstruction of both route segments is also planned for 2014.

### **County State Aid Highway System Designation**

Highway 101 is acceptable for designation per Minnesota Rules 8820.800 subpart 1, and may be added to the county's CSAH system after transfer from state to county, and upon request of Carver County. As a state highway transfer, the roadway is eligible for state aid turnback status. Mileage of the roadway transferred may be

An Equal Opportunity Employer



added to the state aid system in addition to the county's current mileage limit. Classified as turnback mileage, the mileage is not transferable to another route. The segment will also be accepted and classified in turnback account eligible status. After construction, turnback eligibility will be terminated.

### **Flexible Highway Account Funds**

Eligibility and use of Flexible Highway Account funds are governed by MS 161.083, MS 181.081, MN Rules Chapter 8820, and County Screening Board Resolutions. Application of funds will be consistent with this guidance and standard CSAH system practices. The following pertains to both County Turnback Account and County Excess Sum funds.

Complete reconstruction of existing two-lane section to four lane section, including a bridge spanning the flood plain on Highway 101, is scheduled for 2014. The project was initiated by MNDOT as part of a flood mitigation program to reduce frequency and duration of closure due to flooding. Carver County subsequently proposed reconstruction of CSAH 61 in conjunction with the MNDOT plans. MNDOT and Carver County have produced an agreement providing for transfer of funds from MNDOT to Carver County in exchange for county ownership of the highway (see MN/DOT Agreement No. 05031). The two projects have been combined as a Carver County state aid project without additional state cost participation.

Combined County Turnback Account (CTB) and County Excess Sum (CXS) eligibility is as follows.

#### **CSAH 61**

Construction—not to exceed 75% of state aid eligible expense

Right of Way—not to exceed 75% of state aid eligible expense

Project Development—25% maximum of state aid eligible construction expense

#### **Highway 101 Flexible Highway Account Funding Eligibility**

Highway 101 eligibility is equal to construction cost in excess of funds from other sources provided for the project. These fund sources include state bonds from the Local Road Improvement Program; funds provided by the state in exchange for acceptance of the Highway 101 ownership; and local agency contributions.

Approval of funding will be by plan approval per state aid rules and practices. Reimbursement of actual expense from CTB and CXS accounts is subject to state aid rules, state aid policies and state aid practices, and is unlikely to cover all expenses.

Supplemental agreement (SA) eligibility is limited to extraordinary events, and unpredictable or difficult to discover conditions, and other risks inherent to working in a riparian flood plain. Examples include long term flooding delays, and other unusual weather related delays, and artesian conditions. In addition to standard review of proposed supplemental agreements, state aid staff will determine fund eligibility based on cause. Request for CTB-CXS funds for SAs caused by plan errors and omissions or less than reasonably diligent geo-technical exploration will be rejected.

**Project Estimate and Proposed Schedule of CTB Funds**

Payments will be made following standard state aid payments request and approval procedures based on actual expense and revenue. County Flex payments will be equal to the amount of each year's annual distribution. CTB amounts will be adjusted to complement County Flex to the full amount of eligible expense. Upon annual request by Carver County, payments will be made to the extent possible according to the following schedule.

**Estimated Schedule**

<b>Year</b>	<b>District CTB</b>	<b>County Flex</b>	<b>Total</b>
2014	\$ 920,000	\$ 600,000	\$ 1,520,000
2015	\$ 3,060,000	\$ 320,000	\$ 3,380,000
2016	\$ 1,000,000	\$ 300,000	\$ 1,300,000
2017	\$ 1,000,000	\$ 310,000	\$ 1,310,000
2018	\$ 1,000,000	\$ 320,000	\$ 1,320,000
2019	\$ 1,000,000	\$ 320,000	\$ 1,320,000
2020	\$ 1,000,000	\$ 330,000	\$ 1,330,000
2021	\$ 1,000,000	\$ 340,000	\$ 1,340,000
2022	\$ 3,210,000	\$ 350,000	\$ 3,560,000
2023	-	\$ 360,000	\$ 360,000
2024	-	\$ 370,000	\$ 370,000
2025	-	\$ 380,000	\$ 380,000
<b>Total</b>	<b>\$ 13,190,000</b>	<b>\$ 4,300,000</b>	<b>\$17,490,000</b>

County Turnback Account funds and County Excess Sum funds will be paid to Carver County as available, contingent upon appropriation by the state legislature. If legislature does not appropriate funds, Carver County may request payment from its CSAH construction account. No other state or state aid source of funds is available to make these payments. In the event CTB and, or CXS funds are not available to make the payments the expenses will become a permanent unreimbursed contribution by Carver County to the project.

Additional documentation will be appended after construction contract award. Documentation will include summary of actual project expense, fund source totals, and amount eligible for payment from County Turnback Account and County Excess Sum funds. The payment schedule will be updated annually to reflect future revenue estimates.

Sincerely,



Dan Erickson, P.E.  
District State Aid Engineer

I Concur,

Lyndon Robjent  
Public Works Director  
County Engineer  
Carver County

Julie Skallman, P.E.  
State Aid Engineer

c: Scott McBride, P.E. District Engineer  
Cyrus Knutson, Jurisdiction Program Manager



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Revised Metropolitan Council 2040 Forecasts**

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

**Meeting**

Date: 4/15/2014

Contact: paul moline

Title: PWM manager

**Item Type:**

Consent

Amount of Time Requested: minutes

Presenter: Title: PWM manager

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

In November, the County Board submitted comments on the Metropolitan Council's preliminary 2040 forecasts for the 7-County Area. The Council has since revised these numbers, which include population, household, and employment forecasts for Carver County and all its Cities and Townships (see attached table of previous and current 2040 forecasts). These revised forecasts were discussed at the March 25, 2014 County Board work session.

Staff is recommending that the attached comment letter on the revised forecasts be submitted to the Council.

**ACTION REQUESTED:**

Motion to authorize the Chair to sign the comment letter regarding the revised 2040 forecasts, and submit to the Metropolitan Council.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**

\$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2500

# 2040 Draft Forecasts

Released for Public Comment, February 19, 2014



Note: These are preliminary and have not been adopted by the Council. ◇ = Rogers annexed Hassan Township in 2012; forecasts have been combined.

(pt) denotes part of a city; remainder of city is in neighboring county. † = Laketown Township will be fully annexed before 2030; forecast has been reassigned to neighboring cities.

CARVER COUNTY	POPULATION				HOUSEHOLDS				EMPLOYMENT			
	2000	2010	2040- Original	2040- Revised	2000	2010	2040- Original	2040- Revised	2000	2010	2040- Original	2040- Revised
Benton Township	939	786	640	740	307	297	300	300	282	274	370	350
Camden Township	955	922	720	830	316	329	340	330	15	56	110	60
Carver	1,266	3,724	6,900	14,200	458	1,182	3,000	5,300	176	187	340	700
Chanhassen (pt)	20,321	22,952	31,600	36,200	6,914	8,352	13,300	14,000	8,366	9,746	16,100	16,240
Chaska	17,603	23,770	30,500	34,900	6,169	8,816	13,400	14,200	10,955	11,123	15,200	16,300
Cologne	1,012	1,519	3,300	4,600	385	539	1,540	1,900	294	270	510	470
Dahlgren Township	1,453	1,331	1,150	720	479	494	530	300	203	202	310	200
Hamburg	538	513	590	600	206	201	280	250	117	109	130	150
Hancock Township	367	345	450	410	121	127	210	170	35	10	20	10
Hollywood Township	1,102	1,041	1,160	1,200	371	387	560	500	100	90	200	150
Laketown Township †	2,331	2,243	-	-	637	660	-	-	355	116	-	-
Mayer	554	1,749	7,000	3,000	199	589	3,300	1,200	92	151	230	200
New Germany	346	372	1,180	1,400	143	146	560	600	50	46	120	90
Norwood Young America	3,108	3,549	8,000	8,800	1,171	1,389	3,800	3,900	1,559	1,165	2,040	2,300
San Francisco Township	888	832	900	960	293	307	420	400	61	46	120	100
Victoria	4,025	7,345	11,700	15,000	1,367	2,435	5,000	5,700	932	1,502	1,760	2,270
Waconia	6,814	10,697	16,100	20,900	2,568	3,909	6,900	8,400	4,082	5,578	8,200	9,000
Waconia Township	1,284	1,228	1,300	1,500	429	434	580	600	72	98	390	400
Watertown	3,029	4,205	5,900	3,900	1,078	1,564	2,800	1,700	682	556	1,510	1,220
Watertown Township	1,432	1,204	1,390	1,100	478	468	660	500	207	392	370	400
Young America Township	838	715	650	760	267	266	310	300	105	119	110	120
<b>Carver County Total</b>	<b>70,205</b>	<b>91,042</b>	<b>131,130</b>	<b>151,720</b>	<b>24,356</b>	<b>32,891</b>	<b>57,790</b>	<b>60,550</b>	<b>28,740</b>	<b>31,836</b>	<b>48,140</b>	<b>50,730</b>
<b>Suggested Range; Nov., 2013 Board Letter:</b>			<b>173,000 - 186,000</b>		<b>70,000 - 79,000</b>				<b>51,000 - 53,000</b>			



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

April 15, 2014

Angela Torres, Sector Representative  
Metropolitan Council  
300 Robert Street North  
St. Paul, MN 55101

**RE: Revised Preliminary Metropolitan Council 2040 Forecasts**

Dear Ms. Torres,

Carver County appreciates the opportunity to comment on the revised preliminary 2040 local forecasts released by the Metropolitan Council on February 19, 2014.

Although the revised forecasts have been adjusted higher for Carver County, the population and household forecasts remain lower than anticipated. Carver County believes the suggested population (173,000–186,000) and household (70,000–79,000) ranges outlined in the County Board’s comments to Chairwoman Haigh on November 26, 2013, are reasonable and reflect local expectations. These suggested ranges are based on the factors previously emphasized (historical growth trends, person per household estimates, and planned infrastructure improvements), and accordingly, the County Board continues to support 2040 household and population forecasts provided in its previous letter.

Carver County also recognizes that local forecasts will continue to be revised as policy plans and systems statements are developed. The Board and County Staff look forward to continuing discussions related to 2040 forecasts as the numbers are refined based on future planning efforts.

Sincerely,

Gayle Degler, Carver County Board Chair

cc. Gary Van Eyll, District 4 Council Member  
Jennifer Munt, District 3 Council Member

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Metropolitan Council Draft Regional ThriveMSP Plan**

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

**Meeting**

Date: 4/15/2014

**Item Type:**

Consent

Contact: Paul Moline

Title: PWM Manager

Amount of Time Requested: minutes

Presenter: Title: PWM manager

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Metropolitan Council recently released a Draft of the next regional plan titled "Thrive MSP 2040". This document will guide Council policy and system plans for Parks, Trails, Transportation, Housing, Water Resources and Land Use, and ultimately the requirements for the revised 2040 Carver County comprehensive Plan. Comments on this draft plan are due by April 28, 2014. Potential outcomes of this plan on the county and its future planning were discussed with the Board at its March 25, 2014 work session.

Staff is recommending that the attached comment letter highlighting County concerns be sent to the Metropolitan Council. The letter references support for the SW Corridor Transportation Coalition's comments and their letter is also attached.

**ACTION REQUESTED:**

Motion to authorize Chair to sign and submit the comment letter regarding the Draft Regional ThriveMSP Plan to the Metropolitan Council.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**

\$0.00

Related Financial/FTE Comments:

*Office use only:*

RBA 2014 - 2501



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

April 15, 2014

Susan Haigh, Chair  
Metropolitan Council  
300 Robert Street North  
St. Paul, MN 55101

**RE: *Draft Thrive MSP 2040***

Dear Chairwoman Haigh,

Carver County appreciates the opportunity to comment on the Draft Thrive 2040 regional plan released February 26, 2014. Looking forward to 2040, Carver County is a community seeking balance as it honors its agricultural roots while meeting the demands of significant future growth. From a regional perspective, Carver County largely supports the ambitious regional policy goals and vision of Thrive MSP to create a more globally competitive region that seeks to leverage investments in order to enhance quality of life, drive business attraction and development, and attract a workforce that supports our future economy. At the same time the County wants to emphasize progress in these areas will look very different to Carver County compared to other communities.

The following lists key topics that Carver County recognizes could impact its ability to plan for anticipated growth as the Metropolitan Council develops its policy plans and systems statements in preparation for local comprehensive plan updates.

*Investment in roadway infrastructure:*

Developing areas are forecasted to accommodate approximately 30% of the regions' growth. Accordingly, Carver County is poised for significant population growth into 2040. This will result in increased congestion as demand increases on the existing roadway infrastructure. Additionally, key corridors such as Hwy 212 continue to experience increased freight traffic as business and industry in Southwest Minnesota seek to reach Twin Cities markets. Transportation system planning should reflect this current and future need and invest appropriately.

Carver County supports not only the maintenance and improvement of existing infrastructure, but also roadway network expansion investments to eliminate bottlenecks, and meet the commuter, freight, transit, and all traffic demands of current and planned growth.

Specifically,

- Hwy 212 will need to be completed as a four-lane highway with adequate interchanges.
- The County's A-minor arterial system will require additional capacity to accommodate orderly growth, improve access through the entire County, and connect the region to Greater Minnesota.
- Carver County supports the comments submitted to the Metropolitan Council by the SouthWest Corridor Transportation Coalition which are attached to this letter.

*Localized Transit Service: SouthWest Transit is recognized as Carver County's transit provider:*

As investments are planned for BRT, new park and rides, transit oriented development, and other transit connections, Carver County supports SouthWest Transit as central to these important efforts. History and community input have shown that the closer the local municipalities are connected to the transit provider, the better the system can meet local demands. On Sept. 3, 2013, the Carver County Board approved resolution 48-13 supporting SouthWest Transit as the primary transit service provider in Carver County.

*Equitable housing investment:*

By 2040, Carver County will experience substantial population growth, increased diversity, and a larger aging population. For Carver County to remain an attractive place to live, work, and play for all its residents, significant investment in housing options will be needed to attract and retain a competitive workforce and meet the changing needs of seniors. Although Carver County's numbers are smaller for these populations, maintaining and expanding affordable options, and encouraging aging in place are crucial. A regional housing policy plan and investments should be attentive to local dynamics.

*Land use policy areas and density requirements:*

Carver County has a well-established land management policy in its Townships that has successfully protected valuable agricultural land and promoted orderly growth since the 1970's. Carver County's leadership in the Agriculture Preserve Program serves as evidence of the County's success with growth management. Much of this success stems from the County's 1 per 40 acres zoning policy. Importantly, this policy allows for higher densities of 4 per 40 in agriculture areas that contain amenities like wooded areas and lakeshores. These options provide a financial incentive to property owners to preserve prime agriculture lands, develop amenities wisely, and conserve sensitive areas. Regional land use designations and policy areas should reflect these incentives as they have been contained and approved in previous County Comprehensive Plans.

*Diversification of drinking water supply sources:*

Carver County strives to protect water resources both for today's population need and for the future. A clean and healthy water supply is important to supporting Carver County residents, businesses, farmers, and natural resources. Carver County supports drinking water policies that are sensitive to the ecological realities and resource demands of local areas within the region. Water supply issues and sources of drinking water vary widely across the region and planning efforts should recognize this.

*Parks & Trails investments*

Regional parks and trails in Carver County contribute to quality of life and to the region's competitiveness by attracting a competitive workforce. Trails also offer an alternative to automobiles, and can augment transit trips that often begin or end at park and rides. Furthermore, the County's unique natural resources (Lake Waconia, Seminary Fen, the University of MN Landscape Arboretum, multiple regional trails and parks) and its rural feel offer an "escape" for people living in the central city. As the Region's population continues to grow, Carver County supports balanced regional policies and investment that improve trail linkages to regional attractions and transits hubs in the County, encourage preservation of unique natural resources ahead of development, meet the demand of a locally growing population, and attract a regional audience.

*Emphasis on measured outcomes:*

Carver County currently uses metrics to inform decision making, and measure implementation of its Comprehensive Plan and other strategic initiatives. Measuring outcomes can help to identify useful strategies and align effort toward a common goal. Successful outcome measurement relies on solid respected data sources, and approaches that have been vetted by the community to develop buy-in and gain consensus. At the regional level, Carver County supports outcome measures that recognize and align with differing local goals, draw from sound and well-vetted data, and are developed based on community input and consensus.

Carver County recognizes that policy plans and systems statements will continue to define the broader policies described in Thrive 2040. The Board and County Staff look forward to continuing discussions, and an open process in the development of regional policy plans and system statements – one that allows for, and accepts input as the details of regional policy are flushed out. County staff also intend to follow up with Metropolitan Council staff with specific comments and suggestions.

Sincerely,

Gayle Degler, Carver County Board Chair

cc. Gary Van Eyll, District 4 Council Member  
Jennifer Munt, District 3 Council Member  
Angela Torres, Sector Representative



April 2, 2014

Chair Susan Haigh  
Metropolitan Council  
390 N. Robert St.  
St. Paul, 55101

Dear Chair Haigh:

Thank you for this opportunity to comment on the Thrive 2040 plan. The members of the Southwest Corridor Transportation Coalition appreciate the work that has gone into developing a vision for the future of the region and developing new outcomes for measuring the work of the Metropolitan Council.

The members of the Southwest Corridor Transportation Coalition are extremely concerned about future plans for the transportation system and land use in the region. Communities along US Highway 212 and TH5 have a clear vested interest in future transportation investments that will shape the quality of life and economic development in this area.

The goals of improving stewardship, prosperity, equity, livability and sustainability speak to the aspirations of people and communities in our region. Defining progress in these areas may look very different in some communities than in others. The indicators that are developed for measuring progress will be important.

We understand that the state will have limited resources for transportation investments in the future and those resources need to be directed to provide a high return on investment. Therefore, previous investments in major corridors should be maximized by making needed improvements to close gaps and target dollars to areas with clear safety problems and high growth rates.

As demonstrated by the increase in business growth along the new Highway 212, the Southwest Corridor Transportation Coalition feels strongly that completing this major corridor to a four-lane facility from Chaska to Norwood Young America will improve economic development and prosperity in the region while leveraging previous investments to maximize their impact on the region. The remaining two-lane gaps need to be addressed to handle increasing population growth, increasing employment levels and increasing freight movement.



## Page 2

According to information in the Thrive 2040 draft plan, the bulk of future growth in population, households and employment will occur in the outer suburbs. Carver County is projected to experience a population growth from 91,042 people in 2010 to 151,720 people in 2040 with a corresponding increase in households from 32,891 in 2010 to 60,550 in 2040. The additional 60,678 residents are expected to generate an additional 212,373 trips per day in the region. We need to plan now for highway and transit expansion that will maintain mobility, safety and a high quality of life in this part of the metro area. In the coming twenty years, traffic volumes in year 2030 are forecast to increase on Highway 212 to between 21,000 and 28,000 vehicles per day, or two to three times the existing traffic volumes, exceeding the capacity of the existing two-lane facility.

While the draft plan discusses the importance of freight movement to the prosperity of region, there are no specific plans mentioned for highway expansion despite the acknowledgement that 75% of freight movement occurs by truck. In the section discussing freight movement, the plan notes:

“To make the regional highway system more efficient, the Council and the Minnesota Department of Transportation are building managed lanes—MnPass lanes—which provide a congestion-free alternative for transit users, carpools, and those willing to pay. This market-based solution allows auto drivers and small trucks to price the value of their time spent in congestion and pay for a faster alternative. These managed lanes also create more capacity for larger trucks in the general highway lanes during peak traffic periods. Employers locate worksites to maximize their accessibility and proximity to the workforce.”

Unfortunately, there are no MnPASS lanes planned on US Highway 212, a high-priority interregional corridor with a high volume of truck traffic, currently estimated at 1,850 heavy trucks per day. It's unclear how the Council plans to improve freight movement on US Highway 212 or other interregional corridors.

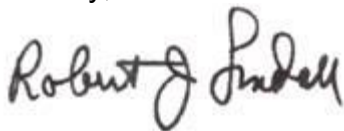
The value of connections to the rest of the state for the movement of both people and products is not highlighted in this plan. Clearly, the region needs to focus on major connectors to regional centers and to improvements in freight corridors. The fact that the legislature passed a Corridors of Commerce plan in 2013 highlights the fact that these corridors are not receiving the attention and the investments they need. The Thrive 2040 plan does not mention the Corridors of Commerce program and the need to make these important corridors a priority. Long-range plans like Thrive 2040 need to recognize the role of the legislature in guiding development policies so that legislative directives are not in conflict with the principles and plans developed by the agency.

Safety on our roadways is another area that should receive more attention in this plan. High crash rates on Trunk Highway 5 and other major corridors continue to leave too many fatalities and injuries. Improving livability in the region will require investments that reduce crashes and improve safety on our roadways. Clearly, safety is a critical component of livability but the plan is short on specifics regarding strategies and plans to reduce crashes.

Page 3

On behalf of the Southwest Corridor Transportation Coalition, I would like to urge the Council to include the value of needed improvements to interregional corridors like US Highway 212 and TH5 in meeting the goal of improving stewardship of the system that has been developed with previous investments, improving prosperity with investments that attract new businesses and living wage jobs, equity for people of all income levels to live throughout the region, livability with critical safety improvements and sustainability by making investments that will meet the region's transportation needs for many years to come.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Lindall". The signature is written in a cursive style with a large, prominent initial "R".

Robert J. Lindall  
President

cc: Lyndon Robjent, Division Director/County Engineer, Carver County  
Randy Maluchnik, Carver County Commissioner  
Southwest Corridor Transportation Coalition Members

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval to contract with BOARD OF WATER & SOIL RESOURCES for CWL grant funds**

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 Water Management Organization applied for four separate Clean Water Legacy Grants (awarded annually by the Board of Water and Soil Resources). Three grants were awarded to Carver County; a \$200,000 grant with \$50,000 in matching funds for the Burandt Lake Stormwater Reuse System; a \$40,000 grant with \$20,000 in matching funds for Exclusion Fencing and Streambank Restoration projects along Carver and Bevens Creeks; and a \$150,000 grant with \$70,000 in matching funds for Community Partners Cost Share Initiative. These grants will greatly improve the water resources of Carver County, as well as meeting federal regulations for cleaning pollution impaired water bodies in Carver County. A summary of each grant is attached.

**ACTION REQUESTED:**

Motion to contract with BOARD OF WATER & SOIL RESOURCES for Clean Water Legacy Grant funds pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<b>\$0.00</b>
Carver County Water ...	\$140,000.00
BWSR Clean Water Leg...	\$390,000.00
<b>Total</b>	<b>\$530,000.00</b>

**Related Financial/FTE Comments:**

CCWMO will match a total of \$140,000 for three grants that total \$390,000 in awarded funds. with inkind staff time and WMO levy funds from 2014-2016.

*Office use only:*

RBA 2014 - 2459



## Carver County Water Management Organization

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

# Memo

**To: County Commissioners, David Hemze**  
**From: Paul Moline, Carver County Water Management**  
**Date: 4/7/14**  
**Re: State Clean Water Legacy Grant funded projects**  
**CC: Randy Wolf, PHE Director**

Enclosures: none

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The Carver County Water Management Organization (CCWMO) received a total of \$390,000 in State Clean Water Legacy (CWL) funds during the latest round of grants. This round of grant funding is for the 2014-2016 implementation period and includes the following projects:

### Burandt Lake Stormwater Reuse System

**CWL Funds - \$200,000**

**CCWMO Match - \$50,000**

The Burandt Lake Stormwater Reuse System project will continue the collaborative project with Carver County, Carver County Soil and Water Conservation District (SWCD), City of Waconia and Independent School District 110. It will retain and reuse an estimated 48% of the annual storm water runoff (1.25 million gallons will be reused) currently generated from eight acres of adjacent residential neighborhoods after full build out of the water reuse system. The captured storm water will be used on Waconia High School Football and adjacent ball fields providing the added benefit of water conservation. It will also serve as a model project for students and residents to learn and appreciate the importance of environmental conservation and sustainable practices.

This project has been separated into three phases. Phase I encompassed the installation of one storage tank, pretreatment cell, and the pipe work for future expansion and was completed in 2013. Phase II is the installation of three storage tanks and is the focus of this application. Phase III will be the installation of additional storage tanks at a future date if desired and funding has been secured. The CCWMO match will be from the 2014 and 2015 CCWMO levy.

### Bevens and Carver Creeks Exclusion and Streambank Restoration Grant

**CWL Funds - \$40,000**

**CCWMO Match - \$20,000**

Recent efforts by the CCWMO have centered on removing point sources of fecal coliform bacteria in both Bevens and Carver Creeks (e.g. the SSTS direct discharge elimination program). These efforts have shown improvement in the water quality; however the creeks are still above the state standard for E. coli. Early results from field surveys have pinpointed areas where livestock have uncontrolled access to streams. Surveys have indicated five sites over a twenty mile stretch of Bevens Creek have shown evidence of livestock access to streams and associated damage to streambanks. With a total of roughly 75 miles of stream length between Bevens, Silver and Carver Creeks, it is reasonable to expect that at least fifteen sites will have evidence of livestock access.

This grant will focus funds towards constructing exclusion fencing for livestock to remove uncontrolled access to the streams. Funding will be used to construct exclusion fencing and the restoration of stream banks that have been damaged due to excessive grazing and trampling. The incentive of restoring streambanks and reducing the amount of land lost to erosion will be the catalyst to get landowners to participate in this grant opportunity. The reduction in erosion from these targeted areas will also help reduce turbidity, which is a goal set forth in the Bevens and Carver Creek Turbidity TMDLs that were approved last year. CCWMO match will come from staff time and the 2015-2016 WMO levy.

### Carver County Clean Water Partners Initiative

**CWL Funds - \$150,000**

**CCMWO Match - \$70,000**

Through the Clean Water Partners Initiative, the CCWMO will approach local community partners to fund projects that install Low Impact Development stormwater treatment practices. The CCWMO will target three geographic areas that have demonstrated strong community involvement, effective partner relationships, and support for the goal of improving water quality of locally impaired waters or regionally significant water body. 1) The East Creek Chain of Lakes in the City of Chaska, 2) Benton Lake in the City of Cologne, and the 3) Lake Waconia direct watershed (stormwater draining directly to the lake). Due to the more urban land uses in these areas, sub-grants will be for projects that aim to reduce the amount of impervious surfaces or provide treatment for previously untreated areas through the use of Low Impact Development BMPs. These practices include, but are not limited to, porous pavement, stormwater re-use, rain gardens, sand-iron filter trenches, bio-swales, and bio-filtration. The goal for these funds is the installation of 6 to 8 projects. CCWMO match will be from existing budgeted low-cost conservation funds.

# Budget Amendment Request Form



**Agenda Item:** Approval to contract with BOARD OF WATER & SOIL RESOURCES for CWL grant funds

Department: Public Health & Environment

Meeting Date: 4/15/2014

Requested By: Paul Moline

Fund:

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

Description of Accounts	Acct #	Amount
Exclusion and Streambank Restoration	01-123-124-1581-53...	\$40,000.00
Burandt Stormwater Re-use	01-123-124-1526-53...	\$200,000.00
Clean Water Partners Initiative	01-123-124-1582-53...	\$150,000.00
<b>TOTAL</b>		<b>\$390,000.00</b>

Description of Accounts	Acct #	Amount
Exclusion and Streambank Restoration	01-123-124-1581-62...	\$40,000.00
Burandt Stormwater Re-use	01-123-124-1526-62...	\$200,000.00
Clean Water Partners Initiative	01-123-124-1582-62...	\$150,000.00
<b>TOTAL</b>		<b>\$390,000.00</b>

**Reason for Request:**

Acceptance of 2014 State Clean Water Legacy Grant funds.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Sexual Violence Center Annual Update**

Primary Originating Division/Dept: Administration (County)

**Meeting**

Date: 4/15/2014

Contact: Dave Hemze

Title: County Administrator

**Item Type:**

Regular Session

Amount of Time Requested: 15 minutes

Presenter: Kathryn Robinson

Title: Program Manager

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Kathryn Robinson, Program Manager, has requested an opportunity to review the services the Sexual Violence Center provides to citizens of Carver County.

On April 17th the SVC will hold their 9th Annual Candlelight Vigil at Chaska's City Square Park from 6:30-8:00 p.m. This vigil honors victims/survivors of sexual violence and their families and friends.

**ACTION REQUESTED:**

Information only.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2014 - 2497

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

Financial Policy Manual Proposed Changes

Primary Originating Division/Dept: <input type="text" value="Finance"/>	Meeting Date: <input type="text" value="4/15/2014"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Finance Director"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

At year-end, accounting rules require the county's investment portfolio to be adjusted to its current market value. This adjustment, commonly referred to as a mark to market adjustment, does not affect the county's cash balance but does impact the county's fund balance. When investments are held to maturity, the mark to market adjustment ends up as zero since the investment ends up being worth it's stated value. The mark to market adjustment which is positive when interest rates fall and is negative when interest rates is a function of two factors:

1. Change in Interest rates at year-end from one year to the next
2. Investment portfolio average number of years till maturity

The County's mark to market adjustment for 2013 is a negative \$4.3M. This adjustment is significantly larger than previous adjustments due to the sharp rise in interest rates during 2014, especially in Dec. which caused the years to maturity for the county's investment portfolio to increase from 3.9 years to 5.6 years.

At a Board workshop in January 2014, county staff presented several policy options for the Board to consider to mitigate the financial impact from the 2013 \$4.3M negative mark to market adjustment as well as reduce the volatility of both positive and negative mark to market adjustments in the future. The Board's direction at the workshop was to change the County's Investment and Fund Balance policies to:

\* Reduce the percentage of fund balance at year-end designated for next year's cash flow from 37% to 35% to partially offset the one-time financial impact from the 2013 \$4.3M negative mark to market adjustment.

\*Provide direction in the investment policy for County staff to manage the mark to market adjustment on a monthly basis.

**ACTION REQUESTED:**

Motion to approve the recommended changes to the Financial Policy Manual

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text" value="see comment below"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <span style="float: right;"><input type="text" value="\$0.00"/></span>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

The trade-off for reducing the volatility of future mark to market adjustments will be earning less interest income in the current year. This budget impact will be addressed as part of the 2015 Budget process.

*Office use only:*

RBA 2014 - 2494





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## Carver County – Financial Policy Manual

### Investment Policy

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**SECTION:** Revenue  
**AUTHORITY:** Res. 17-08

**EFFECTIVE:** 3/3/08  
**REVISED:** 4/15/14

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#### Purpose

To provide clear guidelines as it pertains to investments in order to maximize return while minimizing risk.

#### Policy

Carver County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. While the funds are in the custody of the County, pending disbursement, it is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference.

#### Investment Program Objectives

Four objectives are taken into consideration for a sound investment program. It is the policy of Carver County when investing public monies to follow these objectives in the order of importance as listed:

1. **Legality** - The County is limited by law as to the type of investments that can be made. The following investment instruments are authorized: All general obligations of the United States Government; indirect government obligations such as Federal Agency notes and bonds excluding mortgage-backed securities that are defined as high risk; certificates of deposit backed by collateral; repurchase agreements; reverse repurchase agreements; bankers acceptance; commercial paper; and Guaranteed Investment Contracts (GICs).
2. **Safety** - Many banks and investment firms are dealers in these authorized investments. It is the policy of Carver County to do business only with those firms that are willing to meet the requirements set forth by state law and the County for the County's protection in regard to safekeeping, delivery and receipt. It is a statutory requirement that all certificates of deposit are to be backed by collateral at 110% of market value. The County reserves the right to require substitute collateral if any collateral subsequently fails to meet the requirements set.
3. **Liquidity** - The cash position of Carver County and its various programs has peaks and valleys during the year which require that a portion of the investment portfolio emphasize

liquidity. It is a policy of the County to consider liquidity as a priority while still recognizing the need to maximize yield.

4. Yield - After the above considerations have been met, it is the practice of the County to maximize its yield while assuring that the maturity dates coincide with expenditure needs.

The Investment Manager has established the following guidelines needed to carry out this policy.

### **Guidelines**

The County's investment duties require that decisions are made daily concerning the investment of millions of dollars. The investment function operates under state law which establishes restrictions and requirements. Carver County has adopted an Investment Policy which provides more specific program directives.

### **Authorization & Record Retention**

1. All depositories and investment firms that the County deals with will be approved by the County Investment Manager prior to any transactions. It is further the responsibility of the County Investment Manager to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1 and by County Board Resolutions.
2. The County Investment Manager will maintain a listing of all institutions designated as depositories.
3. The Investment Manager shall refrain from personal business activity that could conflict with the proper execution and management of the investment program and shall disclose any material interests in financial institutions with which he conducts business. The Investment Manager shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Carver County.
4. Before engaging in investment transactions with any broker/dealer, the supervising officer at the securities broker/dealer shall submit a certification. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the County and the broker/dealer. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.

### **Managing Interest Rate Risk**

The Investment Manager shall minimize the County's exposure to interest rate risk by:

1. Investing in both shorter-term and longer-term investments.
2. Timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.
3. Monitoring, on a monthly basis, the expected mark-to-market adjustment if interest rates increase by 100-200 Basis Points. When these reports (commonly referred to as "Shock Reports") show a 5% (\$2.0 million on a \$40 million portfolio) negative mark-to-market adjustment for the current calendar year with an increase of 100 Basis Points, the Investment Manger shall take reasonable and prudent actions to reduce the County's exposure to an increase in interest rates.

### **Investments**

The Investment Manager shall maintain a system of internal controls for investments. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of county funds arising from fraud, employee error, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the county. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable revenue to be derived. The financial assets of the county may be invested in those securities or other investments permitted pursuant to M.S. 118A. These include:

<b>Investment Securities</b>	<b>Total Portfolio Exposure</b>	<b>Exposure per Issuer</b>	<b>Additional Restrictions</b>
1. Direct Obligations of U.S.	100%	Unlimited	No more that 25% in Zero Coupon Investments
2. Obligation Issued or Guaranteed by an Agency of the U.S.	100%	Unlimited	None
3. Agency Mortgage Backed Securities including Collateralized Mortgage Obligations	75%	10% in any one Mortgage Pool or CMO	No more than 50% in Mortgage pools or sequential CMO's
4. Share of Regulated Investment Companies	100%	100%	None

invested in 1 & 2 above

5. Repurchase or Reverse Repurchase Agreements	20%	10%	90 days maturity or less
6. General Obligations of any State of the US which is a general obligation of any state or local government with taxing powers	50%	5%	"A" or better by at least one major rating agency
7. Any security which is a revenue obligation of any state or local government with taxing powers	50%	5%	"AA" or better by a National Bond Rating Service
8. Bankers Acceptance	25%	5%	Pursuant to State Statute
9. GIC's	10%	5%	A+ rated by AM Best
10. Commercial Paper	50%	\$5 million for any one issuer	270 Days or less, highest rating by two rating agencies.

Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of fifteen years. The total portfolio shall be limited to a maximum average maturity/average life of ten years.

Portfolio investments shall not exceed 50% of the County's investment portfolio with any one institution, to avoid concentration of assets.

**Safekeeping and Collateralization**

All investment securities purchased by the county shall be held in accordance with Minnesota statute 118A. All bank deposits will be insured or collateralized in accordance with Minnesota Statutes, Chapter 118.

**Other**

The county Investment Manager shall prepare a quarterly investment report of portfolio investments and performance (incorporating as appropriate, investment activity, investment allocation, and rates of return).



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## Carver County – Financial Policy Manual

### Fund Balance

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**SECTION:** Accounting and Finance      **EFFECTIVE:** 12/13/11  
**AUTHORITY:** Motion 12/13/11      **REVISED:** 4/15/14

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#### **Purpose**

To ensure that the County maintains adequate fund balances and reserves in order to provide a stable financial environment for the County's operations.

#### **Policy**

Maintaining reserves is considered a prudent management practice and crucial to long-term financial planning. Adequate fund balances are maintained to allow the County to continue providing services to the community in case of unexpected emergencies or requirements and/or economic downturns.

Fund balance will be reported in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds, and permanent funds) under the following categories provided by GASB No. 54:

**Non-spendable:** Not available for spending, not in spendable form or legally/contractually required to be maintained intact such as inventory.

**Restricted:** Limitation on spending for a specific purpose from external parties (creditor, grantor, contributor, or laws/regulations of another government) or imposed by law through Constitutional provisions or enabling legislation such as 911 fees.

**Committed:** Limitation on spending imposed at the highest level of decision making (i.e. County Board) for the specific purposes that require formal action prior to the end of the year, the exact amount may be determined subsequently. It also requires a formal action by the Board to remove a commitment.

**Assigned:** Limitation on spending resulting from intended use established by the highest level of decision making where the Board delegates to the County Administrator or his designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

- Assigned fund balance may be used to supplement “pay as you go” capital outlay, one-time operating expenditures, tentative management plans, or prepay existing County debt. These funds may not be used to establish or support costs that are recurring in nature.
- At year-end, divisions can request uncompleted professional service obligations and/or capital appropriations and unexpended grants be rolled over to the subsequent year by submitting a listing to the County Administrator for approval.
- Up to **35%** ~~37%~~ of the expenditures for the following year’s Operating Budget needs to be available for working capital until the first half of the year’s tax collections are received. GASB 54 allows these funds to be assigned in the Road & Bridge and Community Social Services Special Revenue Funds because they meet the definition for a “specific purpose.” (GASB54 does not allow these same funds to be assigned in the General Fund so working capital is classified as unassigned in the General Fund – See **Unassigned** paragraph below).
- At year-end, 5% of the expenditures for the following year’s Operating Budget makes up the Year-End Savings (“Y.E.S”) Account. This additional 5% is transferred to the following Capital Improvement Project (CIP) Funds based on percentage: Road & Bridge CIP (50%), Buildings CIP (25%), and Parks & Trails CIP (25%). The Y.E.S Account is assigned fund balance in the respective CIP funds and is used to accumulate funds for future one-time capital purchases and/or significant budget variances.
- Capital Projects Fund balances are adopted by the life of the project and remaining balances are carried forward from the prior year. Remaining balances upon the completion of the capital project are returned to the General Fund or re-assigned at the County Board’s discretion.

**Unassigned:** Residual net resources in the General Fund that are not contained in the above classifications. Residual net resources in the General Fund are for working capital and comprise **35%** ~~37%~~ of next year’s operating budget that is used until the first half of the year’s tax collections are received. Unlike the Special Revenue Funds, these funds are not considered to be for a “specific purpose” under GASB54, and have to be classified as unassigned. In other funds, the unassigned fund balance should be used only to report a deficit balance from overspending for specific purposes for which amounts have been restricted, committed, or assigned.

**Prioritization of fund balance use-** When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is County policy to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is County policy to use committed amounts first, followed by assigned amounts, and then unassigned amounts.

**Definitions:**

Fund Balance - the difference between assets and liabilities in governmental funds.

General Fund - used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund - used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. The specific restricted or committed revenue sources should be expected to continue to comprise a substantial portion of the fund. Other resources reported in a special revenue fund, may be reported if they are also restricted, committed or assigned for the specific purpose of the fund.

Debt Service Fund - used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital Project Fund - used to account for all financial resources restricted, committed or assigned to expenditures for the acquisition or construction of capital assets.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Land Acquisition for CSAH 18 (Lyman Blvd) Reconstruction Project # SP 010-618-013**

Primary Originating Division/Dept:

**Meeting**

Date:

**Item Type:**

Contact:  Title:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The 2014 construction program includes a project to reconstruct CSAH 18, (Lyman Blvd), between Audubon Road and Powers Blvd in Chanhassen, MN. The project requires acquisition of additional right-of-way from numerous property owners along the CSAH 18 corridor. A number of property owners have signed settlement agreements with the county.

In order to secure possession of the right-of-way needed to build the project in 2014, the County initiated eminent domain proceedings for the remaining parcels including PID #25.2500010. Negotiations for this parcel led to a potential settlement. In addition, an update on other parcel negotiations will be presented.

**ACTION REQUESTED:**

Motion to enter into closed session according to Minnesota Statute Section 13D.05 in order to review confidential appraisal data and possible settlement for PID #25.2500010 as well as to provide an update on negotiations for the remaining parcels in the eminent domain proceeding, PID #'s: 25.0231300, 25.353070, 25.023500, 25.0230420 & 25.0230430.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

**County Dollars =**

**FTE IMPACT:**

**Total**

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2014 - 2502