



Carver County Board of Commissioners  
April 23, 2013  
Regular Session  
County Board Room  
Carver County Government Center  
Human Services Building  
Chaska, Minnesota

- 9:00 a.m. 1. **a) CONVENE**  
**b) Pledge of allegiance**  
**c) Public comments (limited to five minutes)**
2. Agenda review and adoption
3. Approve minutes of April 16, 2013 Regular Session..... 1-5
4. Community Announcements
- 9:05 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Approval of Public Health employee out-of-state travel ..... 6
- 5.2 Approval to contract with CAP Agency for Carver Healthy Families  
Home Visiting services.....7-8
- Growth: Manage the challenges and opportunities resulting from growth  
and development*
- 5.3 Greg and April Tesch – ag preserve parcel less than 40 acres .....9-10
- 5.4 Amendment No. 6 to professional services agreement for Carver  
County Highway 61/TH 101 “Y” study with SEH..... 11-16
- Connections: Develop strong public partnerships and connect people to  
services and information*
- 5.5 Approval to hire two temporary positions in IT/GIS ..... 17-18
- Finances: Improve the County’s financial health and economic profile*
- 5.6 Review Social Services/Commissioners Warrants ..... NO ATT
- 9:05 a.m. 6. **CULTURE: Provide organizational culture fostering accountability to  
achieve goals and sustain public trust/confidence in County government**
1. Carver County Strategic Plan ..... 19-31
- 9:20 a.m. **ADOURN REGULAR SESSION**
- 9:20 a.m. **BOARD REPORTS**
1. Chair
2. Board Members
3. Administrator
4. Adjourn

## UPCOMING MEETINGS

April 30, 2013	No Board Meeting
May 7, 2013	9:00 a.m. Board Meeting
May 14, 2013	9:00 a.m. Work Session
May 21, 2013	2:30 p.m. Committee of the Whole
May 21, 2013	4:00 p.m. Board meeting
May 28, 2013	9:00 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on April 16, 2013. Chair Tim Lynch convened the session at 4:00 p.m.

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

Members absent: None

The following amendment was made to the agenda: Revised page 56-Resolution to Support Transportation Funding.

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

Workman moved, Maluchnik seconded, to approve the minutes of the April 9, 2013, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Waconia Knights of Columbus #2506 Charitable Gambling Application.

Approved application for one to four day temporary on-sale liquor license for St. Peter Lutheran Church, Watertown, for May 19, 2013.

Approved application for one day to four day temporary on sale liquor license for St. Peter Lutheran Church, Watertown for October 5, 2013.

Approved request for renewal of the Consumption and Display Permit for Marsh Lake Hunting Preserve, Inc.

Tobacco License #10-643, Northern Tier Retail LLC dba Super America #5001.

Approved application for on sale and Sunday liquor license for Whistle Post LLC dba Sovereign Estate Wine.

Approved request for one to four day temporary on sale liquor license for Christ Community Lutheran School for April 20, 2103.

Authorized Public Health & Environment acceptance of donations from local businesses to be used as prizes given away to residents participating in Public Health's Community Baby Shower.

Approved 2011 County Overlay Project CP 11-10 MR as complete and authorized final payment of \$37,111.71 to Bituminous Roadways, Inc.

Approved CP 10-61 MR County Road 61 Overlay and Guardrail Replacement project as complete and authorized final payment of \$81,653.10 to Bituminous Roadways, Inc.

Approved CP 12-33 MR, CP 12-50 MR 2012 County Highway Overlay Project as complete and authorized final payment of \$34,239.96 to Knife River.

Approved purchase agreements for right of way for project #SP 001-090-004, authorized Chair to sign and authorized staff to proceed to close on the property and sign documents to acquire the parcels and related Public Works/Parks budget amendment.

Approved Project SAP 010-631-011/SAP 001-634-012 as complete and authorized final payment of \$42,787.39 to Knife River.

Resolution #23-13, Continuing the Elimination of Direct Discharge Sub-Surface Treatment Systems Program.

Authorized a permit for use of Lake Minnewashta Regional Park boat access #2 for the July 4<sup>th</sup> fireworks display under the following conditions to be met by the organizers of the event and Americana Fireworks Display Company: 1) signed permit with indemnification language from Americana Fireworks 2) paid permit fee and 3) submitted current certificate of insurance.

Contract with Roy Custom Homes in the amount of \$41,687.16 for Watertown Library remodel, subject to the approval of County Attorney/Risk Management.

Approved AFSCME General Unit 2013-2015 collective bargaining agreement.

Approved realignment of Library FTEs, for zero sum change in FTE, to allow library to provide customer services through better, and more flexible, scheduling.

Concurred with the City of Chanhassen in award of Project SP 010-614-008 which includes the reconstruction of TH 101 from CSAH 14 to CSAH 18, including reconstruction of the CSAH 14/TH 101 intersection to Eureka Construction, Inc., in the amount of \$7,434,402.60.

Authorized Chair's signature on the development contract for the Whispering Creek Ranch plat.

Approved the following abatements:

30-9510346	Derek Bjorklund (2011, 2012)
30-9510145	Leysser Salguero
65-3181170	Nicole Borrell
20-4250250	Dustan Drummer

25-7250010	Christine Pedersen
20-0780210	Scott Dale
25-0500080	Thomas Wilder
25-6500120	Clara Ginther

Reviewed Community Social Services' actions/Commissioners' warrants in the amount of \$322,661.33.

Motion carried unanimously.

Ische moved, Degler seconded, to open the public hearing on the Storm Water Pollution Prevention Program for Carver County. Motion carried unanimously.

Paul Moline, Public Health and Environment, entered into the record the Affidavit of Public hearing, the Stormwater Pollution Prevention Plan 2011 Annual Report and the Municipal Separate Storm Sewer Systems (MS4) 2006 Permit held by Carver County.

He noted the County received a permit in 2006 to discharge stormwater and one of the requirements is an annual public hearing and report. He stated they were in the process of getting a new permit and was uncertain if a public hearing would be required. Moline explained most of the requirements were met through the County's water management plan. He pointed out two of the requirements centered on education and highlighted the monthly water columns and website activity. He reviewed the report on road and sediment control. Moline also pointed the partnerships with the Cities of Chaska and Chanhassen on educational efforts.

No public testimony was received.

Degler moved, Maluchnik seconded, to close the public hearing. Motion carried unanimously.

Ische moved, Degler seconded, to authorize the signature of the Carver County Natural Pollutant Discharge Elimination System Phase II permit 2012 annual report by the Chair and approve submittal of the report to the Minnesota Pollution Control Agency. Motion carried unanimously.

Moline requested the Board approve the 2012 Carver County Water Management Organization annual report. He explained the requirement to submit an annual report to the Board of Water and Soil Resources. He summarized their accomplishments and pointed out these are also included in the County's Strategic Plan.

He highlighted the water related programs and the new online feature for citizens to track water quality. Moline stated they have had a stable levy for several years and with that have been able to match grants.

Workman moved, Degler seconded, to submit the CCWMO 2012 Annual Report to the Minnesota Board of Water and Soil Resources. Motion carried unanimously.

Martin Walsh, Parks, requested the Board approve reorganization in the Parks Department. He explained the request to reduce a 1 FTE assistant/clerk position to .8 FTE and use those funds for seasonal staffing. He pointed out their needs have changed over the years and stated the .2 FTE would be used toward recreational programs.

Workman moved, Ische seconded, to approve the reduction in FTE for the Parks administrative assistant/clerk position from 1 FTE to .8 FTE and increase seasonal staffing by .2 FTE for the Parks Department effective immediately. Motion carried unanimously.

John Klavins, Court Services, requested the Board adopt a Resolution to support adequate State funding for County Probation Officers. He explained the work done by probation officers and the funding issue they have been struggling with over the last several years. He indicated most offenders are supervised in the community and reviewed the number of offenders supervised in the State. He highlighted Statutes related to funding probation officers and stated they have not had full 50% funding reimbursement for a number of years. Klavins stated they have gone down to close to 30% funding and have been trying to make up the difference through increasing other revenues and offender fees.

Ische offered the following Resolution, seconded by Degler:

Resolution #24-13  
County Probation Officer Funding

On vote taken, all voted aye.

Lyndon Robjent, Public Works, reviewed proposed Resolution to support increase in transportation funding. He noted 50 of 87 counties have adopted a similar Resolution.

He highlighted the County road system plan 20 year funding needs and the County's trunk highway system funding needs. He indicated total 20 year County funding needs were \$783 million, with projected revenue of \$292 million. Robjent identified funds needed for 212, 5 and 41 expansions and issues with over capacity. He reviewed the County's bridge needs and the number of fatal crashes on the County's road systems over the last six years.

Ische offered the following Resolution, seconded by Maluchnik:

Resolution #25-13  
To Support Transportation Funding

On vote taken, Degler, Ische, Maluchnik voted aye. Lynch, Workman voted nay.

REGULAR SESSION  
April 16, 2013

Workman moved, Degler seconded, to adjourn the Regular Session at 5:28 p.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:**

**Approval of Public Health Employee Out-of-state Travel**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Public Health"/>	Meeting Date: <input type="text" value="4/23/2013"/>
Contact: <input type="text" value="Marcee Shaughnessy"/> Title: <input type="text"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities	

**BACKGROUND/JUSTIFICATION:**

The Centers for Disease Control and Prevention (CDC) and the Association of State and Territorial Health Officials (ASTHO), in partnership with other national public health groups, are developing a National Health Security Preparedness Index. The mission of the National Health Security Preparedness Index is to present an accurate portrayal of public health preparedness that provides relevant, actionable information to drive decision-making and continuous improvement of the nation's health security. The National Health Security Preparedness Index will facilitate the process of identifying and surfacing regional preparedness needs, while simultaneously presenting a national snapshot. Additionally, it will provide an accurate, holistic measure of the national state of preparedness that communicates information, evaluates progress, and facilitates strategic resource allocation.

On April 29, 2013 the CDC and ASTHO will host a workgroup session in Arlington, VA. At the invitation of these agencies, the Division is requesting travel authorization for Public Health Planner Josh Carlyle to represent Carver County and the National Association of County and City Health Officials at this meeting. He will be one of only a few individuals representing the perspectives of local public health agencies at this meeting.

All meeting expenses, including transportation expenses to and from facilities in Arlington, VA, hotel accommodations (and taxes), airport parking expenses, meals, and incidentals, will be paid by ASTHO.

**ACTION REQUESTED:**

Approval for Josh Carlyle to attend CDC/ASTHO workgroup meeting in Arlington, VA on April 29, 2013.

<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:**

All meeting expenses, including transportation expenses to and from facilities in Arlington, VA, hotel accommodations, (and taxes), airport parking expenses, and meals/incidentals, will be paid for by the Association of State and Territorial Health Officials.

*Office use only:*

RBA 2012- 1799



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval to Contract with CAP Agency for Carver Healthy Families Home Visiting Services**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Public Health"/>	Meeting Date: <input type="text" value="4/23/2013"/>
Contact: <input type="text" value="Marcee Shaughnessy"/> Title: <input type="text"/>	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:**

Carver Healthy Families (CHF) is a partnership among public and non-profit agencies, school districts, and health care providers serving Carver County families. CHF is a community effort that uses targeted, intensive, long-term home visiting services based on the *Healthy Families America* (HFA) home visiting model and using the *Growing Great Kids, Inc.* curriculum, to prevent child maltreatment, enhance parent-child interaction, and improve learning readiness. CHF identifies and serves families experiencing significant threats to family health including poverty, community and family violence, mental illness, substance abuse, poor nutrition, and limited education. CHF is the local program as set forth by the Metro Alliance for Healthy Families (MAHF) Joint Powers Agreement. The MAHF secures funding for the members to provide this model of home visiting to their local families. Dakota County is the fiscal agent who distributes MAHF funds to the other parties of the JPA.

Carver County has been a party to the MAHF Joint Powers Agreement since it was established in 2007, represented by the Community Social Services (CSS) division. Therefore, CSS was the fiscal agent for the MAHF funding allocated to Carver County, which was used to partially fund the subcontract for the CAP Agency to provide Carver Healthy Families (CHF) home visiting services. Public Health staff also work with the CAP Agency to screen referrals of families in need of these targeted home visiting services.

Through partnerships between CSS and Public Health, it was decided that in 2013 the Public Health Department would represent Carver County through the MAHF Joint Powers Agreement, since Public Health staff currently work with the CAP Agency for these services and this family home visiting model complements the MAHF/HFA home visiting model to be adopted by public health nursing staff during 2013. Therefore, Public Health will renew the subcontract that CSS previously

**ACTION REQUESTED:**

Motion to authorize the Division to contract with the Scott-Carver-Dakota Community Action Partnership (CAP) Agency for Carver Healthy Families home visiting services, subject to contract review by the Attorney's Office and Risk Management.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> If "Other", specify: <input type="text" value="See Related Fiscal Comments below"/>	<b>FUNDING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>County Dollars =</b></td> </tr> <tr> <td>TANF grant</td> <td style="text-align: right;">\$4,408.00</td> </tr> <tr> <td>MAHF grant</td> <td style="text-align: right;">\$13,876.00</td> </tr> <tr> <td>CSS - Help Me Grow</td> <td style="text-align: right;">\$9,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$27,284.00</b></td> </tr> </table>	<b>County Dollars =</b>		TANF grant	\$4,408.00	MAHF grant	\$13,876.00	CSS - Help Me Grow	\$9,000.00	<b>Total</b>	<b>\$27,284.00</b>
<b>County Dollars =</b>											
TANF grant	\$4,408.00										
MAHF grant	\$13,876.00										
CSS - Help Me Grow	\$9,000.00										
<b>Total</b>	<b>\$27,284.00</b>										
<b>FTE IMPACT:</b> <input type="text" value="None"/>											

**Related Financial/FTE Comments:**

Funding for the contract has been included in Community Social Services and Public Health budgets for 2013. A budget amendment has been requested to transfer budget from CSS to Public Health as part of the funding to be used for purchase of these services.

Office use only:

RBA 2012- 1801

# Budget Amendment Request Form



**Agenda Item:**

Approval to Contract with CAP Agency for Carver Healthy Families Home Visiting Services

Department:  
t:

Meeting Date: 4/23/2013

Requested By:

Marcee Shaughnessy

Fund:

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

Description of Accounts	Acct #	Amount
CSS - MAHF Grant	11-423-710-3631-...	\$10,108.00
Professional & Tech. Fees for Services	01-460-461-2349-...	\$19,108.00
Professional & Tech. Fees for Services	01-460-461-2349-...	\$3,768.00
<b>TOTAL</b>		\$32,984.00

Description of Accounts	Acct #	Amount
Metro Alliance for Healthy Families Grant	01-460-461-2349-...	\$10,108.00
CSS - Healthy Families	11-423-710-3631-...	\$10,108.00
CSS - Help Me Grow	11-425-750-3052-...	\$9,000.00
MAHF Grant	01-460-461-2349-...	\$3,768.00
<b>TOTAL</b>		\$32,984.00

**Reason for Request:**

Transfer budget from Social Services to Public Health to partially fund the contract with CAP Agency for home visiting services. Additional funding for the contract will be provided by the MAHF Grant and the Public Health TANF Grant.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Greg & April Tesch - Ag Preserve parcel less than 40 acres**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Land Mgmt."/>	Meeting Date: <input type="text" value="4/23/2013"/>
Contact: <input type="text" value="Steve Just"/> Title: <input type="text" value="Dept. 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: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

Greg and April Tesch own a 29.95 acre property located in Section 36 of Hollywood Township. The family farm has been enrolled in the Ag Preserve program since 1982 and this parcel was sold to (son) Greg & April Tesch in 1999. Greg & April are requesting continued enrollment (renewal) into the Ag Preserve program, but their parcel does not meet the 40 acre size requirement for administrative entry into the program. The Board has previously adopted standards (Resolution #16-94) for the approval of Agricultural Preserve for parcels of 20 to 39.9 acres as provided by M.S. 473H.03. In general, the land must be at least 75% in agricultural production and at least 60% prime or good farmland (soils). The entire subject parcel is considered prime farmland and over 80% is considered agricultural production, which meets or exceeds the standards the Board has set for entry into the program. The subject parcel and adjacent farmland in Hollywood Township is considered an essential part of the agricultural region in the County. A resolution is attached for the Board's consideration.

**ACTION REQUESTED:**

A motion adopting a resolution approving the designation of a parcel as an Agricultural Preserve.

<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: <input type="text"/>	

*Office use only:*  
RBA 2012- 1793

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

**A RESOLUTION APPROVING THE DESIGNATION OF A PARCEL AS AN AGRICULTURAL PRESERVE**

Date: April 23, 2013

Resolution #

Motion by Commissioner  
Seconded by Commissioner

WHEREAS, MS 473H.03 provides for the entry of parcels of at least 20 acres and less than 40 acres into the Agricultural Preserve(s) Program provided: the land is predominately SCS Class 1, 2, 3, or irrigated Class 4; the land was at least 20 acres of record on 1 January 1980 or was part of an Agricultural Preserve; the land is considered by the County Board to be an essential part of the agricultural region; the County Board approves by resolution the entry of the parcel(s) into the program, and;

WHEREAS, the County Board has adopted by Resolution #16-94 certain standards for determining whether a parcel is an "essential part of the agricultural region", and;

WHEREAS, Greg & April Tesch have requested that the following individual parcel be declared eligible for designation and renewal as an Agricultural Preserve(s):

TOWNSHIP	PID#	OWNERS	# of Acres	% Tillable	Feedlot	% Class 1-3 Soils
Hollywood Section 36	06.0360300	Tesch, Greg & April	29.95	approx. 83% ag production	N/A	100% prime/good

WHEREAS, the above referenced parcel meets the requirements for entry into the Agricultural Preserve Program;

THEREFORE BE IT RESOLVED, the above referenced parcel is hereby approved for entry into the Agricultural Preserve program pursuant to MS 473H.03.

**YES**

**NO**

**ABSENT**

I, Dave Hemze, 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 April 23, 2013 now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 23<sup>rd</sup> day of April, 2013.

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

# Carver County Board of Commissioners

## Request for Board Action



**Agenda Item:**

**Amendment No. 6 to Professional Services Agreement for Carver County Highway 61/ TH 101 "Y" Construction with SEH**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="4/23/2013"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="PW Director/County Eng."/>	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:  
 Growth: Manage the challenges and opportunities resulting from growth and development

**BACKGROUND/JUSTIFICATION:**

Carver County and Short Elliott Hendrickson Inc., entered into Professional Services Contract #12-050 for the CSAH 61/TH 101 "Y" Study to identify improvements that can be implemented in the near term with the construction of the Highway 101 River Bridge.

- Carver County amended Contract #12-050 (through Amendment #1) to incorporate/include the completion of an Environmental Assessment Worksheet (EAW), Preliminary Design, Right of Way Acquisition Services, and Geotechnical Investigation for the CSAH 61/TH 101 "Y" intersection improvements.
- Carver County amended Contract #12-050 (through Amendment #2), to incorporate/include a second phase geotechnical investigation.
- Carver County amended Contract #12-050 (through Amendment #3), to incorporate/include a Phase 1 Cultural Resource study to encompass all the current CSAH 61/TH 101 "Y" area alternatives.
- Carver County amended Contract #12-050 (through Amendment #4), to include the preparation of an EAW for combining the TH 101 River crossing into the CSAH 61 improvement project, performing a Phase 2 Cultural Resource study, preparing a geometric layout of the combined project, additional project coordination, and geotechnical engineering using the previous geotechnical investigation results.
- Carver County amended Contract #12-050 (through Amendment #5), to summarize the tasks and cost of the data recovery for the one site and an investigation of the second site to determine if it's eligible for listing on the NRHP.

Most of the preliminary design is complete and final design needs to begin in order to maintain the project schedule.

Short Elliot Hendrickson (SEH) has prepared Amendment #6 to complete this final design work. The proposed workplan for final design services is attached for information. SEH has completed all work to date on the project and have supplied a market competitive scope for final design services. The fee represents 6% of the anticipated construction cost, which for a project of this complexity is reasonable. Final design services typically range from 5% to 10% of construction cost. Public Works reviewed the scope and fee and refined some areas to control costs. The fee of \$971,930.00 is a not to exceed amount based on average hourly rates by employee classification. Actual charges that are billed monthly are based on actual salary rates plus an overhead factor of 1.6 and a profit of 12%. The overhead rate is capped and is determined by audit from MnDOT. The profit rate of 12% was negotiated. The total hourly rate multiplier is  $(1.0+1.6)*1.12 = 2.91$ , which is lower than the typical SEH standard of 3.05 for county projects due to the fact that this is sole source. All billings are reviewed monthly to track project cost with progress.

**ACTION REQUESTED:**

Approve Amendment #6 to Contract #12-050 with Short Elliott Hendrickson Inc. for \$971,930.00 and authorize the County Board Chair and County Administrator to sign the amendment subject to contract review by the County Attorney and Risk Management.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$971,930.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	Total <input type="text" value="\$971,930.00"/>

**Related Financial/FTE Comments:**

The County will pay the professional services fees and get partially reimbursed by the County Turnback Fund. In 2011, \$3 million was assigned in the general fund to help cover costs associated with the 101 Bridge & 61 Y project. This will be the funding source for the County's portion of the professional services fees.

*Office use only:*

RBA 2012- 1725

## TH 101 Turnback/CSAH 61 Final Design Estimate of Costs - SEH

Client: Carver County

Work Tasks		Principal	Project Manager	Sr. Prof. Engineer	L.A./P.E./RLS	Scientist/Grad Engr	Sr Surveyy/Sr Tech	Technician/Surveyor	Admin.	TOTAL
<b>1.0</b>	<b>Project Management and Agency Involvement</b>									
1.1	Perform general day-to-day project management and administration.		60							60
1.2	Prepare and continually update a detailed project schedule and coordinate all tasks to achieve schedule.		12						4	16
1.3	Prepare for and attend 12 monthly PMT meetings and approximately 10 other agency meetings as requested. Assume 2 staff at each.	88	88						4	180
1.4	QA/QC reviews for design items and deliverables.			120						120
1.5	Public involvement process including project meetings, open house, and mailings	60	40						16	116
<b>Task 1.0 Subtotal Hours:</b>		<b>148</b>	<b>200</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>492</b>
<i>Deliverables - Project schedule, Agendas and meeting minutes/notes for all meetings, copies of all pertinent Project correspondence.</i>										
<b>2.0</b>	<b>Surveys</b>									
2.1	Place additional project control, contact Gopher One to request utility markings and survey markings.				4		16	16		36
2.2	Final design survey of tie downs, culverts, bridge and stream areas, wooded areas and voids.		4		8		40	40		92
2.3	Stake locations for remaining soil borings and record final locations				5		12	12		29
2.4	Process and draft topographic survey data and merge with existing TINs and topo files				2		24			26
2.5	Order O & E's and prepare parcel sketches to additional parcels beyond those covered in the previous scope		4		16		4			24
<b>Task 2.0 Subtotal Hours:</b>		<b>0</b>	<b>8</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>96</b>	<b>68</b>	<b>0</b>	<b>207</b>
<i>Deliverables - Survey data and update base maps</i>										
<b>3.0</b>	<b>Foundations/Pavement Design/Geotech</b>									
3.1	Field and lab investigations of Phase 3 (final design) soil borings and tests	55		21			6			82
3.2	Geotechnical evaluation of TH 101 widening north of CSAH 61 including assessment of muck removal, light weight embankment/surcharge, settlement, stability, dewatering, pavement recommendations, plan details and cost estimating.	26		72			16		6	120
3.3	Geotechnical evaluation of CSAH 61 including assessment of muck removal, light weight embankment/surcharge, settlement, stability, dewatering, bridge foundation, pavement recommendations, plan details and cost estimating.	66		304			24		6	400
3.4	Geotechnical evaluation of CSAH 101 from Bridge to CSAH 61 including assessment of muck removal, light weight embankment/surcharge, settlement, stability, dewatering, pavement recommendations, plan details and cost estimating.	49		148			8		6	211
<b>Task 3.0 Subtotal Hours:</b>		<b>196</b>	<b>0</b>	<b>545</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>18</b>	<b>813</b>
<i>Deliverables - Final design geotechnical info</i>										

## TH 101 Turnback/CSAH 61 Final Design Estimate of Costs - SEH

Client: Carver County

Work Tasks	Principal	Project Manager	Sr. Prof. Engineer	L.A./P.E./ RLS	Scientist/ Grad Engr	Sr Survey /Sr Tech	Technician/ Surveyor	Admin.	TOTAL
<b>4.0 Roadway Design and Plans</b>									
4.1		12		30			30		72
4.2		80	60	180		60			380
4.3				20		60			80
4.4	2			100		40			142
4.5				24			12		36
4.6		8		32		20			60
4.7		20	20	160			120		320
4.8		4	50			70			124
4.10			55			50		5	110
4.11		60	160	340			400		960
4.12		80	120	560			420		1180
4.13		40	80	120			60		300
4.14		8	20	20			4		52
4.15		60		60			60		180
4.16		16		40	40				96
<b>Task 4.0 Subtotal Hours:</b>									
<i>Deliverables - Plans, special provisions, and construction cost estimates</i>									
	2	388	565	1686	40	300	1106	5	4092



## TH 101 Turnback/CSAH 61 Final Design Estimate of Costs - SEH

Client: Carver County

Work Tasks	Principal	Project Manager	Sr. Prof. Engineer	L.A./ P.E./ RLS	Scientist/ Grad Engr	Sr Survey /Sr Tech	Technician/ Surveyor	Admin.	TOTAL	
<b>5.0 Traffic Control and Construction Staging</b>										
5.1	Plans, technical specifications and Engineers estimate for revised or temporary modifications to existing signal system at the 101 Wye split intersection		25			25		3	53	
5.2	8			8		16			32	
5.3	8			8		4			20	
5.4	4			24		40			68	
5.5	4			80		180			264	
<b>Task 5.0 - Subtotal Hours:</b>		<b>24</b>	<b>0</b>	<b>25</b>	<b>120</b>	<b>0</b>	<b>265</b>	<b>0</b>	<b>3</b>	<b>437</b>
<i>Deliverables - Construction phasing and traffic control plans</i>										
<b>6.0 Drainage and Permits</b>										
6.1	Coordinate with the Watershed District, MNDNR, MPCA, MnDOT, County, Cities and obtain approvals and permits.		2		10	40			52	
6.2	Complete storm sewer drainage design for CSAH 61		1		10	120	120		251	
6.3	Analyze and design off-site drainage system collection and cross culverts		1		10	40			51	
6.4	Design and modeling coordination to combine bridge and 61 and evaluate Flying Cloud Drive drainage		1		4	16			21	
6.5	Hydraulic and Scour analysis for trail bridge outlet; channel protection design		1		8	24			33	
6.6	Design Bluff Creek realignment and construction staging details		6		40	80	20		146	
6.7	Final Design and quantify treatment credit for five pond/filtration basin systems		4		40	80			124	
6.8	Prepare Project Drainage Report		4		8	24	8	8	52	
6.9	Prepare ESC Plans and SWPPP to 2013 Permit Requirements.		2		12	32			46	
6.10	Prepare Drainage Tabulation and quantities				2	16			18	
6.11	Prepare NPDES permit application and submit for agency review		2		2	12			16	
6.12	Prepare local (City/watershed) permit applications and submit for agency review		2		2	12			16	
6.13	Wetland permitting, including agency meeting, merging of delineations, field meeting, wetland report and final permits.			4		55		4	63	
<b>Task 6.0 Subtotal Hours:</b>		<b>26</b>	<b>4</b>	<b>0</b>	<b>148</b>	<b>551</b>	<b>0</b>	<b>148</b>	<b>12</b>	<b>889</b>
<i>Deliverables - Permit applications, drainage and pond plans, erosion/turf plans, SWPPP</i>										

## TH 101 Turnback/CSAH 61 Final Design Estimate of Costs - SEH

Client: Carver County

Work Tasks		Principal	Project Manager	Sr. Prof. Engineer	L.A./P.E./ RLS	Scientist/ Grad Engr	Sr Survey /Sr Tech	Technician/ Surveyor	Admin.	TOTAL
<b>7.0 Bridge and Retaining Wall Design (Not River Bridge)</b>										
7.1	Prepare preliminary bridge plan for CSAH 61/101 over Bluff Creek. Submit to MnDOT for review.	4		8	16		72			100
7.2	Prepare final bridge plans for CSAH 61/101 over Bluff Creek. Submit to MnDOT for review and revise as needed.	8		30	100		200			338
7.2	Design and prepare plans for retaining walls separating trail from Bluff Creek and roadway slopes	4		4	16		40			64
7.4	Design and prepare plans for south end retaining wall along west side of CSAH 101	4		4	16		60			84
7.5	Prepare special provisions (Div-SB)			8					4	12
<b>Task 7.0 Subtotal Hours:</b>		<b>20</b>	<b>0</b>	<b>54</b>	<b>148</b>	<b>0</b>	<b>372</b>	<b>0</b>	<b>4</b>	<b>598</b>
<i>Deliverables - Final bridge and wall plans and special provisions</i>										
<b>8.0 Bidding Phase Services</b>										
8.1	Prepare project manual		20		50				10	80
8.2	Prepare advertisement for bids, respond to contractor questions, prepare addenda, attend bid opening and review bids for accuracy. Bond reviews, contracting, and award by Carver County.		20		20				8	48
<b>Task 8.0 Subtotal Hours:</b>		<b>0</b>	<b>40</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>128</b>
<i>Deliverables - Project Manual, Advertisement for bids, answers to bidder's questions</i>										
<b>TOTAL HOURS</b>		<b>416</b>	<b>640</b>	<b>1309</b>	<b>2207</b>	<b>591</b>	<b>1087</b>	<b>1322</b>	<b>84</b>	<b>7656</b>
<b>AVERAGE HOURLY RATES WITH OVERHEAD AND FIXED FEE</b>		<b>\$175</b>	<b>\$175</b>	<b>\$140</b>	<b>\$120</b>	<b>\$100</b>	<b>\$100</b>	<b>\$75</b>	<b>\$70</b>	
<b>TOTAL LABOR COST</b>										<b>\$905,730</b>
<b>ADD'L FINAL DESIGN BORINGS by AET</b>										<b>\$36,200</b>
<b>ADD'L O &amp; E REPORTS</b>										<b>\$2,000</b>
<b>REIMBURSABLE EXPENSES (MILEAGE, COMPUTER CHARGES AND PLAN COPIES)</b>										<b>\$28,000</b>
<b>TOTAL PROJECT COST</b>										<b>\$971,930</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval to hire two temporary positions in IT/GIS**

Primary Originating Division/Dept:

Meeting

Date:

Contact:

Title:

Item Type:

Consent

Amount of Time Requested:  minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Information Technology Services is requesting a 2013 summer internship program for two candidates in the GIS department. The program would hire two college students to assist with:

- data input for the management of the Open Fiber Initiative
- preplanning data entry to support Fire Response, Emergency Management, and the Sheriff's Office
- integrating Facility Management data within GIS to support internal mapping needs
- enhancing the GIS Address Point dataset to support emergency response
- collaboration efforts with cities to host their GIS data and web mapping services at the County utilizing the new fiber connectivity

The ideal candidate would be recently graduated or involved in a graduate program studying GIS or a related field. Although the internships will be funded through a combination of budgeted GIS dollars and the Carver County Open Fiber Initiative, the internship FTE's were not identified prior to this request.

**ACTION REQUESTED:**

Please approve the internship program for the GIS Department.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

**Related Financial/FTE Comments:**

1 intern totaling .25 FTE financed from current GIS budget (\$6,432)

1 intern totaling .25 FTE financed from grant/Fiber Initiative (\$8,040)

*Office use only:*

RBA 2012- 1805

# Budget Amendment Request Form



**Agenda Item:**

Approval to hire two temporary positions in IT/GIS

Department:  
t:

Meeting Date: 4/23/2013

Requested By:

Melissa Reeder

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
Salaries & Wages-PT	01-049-062-0000....	\$14,432.00
<b>TOTAL</b>		\$14,432.00

Description of Accounts	Acct #	Amount
Professional & Tech Fees for Service	01-049-062-0000....	\$6,432.00
Refunds & Reimbursements	01-049-062-0000....	\$8,040.00
<b>TOTAL</b>		\$14,472.00

**Reason for Request:**

2013 summer internship program for two candidates in the GIS department, funded by current GIS budget and grant/Fiber Initiative (billed to fiber grant).

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Strategic Plan**

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 4/23/2013

Contact: David Hemze Title:

Item Type:

Regular Session

Amount of Time Requested: 10 minutes

Presenter: David Hemze Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Carver County's Strategic Plan serves as the foundation for all future strategies, work and priorities of the County. Every Division in the County is responsible for completing tasks that support the County's Strategic Goals. The five strategic goals are:

- I. Communities: Create and maintain safe, healthy, and livable communities.
- II. Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.
- III. Connections: Develop strong public partnerships and connect people to services and information.
- IV. Finances: Improve the County's financial health and economic profile.
- V. Growth: Manage the challenges and opportunities resulting from growth and development.

In March, Division Directors held a retreat to review and update the County's Strategic Plan for 2013. Staff is proposing changes to the plan to remove items that have been completed or that are not specific, clarify tasks and add new initiatives. At the April 9 work session, the Board reviewed the proposed changes to the Strategic Plan.

**ACTION REQUESTED:**

Motion to adopt the 2013 Carver County Strategic Plan.

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

**FUNDING**  
County Dollars =  
  
**Total** \$0.00

**FTE IMPACT:** None

Related Financial/FTE Comments:

Office use only:  
RBA 2012- 1797



# Strategic Plan

Revised ~~February 28, 2012~~ ????, 2013

## I. Vision

Where the future embraces the past in keeping Carver County a great place to live, work and play for a lifetime.

## II. Mission

To meet the service requirements and special needs of our residents in a fiscally responsible and caring way. We will plan the county's growth to preserve its uniqueness and will encourage rural and urban compatibility. We will protect our history while planning for a dynamic future.

## III. Goals - Summarized

To help define each goal statement, there is a distinctive and characteristic word which summarizes each goal. These five goals are designed to serve as the foundation for all future strategies, work and priorities of the County.

- I. **Communities:** Create and maintain safe, healthy, and livable communities.
- II. **Culture:** Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.
- III. **Connections:** Develop strong public partnerships and connect people to services and information.
- IV. **Finances:** Improve the County's financial health and economic profile.
- V. **Growth:** Manage the challenges and opportunities resulting from growth and development.

#### IV. Implementation Plan (Working Draft)

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
I. Communities	A. Identify health needs of communities through the Community Health Assessment Program process and encourage multi-dimensional healthy living opportunities. (RW)	1. Review statistics and community indicators to determine what the top public health issues are in the County. Complete the first phase of community health assessment for Minnesota's Local Public Health Assessment and Planning 2010-2014 cycle. Use findings to determine future priorities. (RW)	Wolf	Q2-2012 February 2013 (RW)
		2. Work with providers and health care officials to continue a county-wide strategy to address healthy initiatives including data collection. (RW)	Wolf (RW) Support: Taylor	Q2-2012 (RW)
		3. Increase community outreach and enhance communication regarding the importance of preventative care. (RW)	Wolf (RW) Support: Taylor	Q2-2012 (RW)
		4. Collaborate with Community Groups such as school districts and other partnerships to ensure County Public Health is responsive to health-related community needs. (RW)	Wolf (RW)	Ongoing (RW)
	B. Comply with state mandate that all hospitals and health care providers have an interoperable electronic health record (EHR) system. (RW)	1. Identify Carver County providers impacted by the EHR Mandate and ensure interoperability with CC Public Health Department. Coordinate efforts with Mental Health and Jail. (RW)	Wolf (RW) Support: Bork, Olson, Taylor	2015 (RW)
	C. Enforce compliance with state mandate to investigate and abate public health nuisances in Carver County. (RW)	1. Amend current clandestine drug lab ordinance to include Public Health Nuisance investigations so the CC Community Health Board designees have the authority to investigate and abate suspected nuisance threats to the public's health. (RW)	Wolf Support: Metz (RW)	2013 (RW)
		2. Coordinate other county departments and organizations, including the CDA, to encourage referrals and partnerships for successful Public Health Nuisance abatement. (RW)	Wolf Support: Bork, Metz, Olson (RW) Lundgren	2013 (RW)
	D. Implement the Healthy Families America (HFA) home visiting model for long term, evidenced-based public health nursing for prenatal, postpartum, parenting, and special health care needs. (RW)	1. Provide training for staff on HFA system. (RW)	Wolf (RW)	2013 (RW)
		2. Assure necessary documentation structure in existing electronic database (PH-Doc) for reporting to meet national public health accreditation standards. (RW)	Wolf (RW)	2013 (RW)

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
I. Communities (Continued)	E. <u>Ensure Public Health Emergency Preparedness (RW) Realign emergency management responsibilities to better fit organizational structure.</u>	1. <u>Transition Emergency Management including the Medical Examiner to the Sheriff's Office.</u>	Wolf Olson	
		2. <u>Ensure ICS 300 training for relevant staff throughout the organization and conduct one intra-agency exercise including Emergency Management and Emergency Preparedness staff. (RW)</u>	Wolf Support: Olson (RW)	Ongoing
	EF. <u>Define Strengthen our partnership with the Carver County Community Development Agency by collaborating on economic development and affordable housing. (DF)</u>  <del>(I think the 5 deleted are overly vague, already occurred or are duplicated by #7) (DF)</del>  <u>Strengthen relationship and create synergies with Carver County CDA (RW) by collaborating on economic development and affordable housing. (DF)</u>	1. <u>Research metropolitan area County CDA partnerships to determine what possibilities exist. (DF) (RW)</u>	Wolf Support: Frischmon, Taylor (DF)	Ongoing (DF)
		2. <u>Meet with CDA officials to explore specific ideas for the future of the partnership. (DF)</u> <u>Continue to explore specific ideas for partnering and cost savings to include data collection, analysis and planning needs. (RW)</u>	Wolf Support: Taylor, Frischmon (DF)	Ongoing (DF)
		3. <u>Actively promote livable communities by promoting affordable housing stock in conjunction with the Community Development Agency. (DF) (RW)</u>	Wolf Support: Frischmon (DF) Bork (GB)	Ongoing (DF)
		4. <u>Discuss and determine what the current CDA policies are with respect to affordable housing. (DF) (RW)</u>	Wolf (DF) Support: Bork	12/11 (DF)
		5. <u>Review and update market study to determine county-wide affordable housing needs.</u>	Wolf Support: Bork	Q2 2012
		6. <u>Encourage economic job based development with marketing and incentives to grow the tax base. (DF) (RW)</u>	Wolf Support: Frischmon, Taylor (DF)	Ongoing (DF)
		7. <u>Identify the range of incentives, strategies, policies, etc. (DF) (RW) available to the County (and the cities, CDA, etc.) and determine where incentive (DF) gaps exist that could be used to support economic development and affordable housing efforts.</u>	Wolf Support: Frischmon, Bork	Ongoing
	G E. <u>Commit to investigate and prosecute the most serious, violent and repeat criminals in a timely manner. (MM)</u>	1. <u>Assign the most experienced, skilled, and knowledgeable investigators and prosecutors to handle these serious cases.</u>	Metz, Olson	Immediate and ongoing
		2. <u>Focus on school crimes, domestic violence, gun crimes, crimes against children, and crimes against the elderly and infirm.</u>	Metz, Olson	Immediate and ongoing
		3. <u>Foster collaboration with our partner-agencies in prosecution through active communication and training.</u>	Metz, Olson	Ongoing



Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
I. Communities (Continued)	G C. Commit to investigate and prosecute the most serious, violent and repeat criminals in a timely manner. (MM)	4. <u>Make a prosecution charging decision on domestic violence and criminal sexual conduct cases within two weeks of obtaining police reports. Strive to resolve 90% of criminal cases within 1 year from the date of charging.</u> (MM)	<u>Metz</u>	<u>Ongoing</u>
	<del>D.</del> <u>H.</u> Enhance multimodal travel and public safety.	1. Complete a county-wide road safety plan to identify high impact crash locations and system wide proactive safety measures.	Robjent	<u>Q2 2013 (LR)</u>
		2. Complete an Americans with Disabilities Act (ADA) transition plan for county road right of ways <del>utilizing a statewide sample plan under development by MnDOT Office of State Aid.</del> (LR)	Robjent	<del>2012-Q3 2013 (LR)</del>
		3. <del>Develop an</del> <u>Identify and prioritize implementation steps plan</u> to correct deficiencies on the county road system identified in the Non-Motorized Facility Inventory Plan. (RW)	Robjent Support: Wolf	<u>2012 Q4 2013 (LR)</u>
		4. <del>Program transportation and safety enhancement projects and secure external funding and internal funding for roads, trails and transit.</del>	Robjent	Ongoing
		5. <del>Develop a 5-year CIP for trails listing of high, medium and low priority trail projects consistent with county and city comprehensive plans.</del> (LR)	Robjent	<del>2012-Q3-2013 (LR)</del>
		6. <u>Secure funding and construct new 101 River Bridge and CR 61 "Y" improvements.</u> (LR)	<u>Robjent (LR)</u>	<u>2013-2015 (LR)</u>
		7. <u>Update county road maintenance policies with all cities</u>	<u>Robjent</u>	<u>Q4 2013</u>
	<del>E.</del> <u>I.</u> Identify needs of communities through the use of surveys and shifting utilization of County Services.	<del>1. Build and maintain high circulating library collections.</del>	<del>Taylor</del>	<del>Ongoing</del>
		<del>2. Provide library programs and services that are community and/or literacy based.</del>	<del>Taylor</del>	<del>Ongoing</del>
		1. <u>Incorporate elements of the library strategic plan including improving access to collections, maximizing staff potential, expanding the partnership base and identifying and enhancing programing.</u>	<u>Taylor</u>	<u>Ongoing</u>
		<del>3. Develop a listing of high, medium and low priority park improvement projects and park land acquisitions.</del>	Robjent	Ongoing
		5. <u>Inventory existing solid waste programs among cities and school districts to determine need for improvements/changes to solid waste programs.</u> (RW)	<u>Wolf (RW)</u>	<u>2013/2014 (RW)</u>

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
I. Communities (Continued)	F. <u>J.</u> Protect and enhance the County's natural resources.	1. <del>Monitor Aquatic Invasive Species in the County.</del> (RW)	<del>Wolf</del> (RW)	<del>Ongoing</del> (RW)
		2. Implement the <del>2012 Pilot</del> <u>County 2013 Aquatic Invasive Species Inspection Program with limited resources and prepare long term strategies for AIS prevention for 2014 and beyond, at Lake Minnewashta Regional Park.</u> (LR)	Robjent <u>Wolf</u>	<del>2012</del> <u>Q4 2013</u> (LR)
	G. <u>K.</u> Provide assistance and focus on Veterans and active duty military personnel in our court system.	1. <del>Plan a seminar involving local partners on how to work with Veterans and active duty military personnel that encounter our court system.</del> (MM)	Metz Support: Olson, Taylor	Q1 2012
		2. Develop and implement a criminal diversion program for qualified Veterans and active duty military personnel in the County Attorney's Office, in coordination with local law enforcement.	Metz Support: Olson, Taylor	Q4 of 2012 <u>3</u> – Ongoing (MM)
	L. <u>Plan for the changing needs in Carver County as the demographics adjust due to the projected increase in the number of older adults (Baby Boomers) living in Carver County by 2030.</u>	1. <u>Meet with city leadership in Carver, Chaska, Cologne, Hamburg, and New Germany to explore their aging population issues, strategies for addressing those issues, and the potential for development of aging commissions in each city.</u>	<u>Wolf</u>	<u>Q4 2013</u>
		2. <u>Plan for changes in County services to better serve the projected increase in the number of older adults.</u>	<u>Wolf</u> Support: All	<u>Ongoing</u>
II. Culture	A. Enhance employee communication through various creative and innovative tools.	1. Conduct employee forums, county wide employee meetings and labor management meetings on important county topics.	Hemze Support: <del>Krogman, ER</del> <u>Director</u> <del>Lundgren</del> -(DH)	Ongoing
		2. <u>Revise labor management committee structure and explore implementation opportunities in the county.</u>	<u>ER Director</u>	<u>Ongoing</u>
		3. <del>Continue to monitor and update employee suggestion program.</del>	Frischmon	Ongoing
		4. Conduct internal county organizational surveys.	Hemze Support: Taylor, Krogman ER Director (DK)	Begin by <del>Q2</del> <u>Q-4</u> of <del>2012</del> <u>2013</u> (DH)and Ongoing
		5. Maintain employee central on SharePoint and the employee newsletter. <del>Encourage Divisions to prepare and distribute annual reports.</del> <u>Complete rollout of Instant Messaging and other communication enhancements. Provide training and support to update each division/department's SharePoint Intranet site</u> (ST)	Taylor	Ongoing

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
II. Culture (Continued)	B. Develop a realistic and objective employee Performance Measurement System that would support the implementation of a pay for performance structure. <u>Continue implementation of performance evaluation and pay for performance systems.</u> (DH)	1. <del>Create an employee team to serve as the project management resource for this initiative.</del> (DH)	Krogman (DH) Support: Hemze	Complete (DH)
		2. <del>Research existing performance measurement systems that have a reputation for using realistic and objective measurement criterion.</del> (DH)	Krogman (DH) Support: Hemze	Q1 2012 (DH)
		3. Evaluate the <del>present</del> <u>new evaluation and pay for performance systems</u> for its strengths and areas of need and continually improve systems. (DH)	Krogman Support: Hemze	<del>2012-2013</del> (DH)
		4. <del>Research the pros and cons of a pay for performance system with local government.</del> (DH)	Krogman (DH) Support: Hemze	2012 (DH)
		5. <u>Continue implement and training on new systems.</u> (DH)	Krogman & successor (DK) Support: Hemze	2012-2013 (DH)
		6. <u>Initiate Implement Pay for Performance with NBG for all employees.</u> (DH)	Krogman & successor (DK) Support: Hemze	2014-2013-15 (DH)
	C. Create a culture of learning, wellness and growth through enhanced training and development programs, encouraging staff engagement and advancement.	1. Develop a strong succession planning program through leadership and mentoring.	<del>Krogman</del> ER Director (DK) Support: Taylor	Begin by Q2, Q4 <del>2012 2013</del> (DK), on-going
		2. Identify employee cross-training or job-blending opportunities to position the organization for greater flexibility in the future.	<del>Krogman</del> ER Director (DK) Support: Lundgren	Begin by Q3 2012, on-going
		3. <u>Provide support on several planned Lean &amp; Kaizen events.</u> (ST)	All (ST)	Ongoing (ST)
		4. <u>Create and operate a training service which offers educational resources on County software and equipment to enable greater use of electronic tools.</u> (ST)	Taylor (ST)	2013 (ST)
		5. Develop customer service expectations and training.	<del>Krogman</del> ER Director (DK) Support: Taylor	Begin by Q3, <del>2011</del> , on-going

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
II. Culture (Continued)	C. Create a culture of learning, wellness and growth through enhanced training and development programs, encouraging staff engagement and advancement.	6. Encourage professional and personal growth by developing and funding individual training profiles, creating career development plans, mentorship, support and resources.	Krogman ER Director (DK) Support: Lundgren Taylor	Begin by Q1, 2012 (DK), on- going
		<del>7. Encourage cross-divisional problem solving and communication activities. (DH)</del>	<del>Hemze (DH) Support: Taylor</del>	<del>Ongoing</del>
		8. Provide <del>integrated</del> programs and resources to improve the health and wellbeing of Carver County employees and their families and create a work environment that supports healthy choices through Health Incentive Programs and Education. (ST).	Krogman ER Director (DK) Support: Frischmon and Taylor (ST)	Ongoing
		9. <u>Develop a strategy to increase employee participation in the County's Health Incentive Plan to at least 70% in 2014. (DF)</u>	Frischmon Support: Hack (DF)	Q2, 2013 thru 2014 (DF)
	D. <u>Develop and implement strategies to strengthen the Employee Relations Division.</u>	1. <u>Hire new Employee Relations Director and provide the Employee Relations Division with adequate the staff and other resources. (DH)</u>	Hemze Support: Hack (DH)	Q2, 2013 (DH)
		2. <u>Provide the Employee Relations Division with adequate staff and operational budget resources. (DH)</u>	Hemze Support: Hack (DH)	2013 (DH)
		3. <u>Develop a plan using electronic tools for Employee Relations to reduce duplication of work and increase efficiency. (ST)</u>	Krogman ER Director Support: Taylor, Frischmon (ST)	
III. Connections	A. <del>Enhance the County's presence in regional, state, and federal government forums.</del>	1. <del>Support positions that advocate for fewer unfunded mandates and reduce the maintenance of effort requirements. (DH)</del>	<del>Hemze Support: Bork, Taylor (DH)</del>	<del>Ongoing (DH)</del>
		2. <del>Actively participate in regional, state and federal activities and programs to carry the message. (DH)</del>	<del>Hemze Support: Robjent, Lundgren (DH)</del>	<del>Ongoing (DH)</del>
	B. Develop technology infrastructure, systems and tools to provide better customer service and greater communication to the Carver County community.	1. Enhance infrastructure technology to increase staff efficiencies and improve customer service.	Taylor	Q2, 2012 Ongoing

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
III. Connections (Continued)	Develop technology infrastructure, systems and tools to provide better customer service and greater communication to the Carver County community.	2. Enhance the county's presence online to include additional E-Govt services and expanded communication through <u>improved web based (RW) social media tools.</u>	Taylor	<u>Q3, 2012</u> <u>Ongoing</u>
		3. <u>Continue to Implement CRM/GIS electronic permitting, inspection and data management procedures in Environmental Management Services and Land Management areas of responsibilities. (RW)</u>	Wolf Support: Taylor	<u>2012-2013</u>
		4. Utilize technology to enhance the County's commitment to protecting and providing public access to public records <u>through a variety of GIS mobile apps for fire departments and property records. (ST)</u>	Taylor Support: Metz	Ongoing
		6. <u>Develop a plan for the replacement/enhancement of Assessor and Tax software. Elections may also be a part of this. (ML)</u>	Lundgren	<u>2014 and</u> <u>Ongoing</u>
		7. <u>Pursue technology improvement to maximize the efficiency of Division Operations with the SWCD and CDA. (RW)</u>	Wolf Support: Taylor (RW)	<u>2013 (RW)</u>
		8. <u>Start Planning for a new County Website in SharePoint. (ST)</u>	Taylor Support: All (ST)	<u>4Q 2013 (ST)</u>
	C. Promote community connectedness through partnerships with community organizations, schools and government agencies.	1. Move the collaboration between Carver and Scott County on Smart Link to a "merger."	Bork	2013
		<del>2. Consider resource sharing opportunities to avoid duplication of services and to save taxpayer monies including entrepreneurial contracts. (DH)</del>	Hemze Support: Frischmon, Lundgren, Taylor (DH)	Ongoing
		3. <u>Fiber Optic Ring Project – Complete Construction, including equipment installations. (ST) Explore future partnerships and collaborations.</u>	Taylor (ST)	<u>March – May</u> <u>2013 and</u> <u>Ongoing</u>
		4. Leverage resources and promote community connectedness through library, historical and extension programs and partnerships. <u>Have the county electronically storing Historical Society collections to improve customer access. (ST)</u>	Taylor	Ongoing

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
III. Connections (Continued)	C. Promote community connectedness through partnerships with community organizations, schools and government agencies.	5. Formalize partnerships with stakeholders on homelessness issues.	Bork Support: Frischmon (DF)	Ongoing
		6. <u>Explore partnerships with schools, community organizations and government agencies to close the education achievement gap to reduce the flow of people who end up needing county services (CSS, Sheriff, Courts, etc.) because they graduated from high school without the skills necessary to become productive members of society.</u> (DF)	Bork Support: Frischmon (DF)	Ongoing
		7. Explore the <del>opportunity</del> <u>feasibility</u> of merging PSAP jails with Scott County. (DH)	Olson Support: Hemze	2012-2013 (DH)
		6. <del>Develop and maintain relationships with the county's legislative delegation to accomplishing the County's legislative priorities.</del> <u>Develop legislative priorities and advocate for legislative positions which assist in accomplishing the County's goals.</u> (DH)	Hemze Support: Robjent, Frischmon, Taylor	Ongoing
	D. Plan all modes of Transportation throughout the county.	1. <del>Plan and construct a safe and efficient multimodal system.</del>	Robjent	Ongoing
		2. <del>Work with Southwest Transit to develop and expand public transportation routes into the western part of the county and coordinate data collection, analysis and planning. Plan for transit needs to accommodate the proposed SW Light Rail Line.</del>	Robjent Support: Wolf	Ongoing
		3. <del>Evaluate need for</del> <u>Identify steps to implement (RW)</u> <del>coordinated transit planning effort between relevant County Divisions.</del>	Wolf Support: Robjent	Ongoing
	E. Develop and continue community crime prevention and outreach activities.	1. <del>Explore the creation of a TRIAD program which is a collaborative effort between the Sheriff's office, local police departments and senior citizens working together to reduce and prevent crimes against seniors.</del> (RW)	Olson Support: Wolf, Metz	Q2 2012
		2. <u>Continue and evaluate effectiveness of homicide training for prosecutors and law enforcement.</u> (MM)	Metz (MM)	Q4 2013

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
III. Connections (Continued)	E. Develop and continue community crime prevention and outreach activities.	3. <u>Partner with the Anoka County Attorney's Office and Carver County agencies in the SAFE initiative: Stop Abuse and Financial Exploitation. The mission is to collaborate with private and public agencies to protect those who are at risk of abuse, neglect, or financial exploitation because of age or circumstances. (MM)</u>	<u>Metz</u> Support: <u>Olson, Wolf, Bork (MM)</u>	<u>Ongoing</u>
IV. Finances	A. Develop a multi-year dynamic and flexible budgeting, financing and fiscal forecasting model.	1. <del>Update</del> <u>Create</u> a 5-year plan to identify and fund software projects and enhancements <del>technology investments including software. (DF)</del>	Frischmon Support: Taylor	2013
		<del>2. Develop a 5-year plan for levy funded positions within the County's workforce. (DF)</del>	Frischmon Support: Krogman Lundgren, Taylor (DF)	<del>2013</del> (DF)
		3. Determine the viability of self-insuring employee health insurance.	Hemze Support: Frischmon, <del>Krogman</del> <u>ER Director</u>	2013
		4. Develop a phased replacement program (including a dollar value threshold) for office equipment, computers, and other necessary equipment needed for County <del>business services.</del>	<del>Frischmon</del> <u>Taylor</u> Support: <del>Taylor</del> <u>Frischmon (DF)</u>	2013
		5. Implement Asset Management Systems to efficiently track and manage county assets and plan for future needs.	Taylor Support: Robjent <u>Frischmon</u>	2011-2015
		6. Develop <u>5 year CIP and funding strategy for the acquisition and development of parks and trails areas. (LR)</u>	Robjent Support: <u>Frischmon (LR)</u>	<u>Q4 2013</u>

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
IV. Finances	B. <u>Develop and monitor for compliance processes, policies, internal controls, etc. to ensure county wide financial efficiency, integrity, transparency and accountability.</u> (DF)	1. <u>Complete process to automate payroll and begin process to automate invoice and receipt processing to eliminate handling paper and duplicating manual data entry for finance staff.</u> (DF)	Frischmon (DF)	<u>2013-2014</u> (DF)
	B.C. Actively explore and legislatively promote other sources of revenue to decrease reliance on county property taxes.	2. Research grant opportunities and alternative revenue sources available to county government that supports the county's strategic plan.	Frischmon Support: Robjent, Taylor	2013
		2. Research and promote non-property tax funding sources for the funding of facility security improvements.	Metz Support: Hemze	<del>2012</del> <u>2013</u> (DH)
V. Growth	A. Implement the elements of the Comprehensive Plan.	<del>1. Identify the most important areas of focus and prioritize these areas for study and follow-up. Implement the priority areas of the Comp Plan.</del> (RW)	Wolf Support: Robjent, Lundgren, Frischmon (DF)	Ongoing
		2. <del>Develop Report on the measurable outcomes and metrics to monitor progress and adjust where needed.</del> (RW)	Wolf Support: Robjent	Q2 2012
		<del>3. Coordinate and centralize data collection and analysis efforts. Incorporate Transportation element of the Comp Plan as appropriate.</del> (RW)	Wolf Support: Robjent	Q2 2012
		<del>4. Evaluate potential for increased coordination with CDA around data collection, analysis and planning activities.</del> (RW)	Wolf (RW)	<del>Q3 2012</del> (RW)
	B. Construct sufficient county infrastructure to accommodate land development while protecting natural resources and limiting the financial burden on the existing tax base.	1. Implement an <u>updated</u> cost allocation process for transportation improvements needed to support growth and development. (DH)	Robjent Support: Hemze, Frischmon	<del>2012</del> <u>Q2 2013</u> (DH)
		2. <u>Develop a cost share for construction and maintenance of county trail with cities</u>	Robjent	<u>Q3 2013</u>
		<del>3. Create a review process to identify development needs and to seek solutions as early as possible in the process.</del> (DH)	Robjent Support: Hemze, Frischmon (DH)	<del>2012</del> (DH)



Goals	Strategies	Tasks	Responsibility	Implementation Timeframe
V. Growth (Continued)	C. Develop a county service strategy to efficiently accommodate citizen service needs, county staffing and facility needs.	1. Update the staffing analysis and determine where, if any, space needs exist within the county.	Taylor Support: Bork, Frischmon, Lundgren, Wolf	Ongoing
		2. Improve access to all library services by responding to changes in how the public uses libraries.	Taylor	Ongoing
		3. <del>Review and</del> Improve building security for all county facilities <u>per the Security Taskforce II recommendations (ST). Attach budget dollars and schedule to discussion (ML), and develop a budget strategy and schedule.</u>	Taylor	4Q 2012
		<del>4. Evaluate the county tourism opportunities utilizing the U of M extension service.</del>	Taylor	<del>2013</del>
		5. <u>PW Space Planning analysis – select vendor and complete plan. (ST)</u>	Robjert, Taylor (ST)	2013 (ST)
	D. Implement the Carver County Water Management Organization <del>Master</del> Plan (RW)	1. <del>Prioritize areas for implementation.</del> <u>Update the short and long term project list in the CCWMO Plan. (RW)</u>	Wolf	<del>Ongoing</del> <u>2013</u>
		2. <del>Measure the established short term metrics.</del> <u>Begin the update to the County Groundwater Plan. (RW)</u>	Wolf	Ongoing
		3. <u>Complete Adjacent Watershed boundary study. (RW)</u>	<u>Wolf (RW)</u>	<u>2013 (RW)</u>
		4. <u>Increase coordination and communication with watershed districts with the County. (RW)</u>	<u>Wolf (RW)</u>	<u>Ongoing (RW)</u>
	E. <u>Update Road System Plan utilizing revised performance targets. (LR)</u>	1. <u>Plan all modes of Transportation throughout the county.</u>	Robjert	<u>Ongoing</u>
		1. <u>Refine performance targets related to traffic capacity and access management. (LR)</u>	Robjert (LR)	<u>Q3 2013 (LR)</u>
		2. <u>Refine road network recommendations (number lanes, right of way needs, costs) (LR)</u>	Robjert (LR)	<u>Q3 2013 (LR)</u>
		3. <u>Develop CIP prioritization system. (LR)</u>	Robjert (LR)	<u>Q3 2013 (LR)</u>